

**ADJOURNED MEETING OF THE COUNTY BOARD**  
**January 8, 2019**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday January 8, 2019. Members present: Commissioners Shoff, Lee, Mathiason, Belshan and Nelson.

The County Administrator opened the meeting and requested nominations for Chairman in 2019. Commissioner Shoff was the only nomination given.

Commissioner Mathiason offered the following resolution;

**RESOLUTION No. 19-001**  
**Naming the 2019 Board Chairman**

**RESOLVED**, naming Commissioner Christopher Shoff as Freeborn County Board Chairman in 2019.

Resolution seconded by Commissioner Lee.

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

Commissioner Nelson offered the following resolution;

**RESOLUTION No. 19-002**  
**Naming the 2019 Board Vice-Chairman**

**RESOLVED**, naming Commissioner Glen Mathiason as Freeborn County Board Vice-Chairman in 2019.

Resolution seconded by Commissioner Lee.

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

Commissioner Belshan offered the following motion;

**MOVED**, approving the minutes from the December 18th & 28<sup>th</sup> Board meetings.

Motion seconded by Commissioner Lee.

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

Commissioner Nelson offered the following motion;

**MOVED**, approving the agenda as presented.

Motion seconded by Commissioners Belshan.

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

Commissioner Mathiason offered the following resolution;

**RESOLUTION No. 19 – 003**  
**Establishing Parliamentary Authority**

**RESOLVED**, to adopt Robert's Rules of Order Newly Revised as the Parliamentary Authority of Order for 2019.

Resolution seconded by Commissioner Lee.

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

The Commissioners provided Board Committee updates.

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 19-004**  
**Approving Various Drainage Repairs**

**RESOLVED**, authorizing the Drainage Inspector to engage the necessary labor to complete various repairs to CD J21, CD 23, JCD J8, CD 79, CD 55, CD 43, and CD 32 with work orders 18-262-18-265 & 19-001-19-004.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 19-005**  
**Placing Eric Mickelson on Regular Full-Time Status**

**RESOLVED**, approving the resolution placing Eric Mickelson, Information System Engineer, on regular full-time status.

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

Commissioner Nelson offered the following resolution;

**RESOLUTION No. 19-006**  
**Placing Michelle Johnson on Regular Full-Time Status**

**RESOLVED**, approving the resolution placing Michelle Johnson, Assistant County Attorney, on regular full-time status.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 19-007**  
**Resignation of Anthony Cornell**

**RESOLVED**, to accept the resignation of Anthony Cornell, Detention Center Deputy, effective December 30, 2018.

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 19-008**  
**Filling Vacancy of Detention Center Deputy**

**RESOLVED**, to accept the resolution to fill the vacancy of the Detention Center Deputy.

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

Commissioner Nelson offered the following resolution;

**RESOLUTION No. 19-009**  
**Filling Vacancy of Highway Maintenance Laborer**

**RESOLVED**, to accept the resolution to fill the vacancy of a Highway Maintenance Laborer, due to a promotion.

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 19-010**  
**Application for Kruckeberg Industries, LLC**

**RESOLVED**, approving the resolution accepting the application from Kruckeberg Industries, LLC requesting a Freeborn County Waste Hauler License to perform business within Freeborn County.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 19-011**  
**Authorizing Banks for 2019**

**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; Farmers State Bank, Hartland, Albert Lea; Citizen's State Bank, Glenville; 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, Wells Fargo Advisors, LLC, Minneapolis, Minnesota Association of Governments Investing for Counties (Magic or the Fund) MN and Commerce Bank, Geneva (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, Deputy Auditor-Treasurer \_\_\_\_\_

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, 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 \_\_\_\_\_

Dawn Nelson, License Center Specialist \_\_\_\_\_

Nancy Heskett, License Center Specialist \_\_\_\_\_

Brenda Jensen, License Center Specialist \_\_\_\_\_

Resolution seconded by Commissioner Lee.

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

Commissioner Nelson offered the following resolution;

**RESOLUTION No. 19-012**  
**Change/Petty Cash Funds**

**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:

		<b>Custodian #1</b>	<b>Custodian #2</b>
<b>Custodian #3</b>			
County Treasurer	\$1,000.00	Pat Martinson	JoDee Lestrud
County Recorder	\$ 240.00	Kelly Callahan	Nancy Hoium

County Auditor/License Ctr Lestrud	\$ 550.00	Pat Martinson	Sue Wagner	JoDee
County Sheriff Dreyling	\$ 350.00	Kurt Freitag	Terri Zabrocki	Jess
County Public Health Samuelson	\$ 25.00	Sue Yost	Anita Majerus	Jane
Dept of Human Services	\$ <u>50.00</u>	Brian Buhmann	Alan Olson	Doug Miller
\$2,215.00				

**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 JoDee Lestrud 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 Mathiason.  
After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Mathiason offered the following resolution;

**RESOLUTION No. 19-013**  
**Septic Loan Program**

SEPTIC LOAN PROGRAM  
AUDITOR'S TABULAR LIEN STATEMENT  
COUNTY OF FREEBORN  
2019 TAXES PAYABLE CERTIFICATION LIST  
RESOLUTION 19-013

Parcel No.	Fee Owner	Description	Amount	Rate	Years
13.031.0170	John Sevcik Nichol Sevcik 73309 224th St Albert Lea, MN 56007	COM SE COR NW1/4 SW1/4 TH N 726 FT TO POB TH W 217.65 FT TH N 98.21 FT TH E 217.65 FT TH S 98.21 FT TO POB 31-103-21	16,895.00	6%	15
16.033.0030	Ellis Harshbarger Dawn Harshbarger 87851 290th St Austin, MN 55912	COM 886.40' W OF NE COR TH S 801.56' E 114.42' S 528.02' W 552.19' N 1336.02' E 437.77' TO POB 14.83 ACRES	14,161.05	6%	15

		33-104-19		
		Total	31,056.05	

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 19-014**  
**Setting 2019 Board Meeting Dates and Times**

**RESOLVED**, setting 2019 board meetings at 8:30 am the first and third Tuesday of each month.

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

Commissioner Nelson offered the following resolution;

**RESOLUTION No. 19-015**  
**Board Appointments to Various Committees and Organizations**

**WHEREAS**, each year the Freeborn County Board of Commissioners must decide which of its members represents them on its various committees and to those organizations which require or desire their participation, and;

**WHEREAS**, the Rules of Procedure of the Freeborn County Board of Commissioners establishes several standing committees as well as the process for the establishment of temporary committee assignments;

**NOW, THEREFORE, BE IT RESOLVED**, that the following members of the Board of Commissioners are, hereby, assigned to the described committee until such assignment is changed by a subsequent action of this Board of Commissioners; to the:

Community Leadership Team  
 Commissioner Shoff and Commissioner Lee and Commissioner Belshan as Alternates

Courthouse and Other County Property Committee  
 Commissioners Nelson & Belshan

Wage & Benefit Committee  
 Chairman and Commissioner Lee

Extension Advisory Committee  
 Commissioners Belshan and Mathiason

Freeborn/Mower Solid Waste Joint Powers Authority  
 Commissioner Lee & Nelson

One Watershed One Plan – Cedar River Watershed  
 Commissioner Belshan

Investment Committee  
 Commissioner Shoff

Freeborn Co. Solid Waste Advisory Committee  
 Commissioners Lee & Nelson

Freeborn County Housing and Redevelopment Authority

All County Commissioners

Minnesota Community Health Services Advisory Board  
Commissioner Mathiason, Public Health Director -alternate

Freeborn County Planning Advisory Commission  
Commissioner Nelson, Commissioner Lee -alternate

Southern Minnesota EMS Joint Powers Board  
Commissioners Belshan & Mathiason

Workforce Development, Inc Joint Powers Board  
Commissioners Belshan & Lee

Greater Blue Earth River Basin Alliance Joint Powers Board  
Commissioners Mathiason & Belshan

Save Our Hospital (SOH)  
Commissioner Lee and Mathiason

AMC Board of Directors  
Commissioner Shoff

NACO Board of Directors  
Commissioner Shoff

MCIT Delegate  
Commissioner Mathiason, Commissioner Belshan – alternate

Shell Rock River Watershed 1WIP  
Commissioner Lee, Commissioner Mathiason- alternate

Albert Lea/Freeborn County Joint Emergency Planning Advisory Committee  
Commissioners Mathiason & Lee

Greater Jobs Inc.  
Commissioner Lee and Shoff

SEMREX JPA  
Commissioners Lee & Nelson

Multi County Solid Waste Advisory Committee  
Commissioners Lee & Nelson

CVCC/DIATP  
Commissioners Shoff & Nelson

Mental Health Advisory Committee  
Commissioners Shoff & Mathiason

SEMCAC  
Commissioner Mathiason

Highway Department Advisory Committee  
Commissioners Shoff and Mathiason with Belshan-alternate

Shell Rock River Watershed Common Cause Committee  
Commissioners Nelson & Lee-alternate

Albert Lea Housing and Redevelopment Authority Ex Officio Member  
Vice Chairman Freeborn County Board of Commissioners, Commissioner Shoff-alternate

CVB Advisory Committee  
Commissioner Mathiason – Ex Officio Member

Resource Sharing Committee with City of Albert Lea  
Commissioners Belshan & Lee

Economic Development Committee  
Commissioner Belshan & Shoff

South East Minnesota Emergency Communications Board  
Commissioner Lee, Commissioner Mathiason- alternate

Rural Minnesota Energy Board  
Commissioner Mathiason, Shoff – alternate

State Line Lake Advisory Committee  
District #1 Commissioner, Lee – alternate

Freeborn County Fair Board  
Commissioner Belshan

Rural Impact Community Challenge (RICC)  
Commissioner Shoff

AMC Policy Committees  
Transportation – Shoff  
Health & Human Services – Mathiason  
Environment & Natural Resources – Belshan  
General Government – Lee  
Public Safety - Nelson

Judicial Ditch #2 – Commissioner Belshan

Judicial Ditch #5 – Commissioner Belshan

Judicial Ditch #6 – Commissioner Mathiason

Judicial Ditch #8 – Commissioner Mathiason

Judicial Ditch #12 – Commissioner Belshan

Judicial Ditch #14 – Commissioner Mathiason

Judicial Ditch #17 – Commissioner Belshan

Judicial Ditch #23 – Commissioner Belshan

Judicial Ditch #26 – Commissioner Belshan

Judicial Ditch #301 – Commissioner Mathiason

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

Commissioner Mathiason offered the following resolution;

**RESOLUTION No. 19-016**  
**Delegate Association of Counties**

**RESOLVED**, approving to establishing Association of Counties 2019  
Delegate Appointments.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 19-017**  
**Appointing the Official Freeborn County Newspaper**

**RESOLVED**, appointing the Official Freeborn County Newspaper for 2019 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 Lee.  
After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Nelson offered the following resolution;

**RESOLUTION No. 19-018**  
**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 Lee.  
After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Mathiason offered the following

**RESOLUTION No. 19 – 019**  
**Approval of Claims**

**RESOLVED**, that the following claims be allowed and paid on or before January 11, 2019.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 630,768.20
03	County Road & Bridge	\$ 134,560.43
05	Human Services	\$ 264,656.23
06	Public Health	\$ 105,875.44
31	Capital Improvements Fund	\$ 133,186.85
40	County Ditch	\$ 39,684.42
70	Trust and Agency	\$ 12,391.79
73	Payroll Clearing Fund	\$ 36,297.22
	<b>FUND TOTALS</b>	<b>\$1,327,420.58</b>

Number of Claims not exceeding \$300 – 32  
Dollar amount of claims not exceeding \$300 – \$3,393.18  
Resolution seconded by Commissioner Nelson.  
After discussion, a vote was taken and the Chair declared the resolution adopted.

Chair, Commissioner Shoff adjourned the meeting at 9:13a.m. until 8:30 a.m. on Tuesday, January 15, 2019.

By: \_\_\_\_\_  
Christopher N. Shoff D.C.  
Chair

Attest: \_\_\_\_\_  
Thomas Jenson  
Clerk/Administrator