

ADJOURNED MEETING OF THE COUNTY BOARD
February 4th, 2020

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday February 4th, 2020. Members present: Commissioners Mathiason, Nelson, Shoff, Lee and Belshan.

Commissioner Lee offered the following motion;

MOVED, approving the minutes from the January 21st, 2020 Board meeting.

Motion seconded by Commissioner Nelson.

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

Commissioner Belshan offered the following motion;

MOVED, approving the agenda as presented.

Motion seconded by Commissioner Shoff.

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, there was none.

Commissioner Lee offered the following resolution;

RESOLUTION No. 20 – 045
Approving Various Drainage Repairs

RESOLVED, authorizing the Drainage Inspector to engage the necessary labor to complete various repairs to CD 54 and CD 77 with work orders 20-005 - 20-006.

Resolution seconded by Commissioner Belshan.

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

Commissioner Lee offered the following resolution;

RESOLUTION No. 20-046
Freeborn County, Minnesota
Board of Commissioners, Drainage Authority for County Ditch (Cd) J9

FINDINGS AND ORDER DISCHARGING ENGINEER AND APPOINTING NEW ENGINEER FOR THE REPAIR OF A PORTION CD J9

Commissioner Lee offered the following Resolution and moved its adoption, seconded by Commissioner Nelson:

Findings

1. By resolution 17-273, the Drainage Authority, upon petition of the Shell Rock River Watershed District (SRRWD), initiated proceedings for the repair of a portion of CD J9 in sections 25 and 36 of Lake Township and in section 31 of Albert Lea Township to include a two stage ditch design over portions of the repair.
2. The proposed repair is being conducted in cooperation with the SRRWD, which has secured a grant from the State of Minnesota to pay the costs of engineering and construction of the two stage ditch repair.
3. The Drainage Authority entered a project agreement with the SRRWD are required by the state grant under which the Drainage Authority has agreed to conduct proceedings for the repair in a manner consistent with statutes chapter 103E, to acquire the right of way necessary for installation of the two stage ditch, and to maintain the construction as part of the drainage system pursuant to statutes chapter 103E. Under the project agreement, the SRRWD has agreed to determine the project plan, technical standards, and specifications consistent with the state grant and approved work plan.

4. By resolution 18-026, as requested by the SRRWD, the Board appointed John L. Nieber, Ph.D., P.E., as the design engineer for the work.
5. The Board, in consultation with the SRRWD, had determined that Dr. Nieber is unable to satisfactorily fulfill the obligations of his appointment.
6. The SRRWD has requested that the Board discharge Dr. Nieber and appoint a new engineer for the project.
7. Upon the SRRWD recommendation, the Board has considered the qualifications of Steve Penkava, P.E., of the engineering firm of Jones, Haugh and Smith.
8. The Board is familiar with Mr. Penkava and his firm's work in the area public drainage and believes he is qualified to continue the engineering work related to the repair of a portion of CD J9 in sections 25 and 36 of Lake Township and in section 31 of Albert Lea Township to include a two stage ditch design over portions of the repair.

Therefore, the Drainage Authority makes the following:

ORDER

- A. The Drainage Authority discharges and rescinds the appointment of John L. Nieber, Ph.D., P.E., Professor, Department of Bioproducts and Biosystems Engineering, License No. 0192183, as the design engineer for the work.
- B. The Drainage Authority appoints Steve Penkava, P.E., Jones, Haugh and Smith, Inc., License No. 043895, as the design engineer for the work
- C. The engineer is directed to examine the drainage system and make a repair report. The report must show the necessary repairs, the estimated cost of the repairs, and all details, plans, and specifications necessary to prepare and award a contract for the repairs.
- D. The engineer is further directed to prepare a survey and legal description of the additional right of way necessary for the proposed two stage ditch.
- E. The engineer shall subscribe an oath as required by statutes section 103E.241 in the form attached as exhibit A to this order.
- F. The engineer, or its surety, shall provide a bond as required by statutes section 103E.241 in the form attached as exhibit B to this order.
- G. This order is not an approval of the final repair. Subsequent proceedings on the repair will occur consistent with the requirements of statutes chapter 103E.

The question was on the adoption of the Resolution. Following discussion the Chairman called for a vote and there were 5 yeas and 0 nays. The Chairman declared the Resolution adopted.

Resolution seconded by Commissioner Nelson.

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

Commissioner Shoff offered the following resolution;

RESOLUTION No. 20-047
Authorize Loans from General Fund to Ditches

Resolve, that the board of Commissioners authorize loans to the following ditches:

County Ditch No.	8 IMP	\$8,400.00	Project Currently in Progress
	11	\$50,600.00	
	15 IMP	\$25,000.00	Project Currently in Progress

17		\$10,000.00	
31 IMP		\$64,000.00	Project Currently in Progress
32		\$23,200.00	
32 IMP		\$56,800.00	Project Currently in Progress
40		\$17,500.00	
63		\$6,100.00	
68 IMP		\$15,300.00	Project Currently in Progress
75		\$2,100.00	
76		\$31,800.00	
79		\$14,800.00	
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		\$325,600.00	

Judicial Ditch No.	J9	\$43,800.00	
	J12 IMP	\$31,000.00	Project Currently in Progress
	J18	\$63,000.00	
	J21	\$43,700.00	
	J 21IMP	\$88,500.00	Project Currently in Progress
	J21 IMP BR. A	\$58,500.00	Project Currently in Progress
	J25	\$10,000.00	
	J26 F&F	\$30,500.00	
	J27 IMP	\$36,700.00	Project Currently in Progress
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		\$405,700.00	
		\$731,300.00	

From the General Fund at an annual interest rate of 3% to cover cash shortages for 2019 and
Further be it resolved that loans will be repaid through the application of 2020 assessments.

Resolution seconded by Commissioner Belshan.

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

Commissioner Nelson 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 18th, 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 28th, 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 24th, 2020.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 668,257.79
03	County Road & Bridge	\$ 178,324.09
05	Human Services	\$ 150,995.10
06	Public Health	\$ 50,001.38

31	Capital Improvement	\$ 200,116.37
40	County Ditch	\$ 26,284.05
70	Trust & Agency	\$ 99,783.93
73	Payroll Clearing Fund	\$ 3,664.60
74	Turtle Creek Watershed District	\$ 2,217.00
77	Recorder's Clearing	\$ 2,836.00
80	Tax Collection Fund	\$ 2,775.00
	FUND TOTALS	\$1,385,255.31

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 4th, 2020.

By: _____
Glen Mathiason
Chair

Attest: _____
Thomas Jenson
Clerk/Administrator