

**ADJOURNED MEETING OF THE COUNTY BOARD  
February 21, 2023.**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, February 21, 2023. Members present: Commissioners Shoff, Kaasa, Eckstrom, Edwin and Forman.

The meeting was opened with the Pledge of Allegiance.

The County Administrator offered the following changes to the agenda; Motion offered by Commissioner Shoff,

The addition under Report of the County Administrator will be to consider a resolution to hire Shane Classon, as our Highway Maintenance Supervisor, as a Grade 14, Step 5 with an increase after his probationary period to a Grade 14, Step 6.

Additionally, under Commissioner items, Commissioner Forman, the Summary of Candace Pesch's evaluation from February 6th, 2023.

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

Commissioner Eckstrom offered the following resolution;

**RESOLUTION No. 23-062  
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 February 7th, 2023 minutes.
- 2) Drainage Repair Approval

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

The Commissioners provided Board Committee updates.

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

Commissioner Edwin offered the following resolution;

**RESOLUTION 23-063  
TOBACCO LICENSE**

**BE IT RESOLVED**, that Freeborn County grants tobacco licenses to the following applicants:

A & S Stores, LLC, Clarks Grove

Geneva Bar & Grill, Geneva  
Freeborn County Co-op Oil, Alden  
Han's Off-Sale, Hollandale  
Hollandale Three in One Bar & Restaurant, Hollandale  
Staples Enterprises, Inc, Alden  
Vet's Oil Company, Inc, Manchester Township

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

Commissioner Kaasa offered the following resolution;

**RESOLUTION 23-064**  
**RESOLUTION APPROVING OUT OF STATE TRAVEL FOR THREE PUBLIC HEALTH STAFF**

**WHEREAS**, Freeborn County Community Health Board approve out of state travel to Atlanta, GA for three staff to attend the NACCHO Preparedness Summit April 24-27, 2023;

**WHEREAS**, Minnesota Statute 145A.03 states that the community health board shall prepare and respond to emergencies by engaging in activities that prepare public health departments to respond to events and incidents and assist communities in recovery, such as providing leadership for public health preparedness activities with a community; developing, exercising, and periodically reviewing response plans for public health threats; and developing and maintaining a system of public health workforce readiness, deployment, and response;

**WHEREAS**, Minnesota Department of Health is encouraging attendance to the NACCHO Preparedness Summit. Freeborn County Public Health has received approval to spend funding that we were awarded as there are sufficient funds available. Freeborn County Public Health will send three staff to the conference. Funding will cover all expenses.

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners/Freeborn County Community Health Board does hereby approve the out of state travel for three staff.

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

Commissioner Eckstrom offered the following resolution;

**RESOLUTION 23-065**  
**ACCEPTING THE RESIGNATION OF RILEY JIMENEZ**

**WHEREAS**, the Freeborn County Department of Human Services 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**; Riley Jimenez has been employed as a SW/Case Manager CPCW since November 8<sup>th</sup>, 2021 and is resigning her position effective March 7<sup>th</sup>, 2023,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Riley Jimenez as a Freeborn County SW/Case Manager CPCW effective on or about March 7<sup>th</sup>, 2023.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION 23-066**  
**PERMISSION TO FILL THE FREEBORN COUNTY SW/CASE MANAGER CPCW 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**, Riley Jimenez, Freeborn County SW/Case Manager CPCW has resigned her position effective March 7<sup>th</sup>, 2023;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County SW/Case Manager CPCW position.

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

Commissioner Edwin offered the following resolution;

**RESOLUTION 23-067**  
**ACCEPTING THE RESIGNATION OF CASSANDRA NAVARRETE**

**WHEREAS**, the Freeborn County Department of Human Services 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**; Cassandra Navarrete has been employed as a HS Technician Case Aide since November 28<sup>th</sup>, 2016 and is resigning her position effective March 10<sup>th</sup>, 2023,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Cassandra Navarrete as a Freeborn County HS Technician Case Aide effective on or about March 10<sup>th</sup>, 2023.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION 23-068**  
**PERMISSION TO FILL THE FREEBORN COUNTY HS TECHNICIAN CASE AIDE 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**, Cassandra Navarrete, Freeborn County HS Technician Case Aide has resigned her position effective March 10<sup>th</sup>, 2023;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County HS Technician Case Aide position.

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

Commissioner Kaasa offered the following resolution;

**RESOLUTION 23-069**  
**PERMISSION TO FILL THE FREEBORN COUNTY OFFICE SUPPORT**  
**SPECIALIST – DHS 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**, Jodi Bauman, Freeborn County Office Support Specialist – DHS, has accepted a position as the Accounting Specialist, Sr. effective March 6<sup>th</sup>, 2023;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County Office Support Specialist - DHS position.

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

Commissioner Edwin offered the following resolution;

**RESOLUTION 23-070**  
**SHANE CLASSON’S PROMOTION TO THE HIGHWAY**  
**MAINTENANCE SUPERVISOR 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**, Shane Classon, Freeborn County Highway Engineering Tech 1, has accepted the position as the Freeborn County Highway Maintenance Supervisor position effective February 27<sup>th</sup>, 2023;

**WHEREAS**, Shane Classon, Freeborn County Highway Maintenance Supervisor, will be starting at a grade 14 step 5 or \$38,234.44 hourly or \$79,527.55 annually;

**WHEREAS**, after a successful completion of a six-month probation period, Shane Classon, Freeborn County Highway Maintenance Supervisor, will be placed on grade 14 step 6 or \$39,763.88 hourly or \$82,708.70 annually;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the Freeborn County Highway Maintenance Supervisor position.

Resolution seconded by Commissioner Kaasa.

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

Commissioner Edwin offered the following resolution;

**RESOLUTION 23-071**  
**PERMISSION TO FILL THE FREEBORN COUNTY HIGHWAY MAINTENANCE WORKER 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**, Shane Classon, Freeborn County Engineering Tech 1 has accepted a position as the Highway Maintenance Supervisor effective date to be determined;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County Highway Maintenance Worker position due to an internal promotion.

Resolution seconded by Commissioner Eckstrom.

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

Commissioner Eckstrom offered the following resolution;

**RESOLUTION 23-072**  
**RESOLUTION APPROVING INCREASE IN VETERANS COURT CASE MANAGER HOURS**

**WHEREAS**, Freeborn County Community Health Board will approve the increase of the Veterans Court Case Manager's hours from 24 hours per week to 32 hours per week;

**WHEREAS**, The needs of the veterans in Veterans Court have exceeded the anticipated needs and;

**WHEREAS**, The federal Veterans Court grant has more than adequate funding to cover the additional cost of the added hours for the staff and any subsequent change in benefits to the staff;

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners approve the change of hours to the Veterans Court Case Manager positions from 24 hours per week to 32 hours per week.

Resolution seconded by Commissioner Kaasa.

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

There was a brief summary of the closed session from February 7<sup>th</sup>, 2023 regarding the review of County Administrator, Candace Pesch. Candace Pesch requested an evaluation on February 7<sup>th</sup>, 2023. Overall, she is performing well and some areas for improvement were identified and discussed.

Commissioner Shoff offered the following resolution;

**RESOLUTION 23-073**  
**PERMISSION TO FILL THE FREEBORN COUNTY DIRECTOR OF PERSONNEL AND HUMAN RESOURCES 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**, Candace Pesch, Freeborn County Personnel Director and Human Resource has accepted a position as the County Administrator effective November 2<sup>nd</sup>, 2022;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County Director of Personnel and Human Resources position.

Resolution seconded by Commissioner Edwin.

A discussion was heard on Resolution 23-073, with Commissioner Shoff requesting the removal of the wording “due to internal promotion” and having the Personnel Committee review several options to fill the position and bring those options to the Board.

Commissioner Shoff offered a motion to table Resolution 23-073, Permission to fill the Freeborn County Director of Personnel and Human Resources Position.

Motion seconded by Commissioner Eckstrom.  
After discussion a vote was taken and the Chair declared the motion approved.

Commissioner Shoff offered the following resolution;

**RESOLUTION NO. 23-074  
APPROVAL OF CLAIMS**

**RESOLVED**, that the following claims be allowed and paid on or before February 21, 2023.

<b><u>FUND</u></b>	<b><u>NAME</u></b>	<b><u>AMOUNT</u></b>
<b>01</b>	General Fund	\$ 567, 283.23
<b>03</b>	County Road & Bridge	\$ 148, 598.33
<b>05</b>	Human Services	\$ 172, 154.87
<b>06</b>	Public Health	\$ 59, 842.59
<b>40</b>	County Ditch	\$ 40,265.17
<b>70</b>	Trust & Agency	\$ 66,027.48
<b>73</b>	Payroll Clearing Fund	\$ 16,261.92
<b>77</b>	Recorder’s Clearing	\$ 2,749.00
<b>79</b>	Soc. Serv. Collab	\$ -39.36
<b>85</b>	Septic Loan Fund	\$ 138.00
	<b><u>FUND TOTALS</u></b>	<b><u>\$ 1,073,281.23</u></b>

Number of Claims not exceeding \$300 – 144  
Dollar amount of claims not exceeding \$300 – \$12,242.45  
Resolution seconded by Commissioner Kaasa.  
After discussion, a vote was taken and the Chair declared the resolution adopted.

Chair, Commissioner Forman adjourned the meeting at 8:57 a.m. until 8:30 a.m. on Tuesday, March 7, 2023.

By: \_\_\_\_\_  
John Forman  
Chair

Attest: \_\_\_\_\_  
Candace Pesch  
Clerk/Administrator