

**ADJOURNED MEETING OF THE COUNTY BOARD**  
**February 1, 2022**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, February 1, 2022. Members present: Commissioners Belshan, Edwin, Forman and Herman. Commissioner Shoff appeared by phone.

The meeting was opened with the Pledge of Allegiance.

Commissioner Forman offered the following motion;

**MOVED**, approving the agenda with the addition of an item under Report of Auditor Treasurer and setting workshops the second Tuesday of every month.

Motion seconded by Commissioner Herman.

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

Commissioner Edwin offered the following resolution;

**RESOLUTION No. 22-041**  
**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 January 18, 2022 minutes.

Resolution seconded by Commissioner Forman.

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

The Commissioners provided Board Committee updates.

Chairman Shoff asked if there was any public comment and there was none.

Commissioner Forman offered the following resolution;

**RESOLUTION No. 22-042**  
**Authorizing the Transfer from the General Fund to the Insurance Fund**

**Whereas**, Freeborn County Board of Commissioners has approved the 2022 operating budget;  
and

**Whereas**, Freeborn County provides health insurance to its employees as an employment benefit;  
and

**Whereas**, the insurance payments are removed from the insurance funds prior to the employees pay their share of the premium.

**Resolved**, that the Freeborn County Board of Commissioners authorize the transfer of \$46,000.00 from the General Fund to the Insurance Fund to cover the advance needed for timely premium payment.

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

Commissioner Herman offered the following resolution;

**RESOLUTION No. 22-043**  
**Authorizing the Transfer from the General Fund to County Ditch No. J22**

**RESOLVED**, that the Board of Commissioners authorize loans from the following ditch:

Judicial Ditch No.	J22	\$	600.00
		\$	600.00

from the General Fund at an annual interest rate of 3% to cover cash shortages for 2021; and

**FURTHER BE IT RESOLVED**, that loan will be repaid through the application of 2022 assessments.

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-044**  
**Accepting the 2022 Help America Vote Act (HAVA) Grants Program**

**WHEREAS**, The Office of the Minnesota Secretary of State (OSS) is currently soliciting applications from counties for grants under the 2022 Help American Vote Act (HAVA) Grants Program; and,

**WHEREAS**, Per statute, these funds must be used to improve accessibility to, implement security improvements for elections systems for, and/or fund other activities to improve the security of, federal elections. Regularly scheduled state elections in Minnesota are also federal elections; and,

**WHEREAS**, Freeborn County is eligible and has completed the application and prerequisites described therein for the grant dollars in the amount of \$26,895.75; and,

**NOW, THEREFORE, BE IT RESOLVED** that the County Board of Commissioners hereby authorizes the Chair of the County Board to apply for a grant from the Office of the Minnesota Secretary of State in accordance with the requirements of Laws 2021, 1<sup>st</sup> Special Session, Chapter 12, Article 1, Section 41.

Resolution was 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. 22-045**  
**Accepting a \$120.00 Donation Towards the Sheriff's Office Equipment Fund**

**WHEREAS**, the freeborn county sheriff's office has received \$120.00 in donations.

**WHEREAS**, the donated funds will be applied directly to the uniform allowance in line item, 01-201-6355.

**BE IT THEREFORE RESOLVED**, that Freeborn County by and through its Board of Commissioners, approves the deposit of \$120.00 of donated funds into the 01-201-6601 line item.

Resolution was 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. 22-046**  
**Accepting the Resignation of Kelly Callahan, County Recorder**

**WHEREAS**, the Freeborn County Board of Commissioners has the responsibility for providing a quality service with integrity and accountability to the citizens of Freeborn County, and

**WHEREAS**, the Freeborn County Board is the appointing authority for the Freeborn County Recorder as allowed by Minnesota Statue 375A.1205 and ratified by Freeborn County Resolution 20-230, and

**WHEREAS**; Kelly Callahan was elected to the office of Freeborn County Recorder, and subsequently appointed by the Freeborn County Board of Commissioners on December 31, 2020, and

**WHEREAS**, Kelly Callahan has, by way of letter, expressed his intent to resign his position as a Freeborn County Recorder effective April 30, 2022,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Kelly Callahan, Freeborn County Recorder effective April 30, 2022.

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-047**  
**Accepting the Resignation of Rodney Norris**

**WHEREAS**, the Freeborn County Detention Center has the responsibility for providing a 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;

**WHEREAS**; Rodney Norris has been employed as a Detention Deputy since August 23<sup>rd</sup>, 2004 and is resigning his position effective February 6<sup>th</sup>, 2022,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Rodney Norris as a Freeborn County Detention Deputy effective on or about February 6<sup>th</sup>, 2022.

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-048**  
**Permission to Fill the Freeborn County Detention Deputy Position**

**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**, Rodney Norris, Freeborn County Detention Deputy has resigned his position effective February 6<sup>th</sup>, 2022;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County Detention Deputy position.

Resolution was 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. 22-049**  
**Placing Evie Cunningham, Social Worker/Case Manager, 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**, Evie Cunningham has successfully completed her 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 Evie Cunningham, Freeborn County Social Worker / Case Manager, on regular full-time status

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-050**  
**Permission to Fill the Freeborn County Department of Human Services Support Enforcement Aide**

**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**, Ivan Estupinan, Freeborn County Support Enforcement Aide has been promoted to Child Support Officer Trainee and has vacated his position effective January 21<sup>st</sup>, 2022;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County Support Enforcement Aide position.

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-051**  
**Approving the Tentative Agreement Between the County of Freeborn and Law Enforcement**  
**Labor Services, Inc. Representing the Licensed Sergeants Unit for the Calendar Years 2022-2024**

**WHEREAS**, representatives of Freeborn County and representatives of Law Enforcement Labor Services, Inc. representing the Licensed Sergeant bargaining unit have negotiated a three- year labor agreement for the term January 1, 2022 through December 31, 2024; and,

**WHEREAS**, the attached document summarizes the substantive agreement between the parties:

**NOW, THEREFORE, BE IT RESOLVED** that the County Board approves the tentative agreement and that the Chief Negotiator for the Freeborn County Board is authorized and directed to prepare contract documents incorporating this tentative agreement and further, that upon receipt of original contracts executed by the Union, the Freeborn County Board Chair, County Administrator and other appropriate individuals be authorized and directed to execute the original contracts.

Resolution was 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. 22-052**  
**Appointing Two Members to the Freeborn County Extension Committee**

WHEREAS, the Freeborn County Board of Commissioner has the authority to appoint members of the community to the Freeborn County Extension Committee, and

WHEREAS there are currently two (2) opening for Extension Committee members for terms of three (3) years each, and

WHEREAS Freeborn County has received only two (2) letters of interest for these open terms,

NOW THEREFORE BE IT RESOLVED, the Freeborn County Board of Commissioner hereby appoints Julie Bernau and Robin Schmidt to the Freeborn County Extension Committee for terms from January 1,2022 to December 31, 2024.

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-053**  
**Authorizing Out of State Travel**

**RESOLVED**, approving for Waylon Welvaert to attend the National Government Finance Officers Conference in Austin, Texas. All expenses are covered by MnCCC.

Resolution was 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. 22-054**  
**Setting Workshops in 2022**

**RESOLVED**, setting Workshops the second Tuesday of each month for the year 2022.

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

Commissioner Belshan offered the following resolution:

**RESOLUTION No. 22-055**  
**Change in Parking Ordinance on Sibley Street (CSAH 22)**

WHEREAS the Freeborn County Highway Department has the responsibility of maintaining the county road system; and

WHEREAS the B&B Café in Albert Lea has recently lost access to the lot used for patron parking across from their business; and

WHEREAS Sibley Street is currently posted for no parking on both sides; and

WHEREAS the owners of B&B have requested parking be allowed on Sibley Street to allow more convenient parking for their patrons; and

**WHEREAS** the existing street width is only wide enough to allow parking on one side and there are currently no traditional sidewalks on either side of the street but there is a paved boulevard area on the west side of the street making it more conducive to parking; and

**WHEREAS** the owners of the B&B Café will agree to clear the snow from the paved boulevard area on the west side of the street to allow pedestrians a refuge area and a safer walkway than having to use the street.

**NOW, THEREFORE, BE IT RESOLVED** that parking shall be allowed on the west side of Sibley Street between Marshall Street and East Main Street; and

**IT IS FURTHER RESOLVED** that approximately five stalls shall be provided.

Resolution was seconded by Commissioner Herman.

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

Commissioner Herman offered the following resolution:

**RESOLUTION No. 22-056**  
**Approval of Claims**

**RESOLVED**, that the following claims be allowed and paid on or before February 4, 2022.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 871,507.25
03	County Road & Bridge	\$ 181,796.23
05	Human Services	\$ 196,859.14
06	Public Health	\$ 67,828.35
35	Debt Srvc-Capital Improvement	\$ 396,700.00
40	County Ditch	\$ 3,196.65
70	Trust & Agency	\$ 67.55
73	Payroll Clearing Fund	\$ 12,254.19
80	Tax Collection Fund	\$ 1,550.50
	<b>FUND TOTALS</b>	<b>\$1,733,839.86</b>

Number of Claims not exceeding \$300 – 58

Dollar amount of claims not exceeding \$300 – \$6,407.73

Resolution seconded by Commissioner Belshan.

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

Chair, Commissioner Shoff adjourned the meeting at 8:30 a.m. until 8:30 a.m. on Tuesday, February 15, 2022.

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

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