



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

**Tuesday, July 16, 2024 9:00 A.M.**

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

- 8:30 a.m. Department Visit – Extension
- 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 July 2<sup>nd</sup>, 2024 Board of Commissioner Regular Meeting Minutes  
2.2. Board Action – Approve Claims  
2.3. Board Action – SP 032-070-005 Award  
2.4. Board Action – SAP 032-614-050 Contract and Bond  
2.5. Resolution – Rescind Resolution Establishing the Position of Full-time County Attorney and Re-Establish the Position of Part-Time County Attorney  
2.6. Board Action – Subsurface Sewage Treatment Loan  
2.7. Board Action – TriMin Contract Board Ratification  
2.8. Board Action – FY2025 CVSO Grant Program
- 9:02 a.m. Auditor/Treasurer, Kelly Rasche  
3.1. Joint Ditch Discussion with Nobles County
- 9:12 a.m. Sheriff/Emergency Management, Gary Reif  
4.1. Resolution – Continue State of Emergency
- Unscheduled Auditor/Treasurer, Kevin Nordquist  
5.1. Board Action – 2024 Primary/General Election Canvass Board Appointment

Unscheduled	Committee and Board Reports
	Adjourn Commissioners' Meeting
Unscheduled	<u>Call the Drainage Authority Meeting to Order</u>
	1.1. Adoption of Agenda
	Consent Agenda
	2.1. Board Action – Approve July 2 <sup>nd</sup> , 2024 Drainage Authority Regular Meeting Minutes
Unscheduled	Drainage Coordinator, Kelly Rasche
	3.1. Drainage Coordinator Update
	Adjourn Drainage Authority Meeting
10:30 a.m.	Jackson County Law Enforcement Center and Government Center Ground Breaking

**PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA**

**July 2, 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 July 2, 2024. The following members of the Jackson County Board of Commissioners were present: Don Wachal, Roger Pohlman, Scott McClure, Phil Nasby and James Eigenberg. County Administrator, Ryan Krosch; County Attorney, Kristi Meyeraan; and Assistant to the Administrator, Brandi Bourquin were also in attendance.

**CALL TO ORDER**

Chair Wachal called the meeting to order at 4:30 p.m. and led the Pledge of Allegiance.

**Motion was made by Commissioner McClure and seconded by Commissioner Eigenberg** 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 24-104** – Approve June 18, 2024 Board of Commissioners’ Regular Meeting Minutes.

**Board Action 24-105** – Approve June 18, 2024 Board of Equalization Meeting Minutes.

**Board Action 24-106** – Approve June 25, 2024 Board of Commissioner Emergency Meeting Minutes.

**Board Action 24-107** – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01 subd. 4(b), recorded on warrants numbered 106743-106877 in the amount of \$2,448,811.51 for the following funds: Revenue, \$296,290.90; Public Works, \$1,431,105.37; 2013A GO Capital Improvement Bonds, \$517,034.33; Ditch, \$202,198.05; Library, \$1,660.86; and Taxes & Penalties, \$522.00. A detailed list of claims paid is available at the Auditor/Treasurer’s office upon request.

<b>Vendor</b>	<b>Total</b>
Minnesota Paving & Materials	1,317,028.53
Svoboda Excavating Inc	247,000.00
Marshall Machine Shop, Inc	174,819.00
Peterson Sheet Metal, Inc	134,695.14
Nobles/County of	125,514.00
Molin Concrete Products Company	103,137.68
Midway Ford Company	51,062.64
Contegrity Group Inc	37,432.37
Rebuilding Together Minnesota	25,000.00
Cooperative Energy Co.	24,835.98
Red Rock Quarry, Inc.	20,587.89
Master Electric Co, Inc	19,950.00
Union Pacific Railroad	19,097.11
Waste Management	17,023.09
Wold Architects And Engineers	11,394.27
Rinke Noonan, Ltd.	10,473.50
H2Over Viewers LLC	8,658.53
Duininck, Inc.	8,080.61
Pro-West & Assoc., Inc	7,148.02
Advanced Correctional Healthcare, Inc	6,999.91
Grazzini Brothers & Company	6,650.00
Jackson/City Of	5,334.25
Cutting Edge Sales & Svc	5,298.99

Helena Agri-Enterprises, LLC	4,567.25
S & J Cleaning	3,618.50
MN DVS-Deputy Registrar	3,556.87
No BS Performance	3,500.00
Catalis Public Works & Citizen Engagemen	3,080.00
Braun Intertec Corporation	3,031.50
AUTO VALUE - JACKSON	2,739.73
Rockmount Research And Alloys Inc	2,718.44
The Evangelical Covenant Church Trimont	2,672.51
SeaChange Print Innovations	2,171.97
Office of MN.IT Services	2,143.12
Brothers Fire & Security	2,022.50
<b>Total Claims Over \$2000</b>	<b>2,423,043.90</b>
<b>79 Claims Under \$2000</b>	<b>25,767.61</b>
<b>Total Claims Submitted</b>	<b>2,448,811.51</b>

**Board Action 24-108** – Approve the appointment of Kristy Thurmer to the Jackson County Library Governing Board as the representative for Commissioner District 4.

**Board Action 24-109** – Approve the contract and bond for SAP 032-623-027.

**Board Action 24-110** – Affirm County Board Chair Don Wachal's Declaration of a State of Emergency signed June 22, 2024 due to the June 2024 flooding event in Jackson County.

County of Jackson )  
) SS.  
State of Minnesota )

**RESOLUTION 24-012**

**LOCAL DECLARATION OF A STATE OF EMERGENCY**

**WHEREAS** the County of Jackson, Minnesota, has sustained losses of a significant proportion from flooding, brought on by excessive and continuous rain beginning the 17<sup>th</sup> of June, 2024.

**WHEREAS** the Flooding event has caused significant damage to public and private property; and

**WHEREAS** the Jackson County Department of Emergency Management requests the Jackson County Board of Commissioners to declare Jackson County in a STATE OF EMERGENCY for the FLOODING event of June 2024;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Jackson County Board of Commissioners declares Jackson County in a STATE of EMERGENCY for conditions resulting from the FLOODING event beginning June 17th, 2024. Adopted by the Jackson County Board of Commissioners this 22nd day of June, 2024.

**WHEREAS** acting on behalf of and for the people of Jackson County, I, Jackson County Board of Commissioners Chairman Don Wachal, declare on the 22nd day of June, 2024, that a STATE OF EMERGENCY exists within Jackson County with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statutes.

**Board Action 24-111** – Approve 2024 Confession of Judgment Update Report as required per MN State Statute # 279.37 subd. 3-5.

The motion carried unanimously.

Jon Wilson, Minnesota State House of Representatives Candidate for District 21B introduced himself to the Board of Commissioners and provided information on his background.

**COUNTY ATTORNEY**

**Motion was made by Commissioner Pohlman and seconded by Commissioner McClure** to adopt Board Action 24-112 – Approve contracting for legal services with Kayla M. Johnson/Smith and Johnson Law Office. The motion carried unanimously.

The County Attorney and the Board discussed designating the County Attorney position as part-time. It was the consensus of the Board to take this action at the next Board meeting.

**COUNTY ADMINISTRATOR**

**Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg** to adopt Board Action 24-113 – Approve changes as presented to employee handbook policies 300, 304, 305, 306, 503, 716 and 717 with the addition of the “and/or cannabis” statement to policy 304. The motion carried unanimously.

**BOARD REPORTS**

Commissioner Wachal reported on meetings/events involving local emergency flood meetings, Commissioner Emergency Meeting, Federated Rural Electric Legislative Picnic and AMC Tax Forfeiture webinar.

Commissioner Nasby reported on meetings/events involving Des Moines River Watershed Planning Partnership Policy Committee and Commissioner Emergency Meeting.

Commissioner McClure reported on meetings/events involving Commissioner Emergency Meeting, Federated Rural Electric Legislative Picnic, and local emergency flood meetings.

Commissioner Pohlman reported on meetings/events involving the Jackson County Township Association Annual Meeting and Commissioner Emergency Meeting via telephone per Minnesota Statute 13D.021.

Commissioner Eigenberg reported on meetings/events involving local emergency flood meetings, Commissioner Emergency Meeting, and UCAP.

**ADJOURN**

**Motion was made by Commissioner Eigenberg and seconded by Commissioner Nasby** to adjourn the meeting at 9:42 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Board Chair

ATTEST:

\_\_\_\_\_  
Ryan Krosch, County Administrator



**Request for Board Action**  
**Agenda Item No. 2.3.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** \_\_\_\_\_

**Department:** Public Works/Parks

**Presenter:** \_\_\_\_\_

**Recommendation:** Approve

**Item:** SP 032-070-005 Award

**Board Action Request:**

Award SP 032-070-005 to Midwest Contacting, LLC from Marshall, MN for the bid amount of \$1,637,142.20

**Background & Comments:**

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

**Attachments:** Bid abstract Summary

**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](mailto:County.Administrator@co.jackson.mn.us)

## Contract CSAH 29-CSAH 34 Roundabout - Bid Summary

Report Date	Contract Name	Contract Number	Release Date	Bid opening	Addendum 1	Addendum 2
7/10/2024	CSAH 29-CSAH 34 Roundabout	2024-1	5/23/2024	6/21/2024, 10:00 AM	6/18/2024	6/20/2024

Bid Name	Total
Midwest Contracting, LLC	\$1,637,142.20
Duininck, Inc.	\$1,794,126.80
OMG Midwest Inc, dba Minnesota Paving & Materials	\$1,810,291.85



**Request for Board Action**  
**Agenda Item No. 2.4.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** \_\_\_\_\_

**Department:** Public Works/Parks

**Presenter:** \_\_\_\_\_

**Recommendation:** Approve

**Item:** SAP 032-614-050 Contract and Bond

**Board Action Request:**

Approve and sign the contract and bond for SAP 032-614-050

**Background & Comments:**

Replacment of existing bridge 88995 located on CSAH 14 in section 2 of Des Moines township.

**Attachments:** Contact and Bond Documents and Bid Abstract

**Fiscal Impact:** Local Bridge Replacement Program (LBRP) 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](mailto:County.Administrator@co.jackson.mn.us)

Contract No. 2403

STATE OF MINNESOTA  
COUNTY OF JACKSON

**CONTRACT**  
**HIGHWAY CONSTRUCTION**

This agreement between the County of Jackson in the State of Minnesota, party of the first part, hereinafter called the County, and Icon, LLC. of Dodge Center, MN, party of the second part, hereinafter called the Contractor. Witnesseth, that the Contractor, for and in consideration of the payment or payments herein specified and by the County to be made, hereby covenants and agrees to furnish all materials (except such as is specified to be furnished by the County), all necessary tools and equipment and to do and perform all the work and labor in the construction of SAP 032-614-050 located as shown on approved plans for the price and compensation set forth and specified in the proposal signed by the Contractor and hereto attached and hereby made a part of this agreement, said work to be done and performed in accordance with the Plans, Specifications and Special Provisions therefore on file in the office of the County Administrator of said County, which Plans, Specifications and Special Provisions are hereby made a part of this agreement.

The Contractor further covenants and agrees that he will have same completed in every respect to the satisfaction and approval of the County as per the schedule of working starting after Engineer's approval and completed by October 30th, 2024.

IN WITNESS WHEREOF, The said County has caused these presents to be executed and the Contractor has hereunto subscribed his name.

Dated at Jackson, MN, this \_\_\_\_\_ day of \_\_\_\_\_, 2024

By \_\_\_\_\_  
Chairperson, County Board, and

County Administrator



Contractor

Approved as to form and execution this \_\_\_\_\_ day of \_\_\_\_\_, 2024

County Attorney

CONTRACT NO. 2403

CLASS OF WORK: Bridge Replacement

**STATE OF MINNESOTA**

**COUNTY OF JACKSON**

**PAYMENT AND PERFORMANCE BOND**

**PART A: PAYMENT**

KNOW ALL MEN BY THESE PRESENTS, That We, Icon, LLC, Contractor, as principal, and Western Surety Company, as Surety, are held and firmly bound unto the County of Jackson, Minnesota, in the amount of Seven Hundred Ninety-Two Thousand Nine Hundred Thirty-Two and 95/100----- DOLLARS (\$792,932.95 for payment of all claims, costs and charges as hereinafter set forth.

For the payment of this well and truly to be made we jointly and severally bind ourselves, our representatives and successors firmly by these presents.

The condition of this obligation is such that whereas the principal has entered into a contract with the County of Jackson for the construction of SAP 032-614-050 as shown on approved plans, which Contract is on file in the office of the County Coordinator, the regularity and validity of which is hereby affirmed;

NOW, THEREFORE, if the principal shall pay as they may become due all just claims for work done, tools, machinery, skills, materials, insurance premiums, equipment and supplies and all taxes incurred under Minnesota Statutes, as may be provided for the completion of the contract in accordance with its terms, and shall save the County harmless from all costs and charges that may accrue on account of the doing of the work specified and shall pay all costs of enforcement of the terms of the bond, if action is brought thereon, including reasonable attorney's fees, in any case in which such action is successfully maintained, and shall comply with the laws of the state appertaining to such contract, then this obligation shall be void, but otherwise it shall remain in full force and effect.

**PART B: PERFORMANCE**

KNOW ALL MEN BY THESE PRESENTS, That the aforesaid principal and surety are held and firmly bound unto the County of Jackson in the additional amount of Seven Hundred Ninety-Two Thousand Nine Hundred Thirty-Two and 95/100----- DOLLARS (\$792,932.95 for the faithful performance of the Contract as hereinafter set forth.

For the payment of this well and truly to be made we jointly and severally bind ourselves, our representatives and successors firmly by these presents.

The condition of this obligation is such that whereas the principal has entered into the Contract more particularly described in Part A hereof, the regularity and validity of which is hereby affirmed;

NOW, THEREFORE, if the principal shall faithfully perform the Contract and shall save the County of Jackson harmless from all cost and charges that may accrue on account of the doing of the work specified and shall pay all costs of enforcement of the terms of the bond, if action is brought thereon, including reasonable attorney's fees, in any case in which such action is successfully maintained, and shall comply with the laws of the State appertaining to such Contract, then this obligation shall be void but otherwise it shall remain in full force and effect pursuant to Minnesota Statutes, Chapter 574.

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**THE AGGREGATE LIABILITY UNDER PART A AND PART B HEREOF IS**

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One Million Five Hundred Eight-Five Thousand Eight Hundred Sixty-Five and 90/100-----  
DOLLARS (\$1,585,865.90)

(Sum of Parts A and B)

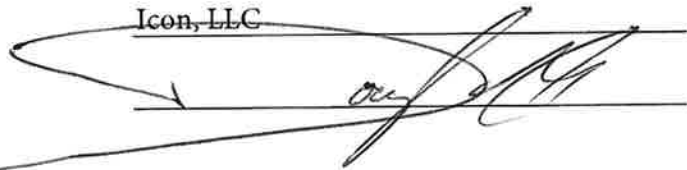
**SIGNATURES**

Dated June 13, 2024

Witnesses:

Ben Hanson

Icon, LLC



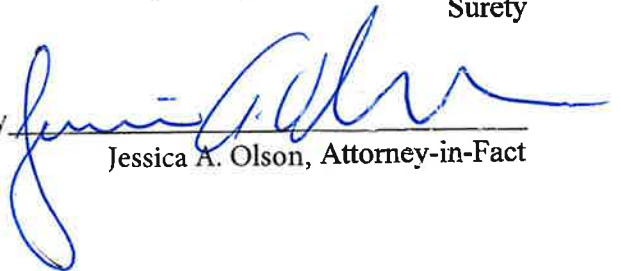
Principal

Vicki L. Quelp  
Joi  
(Corporate Seal)

Western Surety Company

Surety

By



Jessica A. Olson, Attorney-in-Fact

**INDIVIDUAL AND CO-PARTNERSHIP ACKNOWLEDGMENT**

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF JACKSON )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the person(s) described in and who executed the foregoing bond, and acknowledged that he executed the same as \_\_\_\_\_ free act and deed.

(Notarial Seal) \_\_\_\_\_

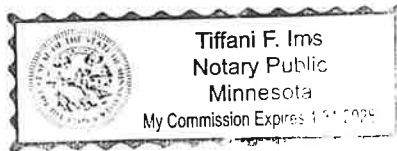
**CORPORATE ACKNOWLEDGMENT FOR CONTRACTOR**

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF JACKSON )

On this 17 day of June, 2024, before me appeared Douglas Ims and \_\_\_\_\_, to me personally known, who being by me duly sworn did say that they are respectively president and \_\_\_\_\_ of ICON, LLC, a corporation; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that said instrument was executed in behalf of the corporation by authority of its board of directors; and he acknowledged said instrument to be the free act and deed of the corporation.

(Notarial Seal) \_\_\_\_\_

*[Handwritten Signature]*



ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF MINNESOTA  
COUNTY OF DAKOTA

On the 13th day of June, 2024 before me personally appeared, Jessica A. Olson to me known, who being duly sworn, did say: that s/he resides in Minnesota that s/he is the aforesaid officer or attorney in fact of Western Surety Company, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation; and that the said instrument as signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.



*Sierra McQuoid*  
\_\_\_\_\_  
Notary Public

**AFFIX HERE ACKNOWLEDGMENT OF CORPORATE SURETY**

**JUSTIFICATION FOR PERSONAL SURETIES**

STATE OF MINNESOTA

)

) ss

COUNTY OF JACKSON

)

\_\_\_\_\_ and \_\_\_\_\_ being duly sworn, each says for himself that he is one of the sureties' names in the foregoing bond; that he is a resident and free holder of and in the State of Minnesota, and is worth the sum set opposite his name, over and above his debts and liabilities and exclusive of his property exempt from execution.

\_\_\_\_\_ \$

\_\_\_\_\_ \$

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Notarial Seal)

\_\_\_\_\_

Approved as to form and execution \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
County Attorney

The within bond and the sureties thereon approved and bond filed \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
County Auditor-Treasurer

**NOTICE TO PERSONAL SURETIES;** Bond will not be accepted unless accompanied by a sworn financial statement of each of the sureties.

**NOTICE TO CORPORATE SURETIES:** This bond will not be accepted unless executed or countersigned by a Minnesota agent or attorney-in-fact whose name and address must be noted below.

Attach corporate acknowledgment on previous page.

Full name of Surety Co. Western Surety Company

Home Office Address 151 N. Franklin St., Chicago, IL 60606

Name of Attorney-in-Fact Jessica A. Olson

Name of Local Agency North Risk Partners

Address of Local Agency 2010 Centre Pointe Blvd., Mendota Heights, MN 55120

If this bond is executed outside the State of Minnesota, it must be countersigned on Page 3 by a Minnesota Resident Agent of the Surety Co.

Name of Agent affixing countersignature N/A

Address N/A

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Litton E S Field Jr, Nicole M Coty, Mark Alan Thune, Mutya Alvaran Enoksen, Gayle L Thorson, Jeffrey R Skaar, Jessica A Olson, Sierra McQuoid, Individually, of Mendota Heights, MN  
Kevin Paulson, Tom Corneil, Chad Christianson, De Ette J Wurm, Debra M Bledsoe, Brenda S Klimstra, Erin Pohlman, Deb Geislinger, Jacqueline Riley, Amanda Plantenberg, Dena Grunhovd, Leslie Seehusen, Individually, of Saint Cloud, MN**

its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 14th day of July, 2023.



WESTERN SURETY COMPANY

Larry Kasten  
Larry Kasten, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 14th day of July, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
March 2, 2026



M. Bent  
M. Bent, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 13th day of June 2024



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

## Contract Project: SP 032-614-050 - Bid Summary

Report Date	Contract Name	Contract Number	Release Date	Bid opening
7/10/2024	Project: SP 032-614-050	Project: SP 032-614-050	4/22/2024	5/17/2024, 10:00 AM

Bid Name	Total
ICON, LLC.	\$792,932.95
Midwest Contracting, LLC	\$899,909.70



**Request for Board Action**  
**Agenda Item No. 2.5.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** \_\_\_\_\_

**Department:** Administrator

**Presenter:** Ryan Krosch

**Recommendation:** Approve

**Item:** Rescind Resolution Establishing the Position of Full-time County Attorney and Re-Establish the Position of Part-Time County Attorney

**Board Action Request:**

Approve Resolution Rescinding Resolution Dated January 2, 1990 Establishing the Position of County Attorney to be Full-time Effective in 1991 and Re-establishing the Position of Part-time County Attorney

**Background & Comments:**

At the July 2, 2024 County Board meeting, Jackson County Attorney Kristi Meyeraan and the Jackson County Board of Commissioners discussed and mutually agreed that changing back to a part-time county attorney position would provide for greater flexibility and be more cost effective for Jackson County.

The attached resolution rescinds a prior County Board action in 1990 that made the County Attorney position full-time. The attached resolution also re-establishes the position of County Attorney as part-time effective July 16, 2024.

**Attachments:** Rescinding resolution, 1990 resolution establishing full-time CA position

**Fiscal Impact:** Salary savings

**\*\* 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](mailto:County.Administrator@co.jackson.mn.us)

County of Jackson            )  
                                          ) SS.  
State of Minnesota            )

**Resolution No. 24-  
RESCINDING RESOLUTION DATED JANUARY 2, 1990 ESTABLISHING THE POSITION OF  
COUNTY ATTORNEY TO BE FULL-TIME EFFECTIVE IN 1991 AND RE-ESTABLISHING  
THE POSITION OF PART-TIME COUNTY ATTORNEY**

**WHEREAS**, Minnesota Statute 388.21 states the county board of any county in Minnesota by resolution may provide that the office of the county attorney shall be a full-time position and require that one elected to the office not engage in the private practice of law; and

**WHEREAS**, on January 2, 1990, the Jackson County Board passed a resolution establishing the position of County Attorney as full-time effective on the first Tuesday after the first Monday in January 1991; and

**WHEREAS**, Jackson County Attorney Kristi Meyeraan and the Jackson County Board of Commissioners discussed and mutually agreed on July 2, 2024 that changing back to a part-time county attorney would provide for greater flexibility and be more cost effective for Jackson County.

**NOW, THEREFORE, BE IT RESOLVED**, the Jackson County Board of Commissioners rescinds the Resolution dated January 2, 1990 and attached hereto as a part of this Resolution that established the position of County Attorney to be full-time effective on the first Tuesday after the first Monday in January 1991.

**THEREFORE, BE IT FURTHER RESOLVED**, that effective July 16, 2024, the Jackson County Board of Commissioners re-establishes the position of County Attorney to a part-time position and that one elected to the Office of Jackson County Attorney be permitted to engage in the private practice of law.

Duly passed and adopted this 16<sup>th</sup> day of July, 2024.

\_\_\_\_\_  
Jackson County Board of Commissioners'  
Chair

ATTEST:

\_\_\_\_\_  
Ryan Krosch, County Administrator

COMMISSIONERS RECORD No. 15

MILLER-DAVIS CO., MINNEAPOLIS 55678-4

RESOLUTION

BE IT RESOLVED that the Jackson County Pilot, Jackson, Minnesota, published on Thursday of each week be and the same hereby is designated by the County Board of Jackson County, State of Minnesota, as the official newspaper of said County for the year 1990.

Duly Passed and Adopted this 2nd day of January, 1990.

JACKSON COUNTY BOARD OF COMMISSIONERS

Ralph Bonnell  
Chairman

ATTEST:

Lester J. Glaser  
County Auditor

MISCELLANEOUS MATTERS

A prior resolution regarding payment of a 75 cent bounty on pocket gophers was on motion made, seconded and carried, ratified and continued for the year 1990.

RESOLUTION

WHEREAS, Minnesota Statutes requires the Board of Commissioners to set minimum salaries to be paid certain County officials for the term next following:

NOW THEREFORE BE IT RESOLVED, pursuant to said laws the salaries of Auditor, Treasurer, Recorder and Sheriff for the term next following are hereby set at not less than the minimum provided by said laws.

\$20,363.00 per annum for the County Auditor; \$18,886.00 per annum for the County Treasurer; \$16,453.00 for the County Recorder and \$26,707.00 for the County Sheriff, payable in twelve (12) equal monthly installments.

Duly Passed and Adopted this 2nd day of January, 1990.

JACKSON COUNTY BOARD OF COMMISSIONERS

Ralph Bonnell  
Chairman

ATTEST:

Lester J. Glaser  
County Auditor

RESOLUTION

WHEREAS, Pursuant to Minnesota Statutes 388.21, Subdivision 1, the County Board of any county in Minnesota may provide that the office of County Attorney shall be a full-time position and require that one elected to the office not engage in the private practice of law, and

WHEREAS, If the Office of County Attorney is made full-time, the action shall be taken at the January meeting prior to the first date on which applicants may file for the Office of County Attorney, and

WHEREAS, Pursuant to Minnesota Statutes 388.18 Subdivision 2, the County Board shall set the minimum salary to be paid to the County Attorney for the term next following.

NOW THEREFORE BE IT RESOLVED, that the County Board of Jackson County hereby establishes the position of County Attorney to be full-time effective on the first Tuesday after the first Monday in January 1991, and

BE IT FURTHER RESOLVED that the minimum salary for the above said full-time County Attorney position be set at \$55,000.00 for the term next following, payable in twelve (12) equal monthly installments.

Duly Passed and Adopted this 2nd day of January 1990.

JACKSON COUNTY BOARD OF COMMISSIONERS

Ralph Bonnell  
Chairman

ATTEST:

Lester J. Glaser  
County Auditor



**Request for Board Action**  
**Agenda Item No. 2.6.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** \_\_\_\_\_

**Department:** Land Mgmt/SWCD

**Presenter:** \_\_\_\_\_

**Recommendation:** Approve

**Item:** Subsurface Sewage Treatment Loan

**Board Action Request:**

Approve Subsurface Sewage Treatment loan for Brady Kaderabek and McKaylla Powels for the amount of \$15,000.

**Background & Comments:**

Applicant applied and received pre-approval. A new subsurface sewage treatment system was installed by Septic Services Unlimited and inspected on June 26, 2024. The applicant is requesting \$15,000 of the \$15,000 maximum loan amount.

**Attachments:** Application, legal description, invoice and Certificate of Compliance

**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](mailto:County.Administrator@co.jackson.mn.us)

**Jackson County  
Application Form  
Subsurface Sewage Treatment  
System Loan Fund**

Jackson County Land Management  
603 S. Hwy 86 Lakefield, MN 56150  
Phone (507) 662-6682 x4

**ALL PROPERTY OWNERS NAMES AND ADDRESSES MUST BE LISTED ON THE APPLICATION**  
*Married parties MUST have their spouse as a co-applicant regardless of whether the spouse's name is on the property deed.*

Mr.    Ms.    Mrs.

Please circle status: Married / Single

Brady Kaderabek  
Name

507-841-2152  
Telephone Number

50813 750<sup>th</sup> St                      Jackson                      MN                      56143  
Mailing Address                      City                      State                      Zip

Mr.    Ms.    Mrs.

Please circle status: Married / Single

McKaylla Powles  
Name

507-329-1494  
Telephone Number

50813 750<sup>th</sup> St                      Jackson                      MN                      56143  
Mailing Address                      City                      State                      Zip

Email address (optional): mckayllap@gmail.com

**NOTE: If you list an email address all correspondence regarding the loan will be sent to the email address only. If you want correspondence by USPS do NOT list an email address.**

Parcel Number, assessed property value and legal description of applicant's property where borrowed funds will be used:

Parcel # 12.008.0200                      Assessed Market Value \$ ~~1218~~ 216,500.00

*This information may be found on your most recent Jackson County Property Tax Statement*

Are your real estate tax payments current on all parcels?

Yes                       No

Address and legal description of site where funds Will Be Used:

Address: 50813 750<sup>th</sup> St Jackson MN 56143 behind house garage

**\* YOU MUST ATTACH A CURRENT AND ACCURATE LEGAL DESCRIPTION FOR THE PROPERTY \***

Is this site located within a municipality?

Yes                       No

If applicable, Municipality Name: Jackson County

If you have a "Contract for Deed" please notify the seller. They **must sign the loan documents and this application** before the loan can be issued.

*If you have a contract for deed, fill out the following information:*

\_\_\_\_\_  
Printed Name of Contract for Deed or Life Estate Vendor (Sellers)      Signature(s) \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Contract for Deed or Life Estate Vendee (Buyers)      Signature(s) \_\_\_\_\_

Who is your Septic Designer/Installer/Contractor? Septic Services Unlimited

Contractor License # 4279 Phone Number \_\_\_\_\_ Cost Estimate: \$ 15,000

**The below signed applicant(s) certify to Jackson County that all information contained in this application is true and correct to the best of their ability. The applicant(s) certify to Jackson County that the legal description provided by applicant(s) is current and accurate, specifically applicant(s) have not sold, split, divided, contracted for deed or transferred a portion of the parcel that is described in the legal description provided by applicant(s). Applicant(s) have reviewed the SSTS Loan Fund homeowner informational packet and have reviewed Jackson County Ordinance 105. Based on these sources, applicant(s) is/are familiar with and agree to the terms of loan from the SSTS Loan Fund from Jackson County.**

Signature of Applicant: [Signature]      Date 9/5/23

Signature of Applicant: [Signature]      Date 9/5/23

**A Complete Application Requires You to Have The Following Attachments:**

- Current and Accurate Legal Description** of the property where the SSTS will be installed
- \$175.00 payable to the Jackson County Auditor Treasurer (Septic Permit fee) 15921
- If the system is in the utility jurisdiction of a municipality ~ There must be a **Letter** from the municipality, stating that they have given permission to put in a SSTS.

**NOTE: The system must be installed by a licensed contractor.**

This loan application has been screened by Jackson County and currently meets the requirements of Jackson County Ordinance 105. Final screening and approval will occur prior to the loan being finalized. The below signature authorizes the contractor to install the system subject to all other State and County permitting and installation requirements.

Pre-Loan Approval: Karen Pressley      9-7-2023  
Land Management Official      Date

**Exhibit A**  
**Legal Description**

A tract of land in the Northeast Quarter (NE $\frac{1}{4}$ ) of Section Eight (8), Township One Hundred One (101) North, Range Thirty-five (35), West of the Fifth Principal Meridian, Jackson County, Minnesota, described as follows:

Commencing at a point on the North line of said Section 8 a distance of 727.5 feet West of the Northeast Corner of said Section 8, thence South and parallel with the East line of said Section 8 for a distance of 632.5 feet, thence West and parallel with the North line of said Section 8 for a distance of 584.5 feet, thence North and parallel with the East line of said Section 8 for a distance of 632.5 feet to the North line of said Section 8, thence East along the North line of said Section 8 for a distance of 584.5 feet to the point of commencement. 12.008.0200 6-165

# INVOICE

Septic Services Unlimited  
PO Box 541  
Lakefield, MN 56150

septic-services-unlimited@gmail.com  
+1 (507) 662-5733



**Bill to**  
Brady Kaderabek  
50813 750th St  
Jackson, MN 56143

**Ship to**  
Brady Kaderabek  
50813 750th St  
Jackson, MN 56143

## Invoice details

Invoice no.: 1772  
Terms: Net 30  
Invoice date: 06/26/2024  
Due date: 07/26/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Installation Sales</b>	New System w/electrical	0.8841364	\$17,261.67	\$15,261.67
2.		<b>MN Tank Fee</b>	Minnesota Tank Fee	1	\$25.00	\$25.00
3.		<b>Pumping</b>	Septic Tank Pumping	1	\$300.00	\$300.00

**Total** **\$15,586.67**

## Ways to pay



Please make checks out to Septic Services Unlimited.

[View invoice](#)



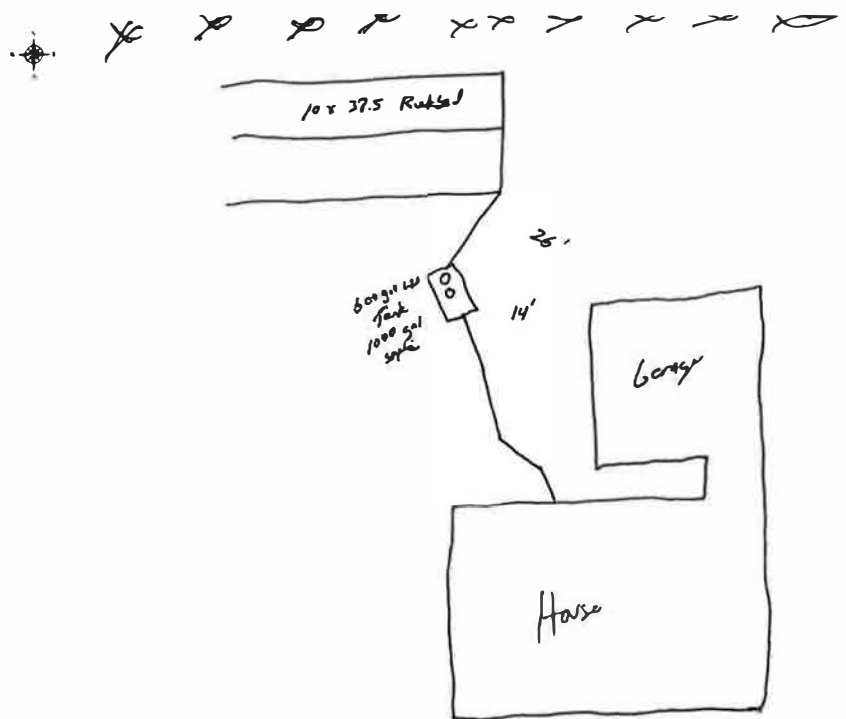
# CERTIFICATE OF COMPLIANCE

Certificate of Compliance Expires on: 6/25/2029

Jackson County Land Management, 603 So Hwy 86, Lakefield MN 56150 507-662-6682 ext 4

PIN: 12.008.0200 Inspection Date: 6/25/2024  Brady Kaderabek 50813 750th Street Jackson MN 56143	Middletown Township, Section 8, NE 1/4 Quarter Installer: Septic Services Unlimited Inspected By: K.Pressley  Is the property in the Shoreland District: No Soil Type: Loam Design Flow: 450 gpd Well Type:
-----------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SEPTIC TANK		DRAINFIELD		
Manufacturer: Adrian Tile	Lift Pump: 600	System Type: Mound	Depth to Restricting layer: 28"	Max depth of system:
Tank Size: 1000 gal.	Alarm: Yes	# of trenches:	Sq. ft. of trenches:	
# of Tanks: 1	Effluent Screen/Alarm: No	Rock dimensions:	# of laterals:	
Distance to Well: 100+	Pump Size: 1/2	Sand lift depth: 12	Rock dimensions: 10 x 37.5	# of laterals: 3
		Pipe size: 2	Pipe Perforation Size: 1/4	Perforation Spacing: 3
Distance to buildings: 12'		# of Inspection Pipes:		



Karen Pressley, #781  
 This system is in compliance with the  
 Current MPCA Chapter 7080 Rules.

Jackson County makes no warrants to the exact location of drawing.  
 Drawings are to be used for general property locations.

The observations recorded on this form are accurate as of the date of inspection for the site stated above, and that all inspection work was completed according to applicable requirements. No determination of future hydraulic performance can be made due to unknown conditions during system construction, future water usage during the life of the system, abuse or inadequate maintenance, all of which may adversely affect the life of the system.



**Request for Board Action**  
**Agenda Item No. 2.7.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** \_\_\_\_\_

**Department:** Auditor/Treasurer

**Presenter:** Kevin Nordquist

**Recommendation:** Approve

**Item:** TriMin Contract Board Ratification

**Board Action Request:**

Approve Trimin Contract and Sign the Board Ratification

**Background & Comments:**

This contract is for maintenance and support of the IFS software which is the county's financial and accounting platform. The contract is for the years 2025-2027. The cost is \$8,523.79 for support and \$1,000 for the enhancement fund for a total cost of \$9,523.79 for 2025.

**Attachments:** Board Ratification for IFS - 2025-2027; MnCCC Letter 2025-27; TriMinContract Amendment2024

**Fiscal Impact:** \$9,523.79

**\*\* 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](mailto:County.Administrator@co.jackson.mn.us)

## BOARD RATIFICATION STATEMENT

*Due back to MnCCC by September 6, 2024*

The Board of \_\_\_\_\_ has ratified the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The Agreement will be effective January 1, 2025, through December 31, 2027. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

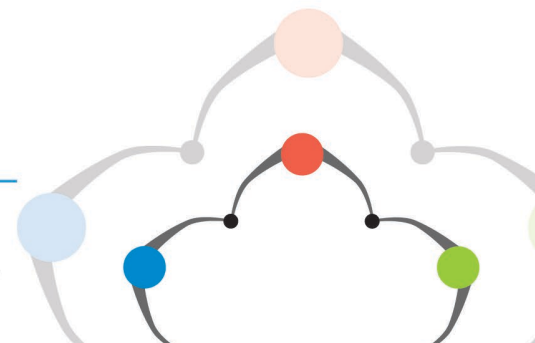
Signed: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



To: IFS User Group

From: Lisa Meredith, MnCCC Executive Director  
[lisa@mncce.gov](mailto:lisa@mncce.gov) 651-401-4201

Date: July 3, 2024

Subject: TriMin Contract for Board Ratification

*Please note, this communication is being sent out via MnCCC's RSVP system to all signed up for the IFS User Group. This means that your county or agency will likely receive several copies. It is the responsibility of your county/agency to determine who will be responsible to bring the Board Ratification to your board and return a signed copy to MnCCC.*

The TriMin Contract for maintenance and support of IFS has been approved and fully executed. Enclosed with this communication, you will find a copy of the contract along with a Board Ratification. The fully executed Board Ratifications *must* be returned to MnCCC **no later than September 6, 2024**. If your county or agency chooses not to continue with IFS/TriMin, documentation of discontinuation will be required. Failure to respond by the deadline will be assumed as a decision not to move forward with IFS.

Please return your signed Board Ratification to:

MnCCC  
Attn: Emily Wick  
100 Empire Drive Suite 201  
Saint Paul, MN 55103

Alternatively, you may email it to [emily@mncce.gov](mailto:emily@mncce.gov)

The contract with TriMin covers the period from January 1, 2025, to December 31, 2027. The associated fees have been previously distributed and approved by the IFS User Group during their annual meeting on June 3, 2024.

For any questions regarding pricing or the contract, feel free to contact me at [lisa@mncce.gov](mailto:lisa@mncce.gov) or (651) 401-4201. If you anticipate difficulty meeting the final deadline, please reach out to Emily Wick at [emily@mncce.gov](mailto:emily@mncce.gov) or (651) 401-4204.

Thank you for your attention to this matter.

Attached:

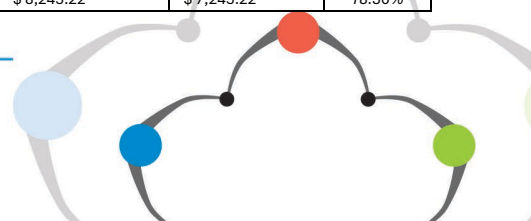
- 2025 IFS User Group fees (below)
- 2025-2027 TriMin Contract
- Board Ratification document

**IFS User Group Fees:**

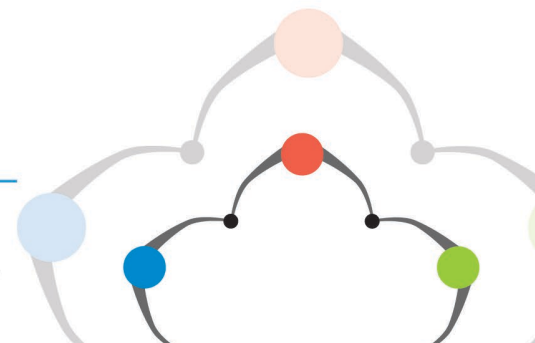
MnCCC Membership Fee: \$1800, split by office: \$900 per office or \$1800 per county

Enhancement Fund Annual Fee: \$1000 per office or \$2000 per county

County/Agency	Auditor/ Treasurer Group	2025 CMHS Support	2025 CMHS Enhancement Fund	2025 Aud/Treas Support	2025 Aud/Treas Enhancement Fund	2025 Total	M&S Only	M&S increase
Aitkin County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Becker County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Beltrami County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Benton County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Big Stone County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Brown County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Carlton County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Carver County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Cass County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Chippewa County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Chisago County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Clay County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Clearwater County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Cook County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Cottonwood County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Dodge County	MCIS	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Douglas County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Faribault County	MnCCC	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Fillmore County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Freeborn County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Goodhue County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Grant County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Houston County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Hubbard County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Isanti County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Itasca County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Jackson County	MnCCC	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Kanabec County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Kandiyohi County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Kittson County	MnCCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Koochiching County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lac qui Parle County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lake County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lake of the Woods County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	4.06%
Le Sueur County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Lincoln County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Lyon County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
McLeod County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Mahnomen County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Marshall County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Martin County	MnCCC	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Meeker County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Mille Lacs County	MnCCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Morrison County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Mower County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Murray County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Nicollet County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Nobles County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Norman County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Otter Tail County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pennington County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pine County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pipestone County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Polk County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Pope County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%



Red Lake County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	4.06%
Redwood County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Renville County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Rice County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Rock County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Roseau County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Sherburne County	MCIS	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Sibley County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Stearns County	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Steele County	MSCC	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Stevens County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Swift County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Todd County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Traverse County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Wabasha County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Wadena County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Waseca County	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Watonswan County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Wilkin County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Winona County	MnCCC	\$ 8,523.79	\$ 1,000.00	\$ 8,523.79	\$ 1,000.00	\$ 19,047.58	\$ 17,047.58	12.50%
Wright County	MnCCC	\$ 8,523.79	\$ 1,000.00			\$ 9,523.79	\$ 8,523.79	
Yellow Medicine County	MSCC	\$ 8,523.79	\$ 1,000.00	\$ 7,245.22	\$ 1,000.00	\$ 17,769.01	\$ 15,769.01	15.12%
Tri-County Corrections: Norman, Polk and Red Lake	N/A	\$ -	\$ -	\$ 8,523.79	\$ 1,000.00	\$ 9,523.79	\$ 8,523.79	12.50%
Southwest Health & Human Services: Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock	CPT	\$ 6,886.34	\$ 1,000.00	\$ -	\$ -	\$ 7,886.34	\$ 6,886.34	12.50%
Human Services of Faribault and Martin Counties (FMHS) Faribault and Martin	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Minnesota Prairie County Alliance: Dodge, Steele, and Waseca	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Countryside Public Health: Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine	CPT	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Horizon Public Health: Stevens, Douglas, Pope, Grant and Traverse	CPT	\$ -	\$ -	\$ 7,245.22	\$ 1,000.00	\$ 8,245.22	\$ 7,245.22	18.36%
Western Prairie	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%
Des Moines Valley Health & Human Services: Cottonwood and Jackson	N/A	\$ 8,523.79	\$ 1,000.00	\$ -	\$ -	\$ 9,523.79	\$ 8,523.79	12.50%





## **Amendment to Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc.**

**THIS AMENDMENT TO AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE AND TRIMIN SYSTEMS, INC. (the “Addendum”)**, made effective as of January 1, 2025 (the “Effective Date”), is by and between TriMin Systems, Inc., with its principal place of business located at 2277 Hwy 36 West, Suite 250, Roseville, Minnesota 55113 (“TriMin”), and the Minnesota Counties Computer Cooperative, a joint powers organization, with its principal place of business located at 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members (“Customer”).

### **RECITALS**

**WHEREAS**, the parties entered into the Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc. dated January 1, 2022 (“Master Agreement”); and,

**WHEREAS**, the parties wish to add the following provisions as an Addendum to the Master Agreement.

**NOW, THEREFORE**, in exchange for and in consideration of the mutual promises, premises, and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TriMin and Customer agree to make the following additions to the Master Agreement as follows:

#### **1. (Section II A 3 from the Master Agreement) GASB Revisions**

Provide any IFSpi revisions necessitated by changes in applicable GASB (Governmental Accounting Standards Board) requirements and/or Minnesota statutes, laws or regulations. MnCCC and/or the GASB Committee will advise TriMin of any requested changes, along with requirements to IFSpi as necessitated by changes in GASB requirements and/or Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making the changes. A total of 100 hours of GASB enhancements per year will be included in this contract. (This includes time required for requirements assistance, design and scoping of enhancements.) Any unused hours at the end of each year will not be recoverable. Enhancement hours beyond the initial 100 in a given year will be billed at the hourly rate specified in section 4 of this agreement.

#### **2. (Section II F from the Master Agreement) Training.** TriMin will provide on-going updates to IFSpi end user documentation. TriMin training activities will be prioritized by the IFS training committee and based on the following initiatives:

- TriMin to provide popular support topic ideas to the training committee on a quarterly basis for the training newsletter
- TriMin to provide 6 to 10 hours of training per year, included with the contract at no extra cost.
  - MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin



- The training will be delivered via virtual training events, training videos, or live at MnCCC events (including participating in open forum discussions during live meetings)
- If MnCCC signs a new county, or requests individual county training, training hours will not be included in the 6 to 10 hours of live training. Instead, this training will be covered under direct support

**3. (Section II G from the Master Agreement) Modernization Hours**

The IFSpi infrastructure modernization projects fund to increase to 6,000 person hours during this three-year agreement, initially allocated at 2,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 2,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per **Section 4** this Amendment to the Master Agreement.

Should TriMin fail to utilize 2,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure projects, based on actual activity in year 1 and year 2, is projected to be greater than remaining hours required to support known modernization projects then hours may be shifted to IFSpi functional enhancement activity to “consume” available hours. At this contract’s end (December 31, 2027) any unused hours will be carried over to future years, assuming future agreements are reached between TriMin and Customer.

**4. (Attachment A in the Master Agreement) Fees.** In consideration of the Services, Customer shall pay TriMin the following annual support fees

<b>Support Elements</b>	<b>Support Fees 2025</b>	<b>Support Fees 2026</b>	<b>Support Fees 2027</b>
Leel 1 Support	\$ 162,750.00	\$ 168,446.25	\$ 174,341.87
Level 2/3 Support	\$ 666,750.00	\$ 700,087.50	\$ 735,091.88
Infrastructure Modernization Projects	\$ 287,000.00	\$ 301,350.00	\$ 316,417.50
<b>Annual Contract Total</b>	<b>\$ 1,116,500.00</b>	<b>\$ 1,169,883.75</b>	<b>\$ 1,225,851.24</b>

**IFSpi Release Update Fees**

<b>Direct Support Fees</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Hourly Rates	\$ 190.00	\$ 200.00	\$ 210.00



## 5. New Entity Addition.

For each new Licensed instance of IFSpi, TriMin will provide the following Direct Support Services:

- Discovery meeting to perform a gap-fit analysis.
  - TriMin will create a Statement of Work for the implementation work that was planned for during the Discovery meeting.
  - If specific enhancements or interfaces are needed for a new installation, these enhancements will be covered under a separate Statement of Work.
  - MnCCC will provide a business line expert that can help identify and scope needed enhancements for the new installation.
- Kick-off Meeting - In this meeting, you will determine a schedule for implementing IFS and develop a plan for conversion and technical training.
  - Installation
  - Migration (if needed)
  - Technical training
- MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin
- Go-Live support will be provided by TriMin
- The above tasks will be billed on an hourly basis at the agreed upon rate outlined in the Statement of Work, which will be provided by TriMin.
- For each entity added, 50% of the yearly support fee paid by the new entity to MnCCC will be added to TriMin's annual contract fee.
- TriMin is open to an addendum to this contract, which would include TriMin acting as a selling agent for MnCCC or negotiating a royalty agreement for future software sales, if desired.



**6. Term and Termination.**

The term of this Agreement shall be January 1, 2025, to December 31, 2027, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed intending to be bound thereby.

**Accepted and Agreed for  
TriMin Systems, Inc.:**

Signed  
By: Erin Hultgren  
Name: Erin Hultgren  
Title: Director of Government Solutions  
Date: 6/18/2024

**Accepted and Agreed for  
MnCCC:**

Signed  
By: [Signature]  
Name: Randy Jensen  
Title: MnCCC Chair  
Date: 6/5/2024

**Accepted and Agreed for  
MnCCC:**

Signed  
By: [Signature]  
Name: Lisa C. Meredith  
Title: Executive Director  
Date: 6/5/2024

**Accepted and Agreed for  
MnCCC:**

Signed  
By: Martha Monsrud  
Name: Martie Monsrud  
Title: IFS Advisory Committee Chair  
Date: 6/3/2024



**Request for Board Action**  
**Agenda Item No. 2.8.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** 0

**Department:** Veterans Services

**Presenter:** \_\_\_\_\_

**Recommendation:** Approve

**Item:** FY2025 CVSO Grant Program

**Board Action Request:**

Requesting approval For Dustin Hunter CVSO to Apply for the FY2025 CVSO Grant Program.

**Background & Comments:**

This grant is annual grant that the Minnesota Department of Veteran Affairs provides to the County of Minnesota to help offset the cost in the follow areas:

1. To Provide Outreach to the County's Veterans.
2. To Assist in the Reintegration of Combat Veterans into Society.
3. To Reduce Homelessness among Veterans.
4. To Collaborate with Other Social Service Agencies, Educational Institutions, and other Community Organizations for the Purposes of Enhancing Services Offered to Veterans.

**Attachments:** \_\_\_\_\_

**Fiscal Impact:** \$7,500 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](mailto:County.Administrator@co.jackson.mn.us)



**Request for Board Action**  
**Agenda Item No. 3.1.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Regular

**Estimated Time:** 10 minutes

**Department:** Auditor/Treasurer

**Presenter:** Kelly Rasche

**Recommendation:** Informational

**Item:** Joint Ditch Discussion

**Board Action Request:**

**Background & Comments:**

Nobles County and Jackson County have sustained significant damage to shared ditches JD 9 and JD 13 and will receive an update on the damages.

**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. \*\***

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**Request for Board Action**  
**Agenda Item No. 4.1.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Regular

**Estimated Time:** \_\_\_\_\_

**Department:** Sheriff/Emergency Mgmt

**Presenter:** Gary Reif

**Recommendation:** Approve

**Item:** Resolution - Continue State of Emergency

**Board Action Request:**

Approve resolution continuing State of Emergency

**Background & Comments:**

Previous resolution was approved June 22nd by the Board Chair and then again on June 25th by the Jackson County Board of Commissioners.

Additional damages have been identified with damages to critical infrastructure. Therefore, additional time will be needed to respond to the emergency response created from the flood. A continuation of the declaration will allow Jackson County to continue to make purchases for emergency response.

**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](mailto:County.Administrator@co.jackson.mn.us)

County of Jackson            )  
                                          ) SS.  
State of Minnesota            )

**Resolution No. 24-**  
**CONTINUATION OF STATE OF EMERGENCY**

**WHEREAS** the County of Jackson, Minnesota, has sustained losses of a significant proportion from flooding, brought on by excessive and continuous rain beginning the 17<sup>th</sup> of June 2024, and a State of Emergency was signed by resolution on the 22<sup>nd</sup> day of June, 2024; and

**WHEREAS**, the flooding event has caused significant damage to public and private property; and

**WHEREAS**, Jackson County Emergency Management Office requests the Jackson County Board of Commissioners to continue the Jackson County STATE OF EMERGENCY for the flooding event starting June 2024; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Jackson County Board of Commissioners continues the Jackson County STATE OF EMERGENCY for conditions resulting from the flooding event beginning on the 17<sup>th</sup> of June, 2024.

Adopted by the Jackson County Board of Commissioners this the 16<sup>th</sup> Day of July, 2024

\_\_\_\_\_  
Jackson County Board Chairman  
Don Wachal

\_\_\_\_\_  
Date

ATTEST:

I, Ryan Krosch, Jackson County Administrator, hereby attest that the foregoing resolution was fully adopted by the Jackson County Board of Commissioners on this the 16th day of July, 2024

\_\_\_\_\_  
Jackson County Administrator  
Ryan Krosch

\_\_\_\_\_  
Date



**Request for Board Action**  
**Agenda Item No. 5.1.**

**Requested Board Date:** 07/16/2024

**Agenda Type:** Regular

**Estimated Time:** 5 Minutes

**Department:** Auditor/Treasurer

**Presenter:** Kevin Nordquist

**Recommendation:** TBD by Board

**Item:** 2024 Primary/General Election Canvass Board Appointment

**Board Action Request:**

Appoint 2 Commissioners to the Primary and General election Canvass Board

**Background & Comments:**

The canvassing board will meet on Thursday, August 15 at 1:00 p.m. in the courthouse board room to canvass the results of the 2024 Primary election. The canvassing board will meet on Friday, November 8 at 10:00 a.m. in the courthouse board room to canvass the results of the 2024 General election. I would recommend commissioners Nasby and Wachal if they can make the dates and times as they live in town and this will be a pretty short meeting. Commissioner McClure can not be on this board since he is a candidate on the ballot. Commissioners are not allowed to collect a per diem for this meeting.

**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. \*\***

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

**Requested Board Date:** 07/16/2024

**Agenda Type:** Consent

**Estimated Time:** \_\_\_\_\_

**Department:** Auditor/Treasurer

**Presenter:** Rasche

**Recommendation:** Approve

**Item:** Approve Drainage Authority Board Minutes of July 2, 2024

**Drainage Authority 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](mailto:County.Administrator@co.jackson.mn.us)

**PROCEEDINGS OF THE JACKSON COUNTY DRAINAGE AUTHORITY, JACKSON COUNTY, MINNESOTA**  
**July 2, 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 July 2, 2023.

Jackson County Drainage Authority Present

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

Others Present

Drainage Coordinator Kelly Rasche, County Administrator Ryan Krosch

**CALL TO ORDER**

Drainage Authority Board Chair Don Wachal called the meeting order at 9:45 a.m.

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

**CONSENT AGENDA**

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

2.1 **Approval of Minutes of June 4, 2024**

**REGULAR AGENDA**

3.1 **Board Action – JD 8 Phase 2 Repair CRP Contract Buyout Reimbursement** – Motion to approve the reimbursement of \$9,106.11 to Lawrence Mosley made by Commissioner McClure with a second by Commissioner Eigenberg, all yes, motion carried.

**ADJOURN**

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

Approved this \_\_\_ day of \_\_\_\_\_ 2024

JACKSON COUNTY DRAINAGE AUTHORITY

\_\_\_\_\_  
Don Wachal, Drainage Authority Chair

ATTEST: \_\_\_\_\_  
Kevin Nordquist, Auditor/Treasurer