

ADJOURNED MEETING OF THE COUNTY BOARD
March 16, 2021

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday March 16, 2021. Members present: Commissioners Edwin, Forman and Herman in person, with Commissioners Shoff and Belshan via Zoom.

Commissioner Herman offered the following motion;

MOVED, approving the agenda as presented with the exception of the removal of item B8 which is to consider a resolution authorizing entering into a new well sharing agreement for the maintenance shop located in Oakland as more information needs to be obtained.

Motion seconded by Commissioner Forman.

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

Commissioner Forman offered the following resolution;

RESOLUTION No. 21-062
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 March 2, 2021 minutes;
- 2) Approval of Drainage Repairs.

Resolution seconded by Commissioner Edwin.

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

The Commissioners provided Board Committee updates.

Commissioner Herman offered the following resolution;

RESOLUTION No. 21-063
Accepting the Resignation of Catherine Wittmer

WHEREAS, the Freeborn County Recorder's Office 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; Catherine Wittmer has been employed as an Office Support Specialist, Sr. since January 7th, 1991 and is resigning her position effective April 30th, 2021,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Catherine Wittmer as an Officer Support Specialist, Sr. effective on or about April 30th, 2021

Resolution seconded by Commissioner Forman.

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

Commissioner Edwin offered the following resolution;

RESOLUTION No. 21-064
Permission to Fill the Office Support Specialist, Sr. Position
in the Recorder'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, Catherine Wittmer, Freeborn County Office Support Specialist, Sr. has resigned her position effective April 30th, 2021;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant Office Support Specialist, Sr. position in the Recorder's Office.

Resolution seconded by Commissioner Forman.

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

Commissioner Forman offered the following resolution:

RESOLUTION No. 21-065
Accepting the Resignation of Susan Wagner

WHEREAS, the Freeborn County License 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; Susan Wagner has been employed as the License Center Office Services Supervisor since May 12th, 1987 and is resigning her position effective June 4th, 2021,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Susan Wagner as the License Center Office Services Supervisor effective on or about June 4th, 2021.

Resolution was seconded by Commissioner Edwin.

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

Commissioner Edwin offered the following resolution:

RESOLUTION No. 21-066
Permission to Fill the License Center Office Services Supervisor
Position in the License Center

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, Susan Wagner, Freeborn County License Center Officer Services Supervisor has resigned her position effective June 4th, 2021;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant License Center Office Services Supervisor position in the License Center.

Resolution was seconded by Commissioner Herman.

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

At approximately 8:40 Dave Vanderploeg of the Turtle Creek Watershed presented information to the Board.

Commissioner Belshan offered the following resolution:

RESOLUTION No. 21-067
Award of CP 021-CULV-026
Authoring Contract Award for CP 021-CULV-026
Replacement of Centerline Culverts on CSAH 26 from I-90 to TH-251

WHEREAS, the Freeborn County Highway Department has the responsibility of maintaining the county highway system;

WHEREAS, the Freeborn County Highway Department has prepared plans and specifications for centerline culvert replacement on a designated area of CSAH 26 in Freeborn County;

NOW, THEREFORE BE IT RESOLVED, to accept the low bid from Freeborn Construction Inc. of Albert Lea, MN for \$196,037.32 for project CP 021-CULV-026.

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. 21-068
Award of CP 021-M-002
2021 Pavement Marking Contract

WHEREAS, the Freeborn County Highway Department has the responsibility of maintaining the county highway system;

WHEREAS, the Freeborn County Highway Department has prepared plans and specifications for the pavement markings on various highways in Freeborn County;

NOW, THEREFORE BE IT RESOLVED, to accept the low bid from Sir Lines-A-Lot, LLC of Edina, MN for \$147,515.39 for project CP 021-M-002.

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. 21-069
Award of CP 021-M-004
2021 Base Stabilization

WHEREAS, the Freeborn County Highway Department has the responsibility of maintaining the county highway system;

WHEREAS, the Freeborn County Highway Department has prepared plans and specifications for base stabilization of various highways in Freeborn County;

NOW, THEREFORE BE IT RESOLVED, to accept the low bid from Freeborn Coop Oil Co. of Albert Lea, MN for \$171,538.40.00 for project CP 021-M-004.

Resolution was seconded by Commissioner Forman.

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

Commissioner Forman offered the following resolution:

RESOLUTION No. 21-070
Award of CP 021-SAND-005
2021 Supply Washed Sand for Ice Control

WHEREAS, the Freeborn County Highway Department has the responsibility of maintaining the county highway system;

WHEREAS, the Freeborn County Highway Department has prepared plans and specifications for purchasing a supply of washed sand for ice control that meets product spec 3126 for various highways in Freeborn County;

NOW, THEREFORE BE IT RESOLVED, to accept the low bid from Ulland Brothers, Inc. of Albert Lea, MN for \$10.20/ton for 5,000 ton from the Glenville pit meeting product spec 3126 for project CP 021-SAND-005.

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

Commissioner Edwin offered the following resolution:

RESOLUTION No. 21-071
Award of SAP 024-626-021
Reclaim, Widen Slopes, Culverts and Aggregate Surfacing on
CSAH 26 from TH-251 to CSAH 35 East of Clarks Grove, MN

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

WHEREAS, the Freeborn County Highway Department has prepared plans and specifications for the improvements of the following roadway, CSAH 26 from TH-251 to CSAH 35 East of Clarks Grove, MN;

NOW, THEREFORE BE IT RESOLVED, to accept the low bid from Freeborn Construction, Inc. of Albert Lea of \$2,066,577.79 for project SAP 024-626-021.

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. 21-072
AWARD OF SAP 024-633-009
Mill and Bituminous Overlay and Aggregate Shoulders
on CSAH 33 from CSAH 10 to Hartland, MN

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

WHEREAS, the Freeborn County Highway Department has prepared plans and specifications for the improvements of the following roadway, CSAH 33 from CSAH 10 to Hartland, MN;

NOW, THEREFORE BE IT RESOLVED, to accept the low bid from Ulland Brothers Inc. of Albert Lea of \$598,855.05 for project SAP 024-633-009.

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

Commissioner Belshan offered the following resolution:

RESOLUTION No. 21-073
2021 Seasonal Bids

WHEREAS, the Freeborn County Highway Department has the responsibility of maintaining the county highway system;

WHEREAS, the Freeborn County Highway Department has prepared specifications for various seasonal bid requirements;

NOW, THEREFORE BE IT RESOLVED, to accept that the following price lists be placed on file for consideration during the specified time period:

Plant Mixed Bituminous Materials - Ulland Brothers Inc.

Equipment Rental - Freeborn Construction, Jensen Excavating & Trucking LLC

Corrugated Metal Pipe Culvert – TrueNorth Steel

Gravel and Crushed Quarry Rock –Ulland Brothers Inc, Freeborn Construction and JJD Companies LLC

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. 21-074
Approving Petition for Repair on County Ditch 23

1. Per Minnesota Statute 103E.701, Harlan B. Lutteke joined by his Representatives Eugene Lutteke, Gregory Lutteke and Glen M. Lutteke, have petitioned the Board of Commissioners of Freeborn County, Drainage Authority for Freeborn County Ditch 23 (CD), to repair portions of CD 23 which is located in Alden, Mansfield, Nunda and Pickerel Lake Townships all in Freeborn County.
2. The petitioners request the Drainage Authority determines the drainage system needs repair and appoint an engineer to examine the drainage system and make repair report. M.S. 103E.715, Subd. 2
3. By resolution, the Board accepted the petition.

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 was seconded by Commissioner Herman.

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

Commissioner Forman offered the following resolution:

RESOLUTION No. 21-075
Approving the 2021 Tobacco License

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

A & S Stores, LLC, Clarks Grove.

Resolution was seconded by Commissioner Belshan.

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

Commissioner Forman offered the following resolution:

RESOLUTION No. 21-076
Authorizing Redemption of General Obligation Watershed Bonds, Series 2013

RESOLVED BY THE BOARD OF COMMISSIONERS OF FREEBORN COUNTY as follows:

1. This Board hereby determines that the \$1,120,000 in principal amount of the County's outstanding General Obligation Watershed Bonds, Series 2013 which have stated maturities on and after February 1, 2022 shall be called for prior redemption on May 1, 2021.

2. The County Administrator is authorized and directed to cause notice of such redemption to be given to Wells Fargo Bank, N.A. and the registered owners of such bonds as required by law and the terms of the bonds.

YES	ABSENT	NO
<u>Edwin</u>	_____	_____
<u>Forman</u>	_____	_____
<u>Herman</u>	_____	_____
<u>Belshan</u>	_____	_____
<u>Shoff</u>	_____	_____

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. 21-077
Accepting a Donation from Cargill through their Cargill Cares Program

Whereas, Freeborn County Community Health Board will accept a donation of \$1000 from Cargill through their Cargill Cares program;

Whereas, Minnesota Statute 145A.14 allows for the Community Health Boards to respond to emergencies by engaging in activities that respond to events and incidents and assist communities in recovery, such as providing leadership for public health preparedness activities with a community;

Whereas, Cargill through their Cargill Cares program has made a donation to Freeborn County Public Health for the COVID-19 response;

Now, Therefore, Be It Resolved that the Freeborn County Board of Commissioners/Freeborn County Community Health Board does accept the donation of \$1000.00 from the Cargill Cares Program.

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

Commissioner Forman offered the following resolution:

RESOLUTION No. 21-078
Resolution to Retroactively Accept a Grant Contract Agreement from Minnesota Department of Health for Case Investigation and Contact Tracing

Whereas, Freeborn County Community Health Board will retroactively accept a grant contract agreement from Minnesota Department of Health for Case Investigation and Contact Tracing;

Whereas, Minnesota Statute 145A.14 allows for the Community Health Boards to respond to emergencies by engaging in activities that respond to events and incidents and assist communities in recovery, such as providing leadership for public health preparedness activities with a community;

Whereas, Freeborn County Public Health received a grant contract agreement with Minnesota Department of Health to do Case Investigation and Contract Tracing (CICT) for COVID-19. The grant agreement is for \$62,400 and is for December 31, 2020 through December 31, 2021;

Now, Therefore, Be It Resolved that the Freeborn County Board of Commissioners/Freeborn County Community Health Board does retroactively accept the grant contract agreement with Minnesota Department of Health for Case Investigation and Contact Tracing.

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

Commissioner Edwin offered the following:

RESOLUTION No. 21-079
Approving Tax Abatement Housing Assistance Policy for the City of Emmons, MN

WHEREAS, the City of Emmons, MN has adopted and Glenville- Emmons ISD #2886 has joined in approving a tax abatement housing assistance policy to aid in promoting residential dwelling construction within the city limits of Emmons; AND

WHEREAS, the City of Emmons has requested continues participation by Freeborn County in accordance with the terms and conditions of said policy; AND

WHEREAS, the Freeborn County Board of Commissioners deem it appropriate to participate in said policy insofar as Freeborn County's share of tax revenue is concerned;

NOW THEREFORE, BE IT RESOLVED, that Freeborn County shall participate in the above program through December of 2021 in accordance with and subject to the requirements and limitations imposed by the policy adopted by the City of Emmons, with the specific additional condition that the City of Emmons provide timely notification to the Freeborn County Auditor/Treasurer of any construction in a given year that qualifies for tax abatement under the existing city policy.

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. 21-080
Authorizing the Sale of Existing County Property

WHEREAS, Freeborn County has an interest in selling existing real property; and

WHEREAS, Minnesota Statue 373.01 allows for the sale by first advertising for bids or proposals in the official newspaper of the county for three consecutive weeks and once in a newspaper of general circulation in the area where the property is located; and

WHEREAS, The notice shall state the time and place of considering the proposals, contain a legal description of any real estate, and a brief description of any personal property; and

WHEREAS, Freeborn County will publicly advertise this property and accept sealed bids for the real property to be sold to the highest bidder, but in no case shall the real property be sold for less than 90 percent of its fair market value as determined by the county assessor;

NOW THEREFORE, BE IT RESOLVED that the Freeborn County Board of Commissioners authorize the advertisement for bids for the sale of the following existing real property in accordance with Minnesota Statute 373.01:

A parcel of land which lies in the southeast quarter of the northeast quarter (SE 1/4 NE 1/4) of Section 11, Township 102 North, Range 22 West, more particularly described as follows: Beginning at a point on the center line of Trunk Highway No. 16 which point is 326 feet southeasterly of the intersection of said Trunk Highway No. 16 and the west line of said SE quarter of the NE half of said section 11, thence deflecting left at an angle of 122 degrees 56 minutes with the center line of said Trunk Highway No. 16 north for a distance of 313.22 feet, thence east 302.24 feet, thence south parallel with the west line of said premises 509 feet to the center line of said Trunk Highway No. 16, a distance of 360.11 feet to the point of beginning; together with a non-exclusive easement for joint use of the driveway now lying just east of the east line of these premises. This driveway is for the joint use of the premises lying east of the above described premises and the premises lying north and northeasterly of the above described premises.

Except: All that part of the SE quarter NE quarter of Section 11, Township 102 North, Range 22 West, Freeborn County, Minnesota; described as follows:

Commencing at the southeast corner of the NE quarter of said section 11; thence north 00 degrees 36 minutes 31 seconds east a distance of 24.65 feet; on an assumed bearing on the east line of said NE quarter, to a point on the centerline of County State Aid Highway No. 46 (formerly Trunk Highway No. 16); thence north 56 degrees 55 minutes 30 seconds west a distance of 1553.57 feet, on the

centerline of said county State Aid Highway No. 46, to the point of intersection with the west line of said SE quarter NE quarter, which point is the point of beginning; thence south 56 degrees 55 minutes 30 seconds east distance of 345.24 feet, on the centerline of said county State Aid Highway No. 46; thence north 00 degrees 08 minutes 30 seconds east a distance of 444.83 feet; thence north 89 degrees 38 minutes 30 seconds west a distance of 289.36 feet, to a point on the west line of said SE quarter NE quarter; thence south 08 degrees 13 minutes 53 seconds west a distance of 258.23 feet, on the west line of said SE quarter NE quarter, to the point of beginning.

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. 21-081
Board Appointments to Freeborn County Law Library

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; and

WHEREAS, Minn. Stat. §134A.03 Subd.1(2) provides that a Law Library Board of trustees shall include a seated County Commissioners to serve as a trustee,

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:

Freeborn County Law Library Trustee- Commissioner Forman

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. 21-082
Board Appointments to Freeborn County Convention and Visitors Bureau

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; and

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:

Freeborn County Convention and Visitors Bureau- Commissioner John Forman

Resolution was seconded by Commissioner Edwin.

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

Commissioner Herman offered the following motion:

MOVED, for the Administrator and Board Chair to send a letter of support to the State of Minnesota Department of Public Safety to retain services in Freeborn County.

Motion was seconded by Commissioner Edwin.

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

Commissioner Edwin offered the following resolution:

RESOLUTION No. 21-083
Termination of Local Declaration of a State of Emergency- COVID 19
Specific to Resolution 20-90

WHEREAS Freeborn County is a public entity within the State of Minnesota; and

WHEREAS the County of Freeborn, Minnesota has been and will be significantly impacted by COVID 19, a severely contagious virus, and

WHEREAS the townships, cities and other areas within Freeborn County will have experienced significant amount of harm and damage to local businesses and citizens;

WHEREAS, the Freeborn County Board Chair declared on March 2,2020 that a state of emergency existed within Freeborn County for conditions resulting from the COVID pandemic event, with all powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statutes and Freeborn County; and

WHEREAS, the Freeborn County Board of Commissioners recognizes that the powers and responsibilities of a “State of Emergency” are no longer needed, and efforts to mitigate COVID 19 are having the desired effect and the distribution of the COVID 19 vaccine is being offered to the citizens in a pre-determined order,

NOW, THEREFORE, BE IT RESOLVED IT IS FURTHER RESOLVED that the Freeborn County Board of

Commissioner rescind Resolution 20-90 and terminate the State of Emergency.

Resolution was seconded by Commissioner Herman.

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

Commissioner Edwin offered the following resolution:

RESOLUTION No. 21-084
COVID-19 Preparedness Plan and Readiness reopening list

PURPOSE: This plan and checklist have been developed to support and execute the reopening of Freeborn County by minimizing exposures (employee and public) and transmission of the COVID 19 virus. Executive Orders issued by Gov. Tim Walz requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

Freeborn County’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. This plan has a strong commitment of management and was developed and implemented with the participation of employees. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

Freeborn County COVID-19 Preparedness Plan includes and describes how the County will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons in their homes or other arrangements;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;

5. communications and training for managers and employees necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

This document includes the Freeborn County COVID-19 Preparedness Plan that meets the criteria listed above.

COVID-19 Preparedness Plan for Freeborn County

Freeborn County is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Freeborn County managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at Freeborn County. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by ensuring all staff are notified of ongoing preparedness as well as plans for reopening the county for business. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

To help prevent the spread of COVID-19, employees and visitors will be required to complete a verbal screening and will be asked questions regarding symptoms to determine whether they will be admitted to the building. Nothing will be written down for employees or visitors who complete the screen. All screening questions will be made available in other languages and pictorially.

Employees have been informed of the screening process by email and through their immediate supervisor. Visitors will be made aware by the posted Tennessee warning at the entrance of all buildings. All employees and visitors are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' and visitor health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Information will be made available in other languages.

Prior to conducting any health or temperature screenings of any individuals, Freeborn County will provide the following Tennessee notice, in writing or orally. Signatures are not necessary, and the notice requirement can be satisfied by displaying it in the screening area, so long as it is displayed prominently and proximate to the actual screening location to ensure individuals see it, every time they are to be screened.

Tennessee Notice: Prior to entering the building, all individuals will be asked a series of questions. This data is classified as private under the Minnesota Government Data Practices Act. We will use this data to screen individuals seeking admission to the office for potential health risks to try to avoid the potential of spreading contagious diseases. The data helps us to determine whether risk factors are present and whether you will be denied admission for the protection of agency staff and/or the public. This is not a COVID-19 test and is not a determination of whether or not an individual is infected with or has been exposed to COVID-19. This data will be gathered and reviewed by agency staff, including non-medical personnel, in deciding whether to permit your admission to the building. You are not legally required to provide this data and providing the data is voluntary. However, if you refuse to provide the data, you will

not be admitted to the building.

Freeborn County COVID 19 screening protocol:

All persons entering the Freeborn County Government Center will be verbally screened. All employees and visitors will be required to put on an approved face mask prior to screening. If you do not have one, one will be provided to you.

1. Ask if the person: Have you had any of the following symptoms since your last day at work or the last time you were here that cannot be attributed to another health condition?

- Temperature/fever of 100.4 or above or feeling feverish?
- Chills
- Cough-new, or change in frequency or intensity of a cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle and/or body aches
- Sore throat
- Headache
- New loss of smell or taste
- Congestion or runny nose
- nausea or vomiting
- Diarrhea

2. Has the person had close contact with someone who was diagnosed or suspected to have COVID 19 within the last 14 days?

Close contact means:

- A person has been within 6 feet of a COVID-19 case or suspected COVID-19 case for a 15 minute period of time or longer. Close contact can occur while caring for, living with, or visiting with a COVID-19 case.

OR

- A person has had direct contact with body fluids of a COVID-19 case or suspected case from being coughed on, been intimate with, etc.

-If the employee or visitor refuses to complete the screening, or answers yes to any of the symptoms, the person is not allowed to enter the building. Employees need to contact their supervisor or department head and notify them of the results. Visitors will be encouraged to contact their local medical provider for guidance.

Freeborn County management, employees and visitors are encouraged to follow that following practices for basic infection prevention:

- Promote frequent and thorough hand washing, including by providing employees, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage employees to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- A face mask will be provided to all employees and visitors and required in all public areas.
- All employees and visitors will be encouraged to avoid close contact with others (i.e., within 6 feet or less) Freeborn County will be using additional engineering and administrative controls, safe work practices, signage and PPE to assist in this effort.

Freeborn County will follow the recommendations of the Minnesota Department of Health as well as the Center for Disease Control (CDC) in informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the 14 days. All visitors and employees will need to sign in with the date and time of entering and exiting county buildings.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All employees and visitors entering all buildings will be required to use hand sanitizer immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

- Freeborn County will require and allow employees sufficient time to wash their hands frequently, including arrival and departure from workplace, before and after using the restroom, before eating and drinking and after touching surfaces that may be contaminated.
- Freeborn County will have handwashing/ sanitizer stations and facilities easily available that can be accessed without employees congregating in groups.
- Freeborn County will maintain ample supplies of soap and hand towels for handwashing and if needed, provide additional (portable) handwashing stations where needed.
- Freeborn County will provide all public and private areas in all buildings with hand sanitizer and sanitizer wipes in several locations around the buildings.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

Freeborn County will post signage in all buildings in all common and private areas with instructions and require all staff and visitors practice proper cough and sneeze etiquette. Masks will be required by all staff and visitors in public areas.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- Additional areas will be identified for breaks and meals.
- Virtual environments will be utilized to conduct meetings when possible.
- Employees that are successfully working remotely/ teleworking will continue to do so
- Staff will be assigned hours of work to be staggered and flexible to mitigate the number of employees gathering at one time.
- Office spacing of desks will be extended to six feet or have barriers installed whenever possible.
- Work hours and shifts will be staggered when possible to reduce the number of employees in the workplace at one time.
- All staff and visitors will maintain six feet of distance between all parties. Distances less than six feet require masks to be worn by all parties.
- Freeborn County will provide signage and instructions for employees and visitors relating to social distancing.
- Masks will be required to be worn by all staff and visitors in public areas. Masks will be provided by Freeborn County at the entrance door if needed.
- Employees and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Exceptions to masks for verified reasons will be handled on a case by case basis.

Housekeeping

Regular housekeeping practices are being implemented, including increased and routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Each department within Freeborn County will be in charge of the routine disinfecting of their private areas. Managers will ensure staff have adequate supplies of disinfectant, towels, PPE, and other required items to clean their private area. Maintenance Department will disinfectant and sanitize all public areas and surfaces daily, Monday thru Friday at 8am to 9am; 11am to 1pm and 3pm to 5:30pm.

If an employee is diagnosed with COVID -19, the following procedure will be followed to disinfect the workplace area utilized by that person:

- Close off areas used by the person who is confirmed ill.

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, breakrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards and remote controls.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - o Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - o Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - o Employees without close contact with the person who is sick can return to work immediately after disinfection.
 - o Employees that are identified by the Freeborn County Public Health Department as having close contact will be required to quarantine for 14 days.
- If more than 7 days have elapsed since the person who is sick visited or used the building/facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment

Communications and training

This Preparedness Plan was communicated by county wide email service as well as being publicly posted for all employees and visitors on March 17, 2021 after ratification by the Freeborn County Board of Commissioner via resolution on March 16, 2021. All necessary training will be provided. Additional communication and training will be ongoing facilitated by Freeborn County Public Health and Freeborn County Administration as received by the Minnesota Department of Health and the CDC and provided to all employees. Management and employees are to work through this new program together and suggest updates to the preparedness plan as necessary. This Preparedness Plan has been certified by the Freeborn County Board of Commissioners and was posted throughout the workplace on March 16, 2021. It will be updated as necessary.

Appendix A – On Line Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

- www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

- www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
- www.health.state.mn.us/diseases/coronavirus/basics.html

Training

- www.health.state.mn.us/diseases/coronavirus/about.pdf
- www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
- www.osha.gov/Publications/OSHA3990.pdf

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

**RESOLUTION No. 21-085
Resuming In-Person Board Meetings**

The Board discussed the issue of resuming in-person board meetings. Commissioner Shoff expressed his position that it may be premature to return in-person board meetings due to the local COVID case numbers. Commissioner Herman expressed his opinion that if not everyone is comfortable to resume in-person meetings, he would not be in favor or supporting a resolution to do so.

After discussion, the resolution failed for lack of action. The Chair asked that the matter be placed on the agenda for the next workshop.

MOVED, to remove tabled Resolution 21-051 from the March 2, 2021 Freeborn County Board meeting, specifically Allowing Deputies to Assist with Mutual Aid for Enbridge Line 3 Route Security Detail.

After discussion, Chairman Shoff asked if any Board member wanted to remove the issue from the table and the Board remained silent. Resolution 21-051 fails for lack of action.

Commissioner Herman offered the following resolution:

**RESOLUTION No. 21-086
Approval of Claims**

RESOLVED, that the following claims be allowed and paid on or before March 19, 2021.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 520,056.63
03	County Road & Bridge	\$ 120,552.83
05	Human Services	\$ 158,005.98
06	Public Health	\$ 64,623.56
40	County Ditch	\$ 62,969.45
70	Trust & Agency	\$ 109,008.82
73	Payroll Clearing Fund	\$ 4,795.01
74	Turtle Creek Watershed	\$ 1,156.60
77	Recorder's Clearing	\$ 2,108.00
	FUND TOTALS	\$ 1,043,276.88

Number of Claims not exceeding \$300 – 77
Dollar amount of claims not exceeding \$300 – \$8,943.52
Resolution seconded by Commissioner Forman.
After discussion, a vote was taken and the Chair declared the resolution adopted.

Chair, Commissioner Shoff adjourned the meeting at 10:14 a.m. until 8:30 a.m. on Tuesday, April 6th, 2021.

By: _____
Christopher N. Shoff
Chair

Attest: _____
Thomas Jensen
Clerk/Administrator