

**ADJOURNED MEETING OF THE COUNTY BOARD**  
**January 21, 2020**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday January 21, 2020. Members present: Commissioners Shoff, Lee, Mathiason, and Belshan. Commissioner Nelson was excused.

Commissioner Lee offered the following motion;

**MOVED**, approving the minutes from the January 7<sup>th</sup>, 2020 Board meeting.

Motion seconded by Commissioner Belshan.

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

Commissioner Shoff offered the following motion;

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

Motion seconded by Commissioners Lee.

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

The Commissioners provided Board Committee updates.

Commissioner Mathiason asked if there was any public comment, Steve Tufte discussed his concerns on a parking lot for the Albert Lea Healthcare Coalition.

Commissioner Lee offered the following resolution;

**RESOLUTION No. 20 – 029**  
**Approving Various Drainage Repairs**

**RESOLVED**, authorizing the Drainage Inspector to engage the necessary labor to complete various repairs to CD 43, CD 28, and CD 68 with work orders 18-034 & 20-002 - 20-003.

Resolution seconded by Commissioner Belshan.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 20-030**  
**Permission to Accept the Resignation of Aileen Motz, LTC RN,**  
**with Freeborn County Department of Public Health**

**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**, Aileen Motz has been employed as a LTC RN with Freeborn County Department of Public Health and is resigning her position effective January 24, 2020,

**NOW, THEREFORE BE IT RESOLVED**, that the board approves accepting the resignation of Aileen Motz, Department of Public Health RN

Resolution seconded by Commissioner Shoff.

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 20-031**

**Permission to Fill the Long Term Care RN/PHN/Social Worker Position  
with Freeborn County Department of Public Health**

**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**, Aileen Motz, LTC RN with the Freeborn County Department of Public Health has resigned her position effective January 24, 2020;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Long Term Care RN/PHN/Social Worker position in the Freeborn County Department of Public Health.

Resolution seconded by Commissioner Shoff.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 20-032**

**Permission to Appoint Jaci Koeppen to the Position of Freeborn County Assessor**

**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**, Jaci Koeppen, Appraiser with the Freeborn County Assessor's Office currently holds the designation of Senior Accredited Minnesota Assessor (SAMA) and meets all of the statutory requirements to be appointed as the Freeborn County Assessor effective March 1, 2020;

**NOW, THEREFORE BE IT RESOLVED**, that the board appoints Jaci Koeppen to the position of Freeborn County Assessor effective March 1, 2020.

Resolution seconded by Commissioner Shoff.

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 20-033**

**Permission to Fill the Appraiser Position with Freeborn County Assessor's Office**

**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**, Jaci Koeppen, Appraiser, has been promoted to County Assessor with the Freeborn County Assessor's Department, this creates a vacant Appraiser position;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Appraiser position in the Freeborn County Assessor's Department.

Resolution seconded by Commissioner Belshan.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 20-034**  
**Permission to Fill the Office Support Specialist Sr. Position with**  
**Freeborn County Assessor's Office**

**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**, Kara Bendickson, OSS Sr., has been promoted to Appraiser with the Freeborn County Assessor's Department, this creates a vacant Office Support Specialist Sr. position;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Office Support Specialist Sr. position in the Freeborn County Assessor's Department.

Resolution seconded by Commissioner Shoff.

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

Commissioner Lee offered the following resolution;

**RESOLUTION No. 20-035**  
**Permission to Fill the Position of Public Works**  
**Mechanic with Freeborn County Public Works**  
**Department**

**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**, Steve Quam, Public Works Mechanic, has been on an approved medical leave and will be unable to return to his position, this creates a vacant Public Works Mechanic position;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Public Works Mechanic position in the Freeborn County Public Works Department.

Resolution seconded by Commissioner Shoff.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION No. 20-036**  
**Setting Public Hearing**

**RESOLVED**, approving to establish an order for Public Hearing on the repair and improvement on County Ditch #15 on February 18<sup>th</sup>, 2020.

Resolution seconded by Commissioner Lee.

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

Commissioner Belshan offered the following resolution;

**RESOLUTION No. 20-037**  
**Apply for Funding from State**

**RESOLVED**, approving the resolution to apply for funding from the State of Minnesota voting equipment grant.

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. 20-038**  
**Resolution to approve the Purchase of Service**  
**Agreement between the Freeborn County Department**  
**of Human Services and Cedar Valley Services**

**WHEREAS**, Minnesota Statute mandates provision of services to children and adults meeting specific disability and/or vulnerability criteria in order to ensure health, safety and wellbeing; and

**WHEREAS**, the Freeborn County Department of Human Services is committed to providing quality services to meet the needs of the population of individuals with disabilities; and

**WHEREAS**, the Freeborn County Department of Human Services ensures person centered and client directed case management services in order to maintain quality of life for individuals with disabilities as actively employed individuals; and

**WHEREAS**, Cedar Valley Services is an approved vendor, according to Minnesota Statutes, of case management services to individuals with disabilities; and

**WHEREAS**, the Freeborn County Department of Human Services wishes to purchase specific services from Cedar Valley Services; therefore

**BE IT RESOLVED**, that the 2020-2021 Purchase of Service Agreement between the Freeborn County Dept. of Human Services and Cedar Valley Services is approved for provision of Community and Facility Based Extended Employment Services to residents of Freeborn County.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION No. 20-039**  
**Accepting a Donation**

**RESOLVED**, approving the resolution to accept a donation in the amount of \$370 for services provided by the Freeborn County CVCC.

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. 20-040**  
**Appointing of the Freeborn County Extension Services Advisory Board**

**RESOLVED**, approving the resolution appointing Cindy Golbuff and Margo Wayne to the 2 open positions of the Freeborn County Extension Services Advisory Committee for a 3 year term.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION No. 20-041**  
**Approving the Appropriation of \$140,000.00 to the**  
**Committed It Equipment Fund**

**WHEREAS**, Freeborn County Board of Commissioners are the governing body of Freeborn County and

**WHEREAS**, The Freeborn County Board of Commissioners must approve any assigned or committed funds for a specific need and purpose and;

**WHEREAS**, the Freeborn County Board of Commissioners recognize the need for continued and sustained funding for rapidly evolving IT equipment needs currently and in the future;

**NOW THEREFORE BE IT RESOLVED that** the Freeborn County Board of Commissioners does hereby authorize that \$140,000 is appropriated to a committed fund for the sole purpose of IT equipment and programming needs.

Resolution seconded by Commissioner Lee.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION No. 20-042**  
**Approving the Appropriation of \$150,000.00 from**  
**General Fund Balance to Be Designated For Unforeseen**  
**Expenitures**

**WHEREAS**, Freeborn County Board of Commissioners are the governing body of Freeborn County and;

**WHEREAS**, The Freeborn County Board of Commissioners must approve any assigned or committed funds for a specific need and purpose and;

**WHEREAS**, the Freeborn County Board of Commissioners recognize the need for continued and sustained funding for rapidly evolving needs now and in the future;

**NOW THEREFORE BE IT RESOLVED that** the Freeborn County Board of Commissioners does hereby authorize that \$150,000 is appropriated to a committed fund for the sole purpose of unforeseen equipment and programming needs.

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. 20-043**  
**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 & Shoff

Wage & Benefit Committee

Chairman and Vice Chair  
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 Belshan & 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 Belshan.

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

Commissioner Belshan offered the following motion;

**MOVED**, approving to set a Workshop on January 28<sup>th</sup>, 2020 in the Freeborn Room at 8:30 am.

Motion seconded by Commissioner Lee.

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

At approximately 9:00 a.m. the Board entered into closed session pursuant to Minnesota Statute 13D.05 Subd. 2(a) (3).

At approximately 9:28 a.m. the Board reconvened the meeting and the Board Chair stated that the Board had been in closed session pursuant to Minnesota Statute 13D.05 Subd. 2(a)(3) protected health or medical data that is not public.

The County Administrator announced that Cory Youngberg will be granted a 90 day medical leave effective January 21, 2020.

County Administrator reviewed and discussed the pending deadline for the Executive Order on Enhancing State and Local Involvement in Refugee Resettlement. There was a video that was shared during this time.

Commissioner Belshan offered the following

**RESOLUTION No. 20 – 044**  
**Approval of Claims**

**RESOLVED**, that the following claims be allowed and paid on or before January 24<sup>th</sup>, 2020.

| <b>FUND</b>        | <b>NAME</b>                     | <b>AMOUNT</b>         |
|--------------------|---------------------------------|-----------------------|
| <b>01</b>          | General Fund                    | \$ 668,257.79         |
| <b>03</b>          | County Road & Bridge            | \$ 178,324.09         |
| <b>05</b>          | Human Services                  | \$ 150,995.10         |
| <b>06</b>          | Public Health                   | \$ 50,001.38          |
| <b>31</b>          | Capital Improvement             | \$ 200,116.37         |
| <b>40</b>          | County Ditch                    | \$ 26,284.05          |
| <b>70</b>          | Trust & Agency                  | \$ 99,783.93          |
| <b>73</b>          | Payroll Clearing Fund           | \$ 3,664.60           |
| <b>74</b>          | Turtle Creek Watershed District | \$ 2,217.00           |
| <b>77</b>          | Recorder’s Clearing             | \$ 2,836.00           |
| <b>80</b>          | Tax Collection Fund             | \$ 2,775.00           |
| <b>FUND TOTALS</b> |                                 | <b>\$1,385,255.31</b> |

Number of Claims not exceeding \$300 – 98

Dollar amount of claims not exceeding \$300 – \$10,837.89

Resolution seconded by Commissioner Shoff.

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

Chair, Commissioner Shoff adjourned the meeting at 10:06 a.m. until 8:30 a.m. on Tuesday, February 4<sup>th</sup>, 2020.

By: \_\_\_\_\_  
Glen Mathiason  
Chair

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