

ADJOURNED MEETING OF THE COUNTY BOARD
January 5, 2021

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday January 5, 2021. Members present: Commissioners Shoff, Belshan, Edwin, Forman and Herman.

The County Administrator opened the meeting and requested nominations for Chairman in 2021. Commissioner Shoff was the only nomination given.

Commissioner Forman offered the following resolution;

RESOLUTION No. 21-001
Naming the 2021 Board Chairman

RESOLVED, naming Commissioner Christopher Shoff as Freeborn County Board Chairman in 2021.

Resolution seconded by Commissioner Herman.

After discussion a vote was taken and the Chair declared the resolution adopted.

Commissioner Edwin offered the following resolution;

RESOLUTION No. 21-002
Naming the 2021 Board Vice-Chairman

RESOLVED, naming Commissioner Dan Belshan as Freeborn County Board Vice-Chairman in 2021.

Resolution seconded by Commissioner Herman.

After discussion a vote was taken and the Chair declared the resolution adopted.

Commissioner Belshan offered the following motion;

MOVED, approving the agenda with the addition of discussing setting a workshop under items unknown at this time.

Motion was seconded by Commissioner Herman.

After discussion, a vote was taken and the Chair declared the motion approved.

Commissioner Herman offered the following resolution;

RESOLUTION No. 21-003
Establishing Parliamentary Authority

RESOLVED, to adopt Robert's Rules of Order Newly Revised as the Parliamentary Authority of Order for 2021.

Resolution seconded by Commissioner Edwin.

After discussion a vote was taken and the Chair declared the resolution adopted.

Commissioner Edwin offered the following resolution;

RESOLUTION No. 21-004
Approval of the Freeborn County Board of Commissioners Consent Agenda as provided
in the Freeborn County Board Rule of Procedure 9(A)

WHEREAS, the Freeborn County Board is the governing body of Freeborn County, and;

WHEREAS, the Freeborn County Board has implemented a Consent agenda to perform the duties of the board in a more effective and efficient manner, and

WHEREAS, the following items have been placed for approval of the Freeborn County Board of Commissioners on the current Board meeting Consent Agenda as provided by the Board rules of procedure, being routine and of a regular action;

NOW, THEREFORE BE IT RESOLVED, to place the following are hereby approved for appropriate action:

- 1) Approval of the December 15, 2020 and December 29, 2020 Freeborn County Board meeting minutes.
- 2) Approval of Drainage Repairs.

Resolution seconded by Commissioner Forman.

After discussion a vote was taken and the Chair declared the resolution adopted.

The Commissioners had no updates regarding Board Committees.

Commissioner Shoff asked if there was any new business and Administrator Jensen advised that he was waiting for the Chairman to be elected and will get together with Chairman Shoff to get his input regarding board committee assignments to be the agenda for approval at the January 19th Board meeting.

Commissioner Shoff asked if there was any public comment, there was none.

Commissioner Herman offered the following resolution;

RESOLUTION No. 21-005

Authorizing Banks

Resolved, that Citizens Community Federal Bank, Albert Lea; US Bank and US Bancorp Investments, Inc. Albert Lea; Wells Fargo Bank Minnesota, Albert Lea; Security Bank Minnesota, Albert Lea and Alden; Home Federal Savings Bank, Albert Lea; Produce State Bank, Albert Lea, Glenville; Farmers State Bank, Hartland, Albert Lea; State Bank of New Richland, New Richland; Columbus Bank and Trust, Columbus, Georgia; Multi-Bank Securities, Inc. (MBS), Southfield, Michigan; MII Life Incorporated, St. Paul, Minnesota; Wells Fargo Bank Minnesota Corporate Trust Services, Minneapolis, Minnesota; Wells Fargo Securities, LLC., Minneapolis, Minnesota; UBS Financial Services, Inc., Wayzata, MN; Minnesota Association of Governments Investing for Counties (Magic or the Fund) MN; Commerce Bank, Geneva; Moreton Capital Markets, Excelsior, Minnesota; (herein called the "Bank"), be and are hereby designated as depositories of Freeborn County (Herein called the "Depositor") with authority to accept or receive at any time for the credit of the Depositor deposits by whosoever made, of funds and other property in whatever form or manner transferred or endorsed, open or cause to be opened one or more accounts with the Bank on such terms, conditions and agreements as the Bank may now or hereafter require and to make any other agreements deemed advisable in regard to any of the foregoing.

Resolved further, that checks drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of the otherwise authorized, by any one (1 or 2) of the following named individuals: Pat Martinson, JoDee Lestrud, Kelly Hendrickson, Dawn Drescher (JoDee Lestrud, Kelly Hendrickson or Dawn Drescher will sign for Pat Martinson) and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so assigned or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the bank complying with such roles and regulations relating to such authorization as the bank may communicate to the Depositor from time to time.

Resolved further, that the person(s) so authorized to sign be and are hereby authorized and empowered, on behalf of the Depositor, to transact any and all other business with and through the Bank which such person(s) may at any time deem to be advisable, including, without limiting the generality of the foregoing, authority to purchase certificates of deposit and to enter into deposit agreements, safe deposit agreements, lock-box agreements, night depository agreements, freight payment service processing service agreements offered by the Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to the Bank and all contracts and other writing which such person(s) may deem to be necessary or desirable.

Resolved further, that the Auditor-Treasurer shall certify to the Bank the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons named above and such certifying officer shall from time to time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signature (actual or facsimile) of the persons then authorized to sign or to act; the Bank shall be full protected in relying on such certificate and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so certified, and the

Bank shall be indemnified and saved harmless by the Depositor from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not property used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

Resolved further, that these resolutions shall continue in force until express written notice of their rescission or modification has been furnished to and received by the Bank.

Resolved further, that any and all transactions by or in behalf of the Depositor with the Depositor with the Bank prior to the adoption of this resolution be, and the same hereby are, in all respects ratified, approved and confirmed.

The transfer or withdrawal of funds on deposit in any of the aforementioned institutions, by check, shall be by the signatures of the following officers or their alternatives;

Pat Martinson, Auditor-Treasurer _____

JoDee Lestrud, Deputy Auditor-Treasurer _____

Kelly Hendrickson, Chief Deputy Aud-Treas _____

Dawn Drescher, Deputy Auditor-Treasurer _____

A transfer of funds by wire or electronic fund transfer in any of the aforementioned institutions may also be affected by use of a signature or facsimile signatures of Pat Martinson, County Auditor-Treasurer, and JoDee Lestrud, Deputy Auditor-Treasurer, Kelly Hendrickson, Chief Deputy Auditor-Treasurer, and Dawn Drescher, Deputy Auditor-Treasurer.

The transfer or withdrawal of funds on deposit in accounts ending in 7739 and 7747 only at Citizens Community Federal Bank, Albert Lea; by check, shall be by the signatures of the following officers or their alternatives;

Susan Wagner, License Center Supervisor _____

Brenda Jensen, License Center Specialist Lead _____

Resolution seconded by Commissioner Edwin.

After discussion a vote was taken and the Chair declared the resolution adopted.

Commissioner Forman offered the following resolution;

RESOLUTION No. 20-006
Change Fund / Impress Cash Fund

BE IT RESOLVED, that the sum of \$2,215.00 is hereby appropriated out of the General Revenue Fund of Freeborn County for the purpose of creating a Change Fund/Impress Cash Fund to the following listed departments as custodians of these funds in Freeborn County:

		Custodian #1	Custodian #2	Custodian #3
County Treasurer	\$1,000.00	Pat Martinson	Kelly Hendrickson	
County Recorder	\$ 240.00	Kelly Callahan	Nancy Hoium	
Co. Auditor/License Ctr.	\$ 550.00	Pat Martinson	Sue Wagner	Brenda Jensen
County Sheriff	\$ 350.00	Kurt Freitag	Terri Zabrocki	Jess Dreyling
County Public Health	\$ 25.00	Sue Yost	Anita Majerus	Natalie Loock
Dept. of Human Services	\$ 50.00	Suzanne Nerison	Waylon Welvaert	Doug Miller
	<u>\$2,215.00</u>			

BE IT FURTHER RESOLVED, that the sum of \$500.00 be drawn upon the General Revenue Fund of Freeborn County for the purpose of creating a Petty Cash Fund held by the Auditor-Treasurer's Office with Pat Martinson and Kelly Hendrickson as custodians. This petty cash fund is to be used to reimburse various departments in Freeborn County for incidental postage paid for county business.

BE IT FURTHER RESOLVED, that the sum of \$100.00 be drawn upon the General Revenue Fund of Freeborn County for the purpose of creating a Petty Cash Fund held by the Sheriff's Office with Kurt Freitag, Terri Zabrocki and Jess Williamson as custodians. This petty cash fund is to be used to reimburse the Sheriff's Department for Alcohol and Tobacco Compliance checks held in the county.

Resolution seconded by Commissioner Edwin.
After discussion a vote was taken and the Chair declared the resolution adopted.

Commissioner Forman offered the following resolution;

RESOLUTION No. 20-007
Absentee, UOCAVA and Mail Ballot Board Establishment

WHEREAS, Freeborn County is required by Minnesota Statute 203B.121, Subd. 1 to establish a County Absentee Ballot Board, UOCAVA Ballot Board and Mail Ballot Board; and

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting returned absentee, UOCAVA and mail ballots to the Freeborn County Auditor-Treasurer that would consist of a sufficient number of election judges as provided in Sections 204B.19 to 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on election day wherein the county absentee ballot board can begin this process 46 days prior to an election; and

WHEREAS, this will speed the processing of accepted absentee ballots delivered to the precincts to be incorporated into the vote counts on election day; giving election judges more available time for the voters at the polls; and

THEREFORE, BE IT RESOLVED THAT, the Freeborn County Board of Commissioners hereby authorize the Freeborn County Auditor-Treasurer to implement a County Absentee Ballot Board, UOCAVA Ballot Board and Mail Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 to perform the task.

Commissioner	VOTE	
Edwin	FOR <u> X </u>	AGAINST <u> </u>
Belshan	FOR <u> X </u>	AGAINST <u> </u>
Forman	FOR <u> X </u>	AGAINST <u> </u>
Shoff	FOR <u> X </u>	AGAINST <u> </u>
Herman	FOR <u> X </u>	AGAINST <u> </u>

Resolution seconded by Commissioner Belshan.
After discussion a vote was taken and the Chair declared the resolution adopted.

Commissioner Edwin offered the following resolution;

RESOLUTION No. 20-008
Resolution to Place Philip Wacholz, County Engineer/Public Works Director, on Regular Full Time Employment Status with Freeborn County

WHEREAS, the Freeborn County employees have the responsibility for providing quality service with integrity and accountability to the citizens of Freeborn County;

WHEREAS, the Freeborn County Board is the appointing authority for all county employees, and;

WHEREAS, Philip Wacholz has successfully completed his required probationary employment period with Freeborn County and does provide the necessary services to her department and the public,

NOW, THEREFORE BE IT RESOLVED, to place Philip Wacholz, Freeborn County Engineer/Public Works Director, on regular full time status

Resolution seconded by Commissioner Belshan.

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Belshan offered the following resolution;

RESOLUTION No. 21-009
**Approving the Purchase of Service Agreement between the South Central
Community-Based Initiative and the Freeborn County Department of Human Services**

WHEREAS, the Freeborn County Department of Human Services is part of the 10-county South Central Community-Based Initiative (SCCBI) to provide services to persons with mental illness; and

WHEREAS, the mission of the SCCBI is to facilitate each mental health consumer's recovery by improving their quality of life, by assisting them to assume increased responsibility over their lives, and to help them function as actively and independently as possible in the community; and

WHEREAS, the SCCBI purchases mental health services in the form of case management, community support services, community mental health therapy, flexible spending funds, clubhouse services, psychiatric services, and administration of these services from participating county human service agencies with specified grant dollars from the State of Minnesota in order to fulfill the mission; therefore

BE IT RESOLVED, that the 2021 Purchase of Service Agreement between the South Central Community-Based Initiative and the Freeborn County Department of Human Services for provision of the mental health services identified in the agreement to residents of Freeborn County and of counties comprising the SCCBI.

Resolution seconded by Commissioner Forman.

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Belshan offered the following resolution;

RESOLUTION No. 21-010
**Approving the Freeborn County Department of Human Services Contract with
Workforce Development, Inc. for the Calendar Year 2021**

WHEREAS, the Freeborn County Department of Human Services is required to administer the Diversionary Work Program, Minnesota Family Investment Program, Family Stabilization Services, and supports and qualifying extensions to those programs; and

WHEREAS, the Freeborn County Department of Human Services has historically contracted with Workforce Development, Inc. for provision of these services with the goal of increasing economic stability of low income families receiving MFIP and DWP within Freeborn County; and

WHEREAS, the 2020-2021 Biennial Service Agreement, required under Minnesota Statutes section 256J.626, subd. 4, and previously approved by the Freeborn County Board of Commissioners, details figures and expenses for each program in order for counties to receive MFIP Consolidated Funds necessary to administer said programs; and

WHEREAS, the Freeborn County Department of Human Services has incorporated receipt of MFIP Consolidated Funds, in conjunction with the contracted services with Workforce Development, Inc. into the budget in order to administer mandated programs; therefore

BE IT RESOLVED that the Freeborn County Board of Commissioners approve the Freeborn County Department of Human Services contract with Workforce Development, Inc. for calendar year 2021.

Resolution seconded by Commissioner Forman.
After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Edwin offered the following resolution;

RESOLUTION No. 21-011
Accepting a Donation to the Freeborn County CVCC from the
Round Prairie Lutheran Church Women

WHEREAS, the Freeborn County Department of Human Services - Crime Victims Crisis Center serves those who have been victims of crime, domestic violence and sexual assault; and

WHEREAS, the Freeborn County Department of Human Services - Crime Victims Crisis Center plans events and campaigns bringing community awareness to the issues of crime, domestic violence and sexual assault; and

WHEREAS, the Round Prairie Lutheran Church Women have offered a donation to the Freeborn County Department of Human Services - Crime Victims Crisis Center in the amount of \$300.00 to be used for services provided by the CVCC; therefore

BE IT RESOLVED, that the Freeborn County Department of Human Services - Crime Victims Crisis Center accepts the donation in the amount of \$300.00 from the Round Prairie Lutheran Church Women to be used in 2021 for services provided by the CVCC.

Resolution seconded by Commissioner Forman.
After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Belshan offered the following resolution;

RESOLUTION No. 21-012
Setting 2020 Board Meeting Dates and Times

RESOLVED, setting 2021 board meetings at 8:30 am the first and third Tuesday of each month.

Resolution seconded by Commissioner Forman.
After discussion, a vote was taken and the Chair declared the resolution approved.

County Administrator advised that we will remove the Board appointments to various committees and organizations to the next Board meeting on January 19th, 2021.

Commissioner Herman offered the following resolution;

RESOLUTION No. 21-013
Delegate Association of Counties

RESOLVED, approving to establishing Association of Counties 2021 Delegate Appointments.

Transportation – Shoff

Health & Human Services – Forman

Environment & Natural Resources – Belshan

General Government – Edwin

Public Safety – Herman

Resolution seconded by Commissioner Edwin.

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Forman offered the following resolution;

RESOLUTION No. 21-014
Appointing the Official Freeborn County Newspaper

RESOLVED, appointing the Official Freeborn County Newspaper for 2021 including publications of the delinquent tax list ad informing potential bidders that transportation projects may be noticed on the Freeborn County Website.

Resolution seconded by Commissioner Belshan.

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Forman offered the following resolution;

RESOLUTION No. 21-015
Allow Payment of Certain Incidental Expenses

NOW THEREFORE BE IT RESOLVED, that certain incidental expenses which include: utilities, fuel, freight, contractual, postage, discounted early payments, legal service fees, fees for documents needed as evidence and action taken as a fiduciary for Freeborn County funds be allowed for payment prior to a regular Board meeting, provided such claims be included along with other claims presented as the next regular Board meeting.

Resolution seconded by Commissioner Herman.

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Edwin offered the following resolution;

RESOLUTION No. 21-016
Appointing Harry Nyenhuis to the
Freeborn County Extension Services Advisory Board

RESOLVED, approving the appointment of Harry Nyenhuis to the Freeborn County Extension Services Advisory Board for a four year term beginning January 5, 2021 through January 1, 2024.

Resolution seconded by Commissioner Forman.

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Edwin offered the following

RESOLUTION No. 21-016
Setting a Workshop

RESOLVED, approving to set a Workshop on January 12th, 2021 in the Administration Conference Room and via Zoom as permitted at 8:30 am.

Resolution seconded by Commissioner Herman

After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Herman offered the following

RESOLUTION No. 21-017
Approval of Claims

RESOLVED, that the following claims be allowed and paid on or before January 8, 2021.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
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01	General Fund	\$ 222,760.11
03	County Road & Bridge	\$ 54,833.13
05	Human Services	\$ 96,562.74
06	Public Health	\$ 46,615.97
40	County Ditch	\$ 1,011.92
	FUND TOTALS	\$ 421,783.87

Number of Claims not exceeding \$300 – 18

Dollar amount of claims not exceeding \$300 – \$2,046.62

Resolution seconded by Commissioner Forman.

After discussion, a vote was taken and the Chair declared the resolution adopted.

Chair, Commissioner Shoff adjourned the meeting at 9:17a.m. until 8:30 a.m. on Tuesday, January 19th, 2021.

By: _____
Christopher N. Shoff
Chair

Attest: _____
Thomas Jensen
Clerk/Administrator