

**ADJOURNED MEETING OF THE COUNTY BOARD  
May 16, 2023**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, May 16, 2023. Members present: Commissioners Forman, Edwin, Kaasa, Shoff and Eckstrom.

The meeting was opened with the Pledge of Allegiance.

Commissioner Eckstrom offered the following motion;

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

Motion seconded by Commissioner Edwin.

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

Commissioner Kaasa offered the following resolution;

**RESOLUTION No. 23-160  
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 April 25th, 2023 Special Meeting minutes;
- 2) Approval of the May 2<sup>nd</sup>, 2023 minutes;
- 3) Affirmation of full-time status for promoted/transferred employees
- 4) Approval of Drainage Repairs.
- 5) Consider setting a Workshop for May 30<sup>th</sup>, 2023
- 6) Appointment of Commissioner Kaasa to serve as ex-officio on the Library Advisory Board

Resolution seconded by Commissioner Shoff.

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

The Commissioners provided Board Committee updates.

The Freeborn County Commissioner and Diamond Jo Casino Scholarship recipients for 2023 were presented as follows. Albert Lea: Lucas Ravenhorst and Luke Wangsness; Glenville-Emmons: Rachel Heskett; Alden-Conger: Caleb Songstad and United South Central: Emily Cassens.

Kevin Balfanz presented the 2023 MCIT Report to the County Commissioners.

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

Commissioner Kaasa offered the following resolution;

**FREEBORN COUNTY MINNESOTA RESOLUTION #23-161  
A RESOLUTION TO ELIMINATE THE JOB CLASSIFICATION OF COURT SECURITY / TRANSPORT  
DEPUTY, AND ADD 6 POSITIONS IN TO THE PATROL DEPUTY CLASSIFICATION.**

**WHEREAS**, the office of the Sheriff has multiple classifications of deputies assigned to differing duties with in the office.

**WHEREAS**, the Court Security/Transport Deputy classification is represented by a different union than the Patrol Deputy classification, is at a different pay grade, and has differing duties and responsibilities.

**WHEREAS**, the Court Security/Transport Deputies are not currently trained to perform the duties and are not of the same classification as the Patrol Deputies, therefore cannot be utilized to perform the duties of Patrol Deputies.

**WHEREAS**, the Patrol Deputy duties include those performed by Court Security/Transport Deputies.

**WHEREAS**, the Sheriff has the authority to schedule and assign deputies to perform duties and tasks, and if Court Security/Transport Deputies were assigned to Patrol Deputy tasks, they would be working out of classification.

**WHEREAS**, the Sheriff would like to train and utilize the 6 Court Security/Transport Deputies in Patrol Deputy functions.

**BE IT THEREFORE RESOLVED**, that Freeborn County, by and through its Board of Commissioners, approves the elimination of the job classification of Court Security/Transport Deputy and approves the training and addition of 6 positions to Patrol Deputy.

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

Commissioner Kaasa offered the following resolution;

FREEBORN COUNTY MINNESOTA RESOLUTION # 23-162

**A RESOLUTION TO ALLOW THE SHERIFF TO OFFER LATERAL PAY STEPS TO APPLICANTS  
BASED UPON PRIOR EXPERIENCE**

**WHEREAS**, current county practice is to allow department heads to start experienced applicants on step 2 without needing board approval.

**WHEREAS**, experienced law enforcement applicants are beneficial to Freeborn County as they typically take less time to train and come with previous experience and training

**WHEREAS**, experienced candidates are less willing to apply for jobs where it is unknown if there are laterals, or they do not want to wait for the process of a board resolution to find out what a lateral would be after they are given a job offer.

**WHEREAS**, the sheriff has suggested a structured lateral pay of the following:

- o Step 1 - No experience
- o Step 2 – (1-3) years of experience
- o Step 3 – (4-6) years of experience
- o Step 4 – (7-9) years of experience
- o Step 5 – (10+) years of experience
- o Additional Step after FTO is completed

**BE IT THEREFORE RESOLVED**, that Freeborn County, by and through its Board of Commissioners, approves the sheriff to offer lateral pay steps to applicants and to advertise such laterals in job postings as outlined above.

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

Commissioner Eckstrom offered the following resolution:

FREEBORN COUNTY MINNESOTA RESOLUTION # 23-163

**A RESOLUTION TO ACCEPT \$200.00 IN DONATIONS FROM FREEBORN COUNTY CITIZENS. THE DONATED FUNDS WILL BE PUT TOWARDS THE SHERIFF'S OFFICE EQUIPMENT FUND (01-201-6601).**

**WHEREAS**, The Sheriff's Office received a donation from a citizen, Carlos Bautista Cruz, in the amount of \$200 cash on May 1, 2023.

**BE IT THEREFORE RESOLVED**, that Freeborn County, by and through its Board of Commissioners, approves the deposit of \$200.00 of donated funds into the 01-201-6601 line

Resolution was seconded by Commissioner Shoff.

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

Commissioner Kaasa offered the following resolution:

**RESOLUTION 23-164  
TO APPOINT TIM BENNETT AS CHIEF DEPUTY**

**BE IT RESOLVED**, that Freeborn County Sheriff Ryan Shea appoints Tim Bennett as Chief Deputy, effective June 3<sup>rd</sup>, 2023.

Resolution was seconded by Commissioner Edwin.

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

Commissioner Eckstrom offered the following resolution:

**RESOLUTION 23-165  
RESOLUTION TO APPROVE ACCEPTING A GRANT FROM THE FREEBORN COUNTY PARTNERS  
IN PREVENTION**

**WHEREAS**, Freeborn County Probation Services has applied for a grant in the amount of \$4,576.00 from the Freeborn County Partners in Prevention Coalition, and;

**WHEREAS**, the monies are intended to be used to train trainers in educating juveniles in the consequences of "sexting" behavior and diverting juveniles who have found themselves in the system so as to avoid them having felonies on their records and needing to register as sex offenders, and:

**WHEREAS**, the grant has been approved and the training has been scheduled here at the Freeborn County Courthouse on May 18<sup>th</sup>, 2023.

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners has approved the acceptance of a grant in the amount of \$4,576 from the Freeborn County Partners in Prevention Coalition.

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:

**FREEBORN COUNTY BOARD OF COMMISSIONERS  
RESOLUTION 23-166  
MENTAL HEALTH AWARENESS MONTH – MAY 2023**

**WHEREAS**, mental health is essential to everyone's overall health and well-being; and

**WHEREAS**, all people experience times of difficulty and stress in their lives; and

**WHEREAS**, identifying and addressing mental health concerns earlier improves the quality of life for adults and children and their chance to succeed; and

**WHEREAS**, Freeborn County has made a commitment to community-based systems of mental health care for all residents, including support of the services provided by the Children's and Adult Mental Health units at the Freeborn County Department of Human Services and the Freeborn County Mental Health Center; and

**WHEREAS**, each business, school, government agency, healthcare provider, organization and citizen share the responsibility to address mental health concerns and promote mental wellness and prevention efforts; therefore

**BE IT RESOLVED**, we, the Freeborn County Board of Commissioners, proclaim May 2023 as Mental Health Awareness Month in Freeborn County, Minnesota. As Commissioners of Freeborn County, we call upon the citizens, government agencies, public and private institutions, businesses, and schools in Freeborn County to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION 23-167**  
**Foster Care Month – May 2023**

**WHEREAS**, the family is the foundation of any strong and healthy community; and

**WHEREAS**, every child deserves to grow up in a supportive, loving home where they can thrive and prosper. During those unfortunate times when children cannot remain safely in their own homes, the individuals and families who open their hearts and homes to foster children provide a vital service to their communities; and

**WHEREAS**, foster parents, including traditional foster parents, relative and non-related kin, provide an essential service to the community in caring for children and youth in foster care; and

**WHEREAS**, the importance of the family structure is best served in foster homes that model family living, as opposed to group care; and

**WHEREAS**, the stability and permanency for children and foster children is of the utmost importance; therefore

**BE IT RESOLVED**, we the Freeborn County Board of Commissioners proclaim the month of May 2023 Foster Care Month in Freeborn County, and urge community members to volunteer their talents and energies to honor children and youth in foster care and to honor those foster parents/families who have selflessly opened their hearts and their homes to nurture children and promote healing in their most desperate time of need.

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

Commissioner Edwin offered the following resolution:

**FREEBORN COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION 23-168**  
**RESOLUTION TO APPROVE THE PURCHASE OF SERVICE AGREEMENT FOR PSYCHIATRY SERVICES BETWEEN THE SOUTH-CENTRAL COMMUNITY-BASED INITIATIVE AND THE FREEBORN COUNTY DEPARTMENT OF HUMAN SERVICES/FREEBORN COUNTY MENTAL HEALTH CENTER**

**WHEREAS**, the Freeborn County Department of Human Services is part of the 10-county South Central Community-Based Initiative (SCCBI) to provide services to persons with mental illness; and

**WHEREAS**, the mission of the SCCBI is to facilitate each mental health consumer's recovery by improving their quality of life, by assisting them to assume increased responsibility over their lives, and to help them function as actively and independently as possible in the community; and

**WHEREAS**, the SCCBI has been awarded a grant allocation from the State of Minnesota for the provision of psychiatric services within the 10-counties comprising the Initiative; and

**WHEREAS**, the SCCBI purchases mental health services in the form of psychiatric urgent care, psychiatric medication management services and administration of these services from participating county human service agencies with specified grant dollars from the State of Minnesota in order to fulfill the mission; therefore

**BE IT RESOLVED**, that the Purchase of Service Agreement between the South-Central Community-Based Initiative and the Freeborn County Department of Human Services for provision of the psychiatric services identified in the agreement to residents of Freeborn County and of counties comprising the SCCBI.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Kaasa offered the following resolution:

**RESOLUTION 23-169**  
***AUTHORIZING FINAL PAYMENT OF CP 022-FRG-999***

**WHEREAS** the Freeborn County Highway Department has the responsibility of maintaining the County Fairgrounds;

**WHEREAS** the work for the 2022 Storm Sewer and Watermain Improvements at the Freeborn County Fairgrounds by Freeborn Construction, Inc. of Albert Lea, MN, has been completed in a satisfactory manner;

**IT IS RESOLVED**, that the Freeborn County Auditor-Treasurer is hereby authorized to make final payment in the amount of \$31,423.17.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Edwin offered the following resolution:

FREEBORN COUNTY MINNESOTA RESOLUTION # 23-170

**A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO KEVIN WEITZEL PURSUANT TO THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA, CHAPTER 42**

**WHEREAS**, KEVIN WEITZEL applied for a conditional use permit to the Zoning Administrator on 04/13/23 pursuant to the Code of Ordinances of Freeborn County, Minnesota, Chapter 42 (Zoning Ord.) for a campground, within the "A" Agricultural District, on the following described property owned by Kevin Weitzel:

Parcel ID: 02.003.0031  
15782 820<sup>th</sup> Avenue Glenville, MN 56036  
Section 3, Shell Rock Township

**WHEREAS**, the County Planning Commission held a public hearing on the application on 05/08/23 in accordance with the Zoning Ord., Art. VIII, Sec. 42-612.

**WHEREAS**, the County Planning Commission made a decision on the application and forwarded its required findings of fact and recommendations to the Freeborn County Board of Commissioners in the attached report.

**BE IT THEREFORE RESOLVED**, the Freeborn County Board of Commissioners approves and adopts the findings of fact and recommendations of the County Planning Commission in the attached report,

**AND BE IT FURTHER RESOLVED**, the application for a conditional use permit by Kevin Weitzel is hereby granted, subject to the conditions and guarantees required below:

1. The campsites shall be established in accordance with the site plan approved by and on file in the Environmental Services Office.
2. Owner/Operator must adhere to all applicable State and Federal regulations.
2. Septic waste shall be handled in a manner approved by the Environmental Services Department.
3. Site shall be kept in a neat and orderly manner.
4. The site may not be extended or expanded without receiving approval of the Freeborn County Board of Commissioners.
5. The permit may be revoked by the Freeborn County Board of Commissioners at a Public Hearing to be held after 30 days' notice is given for failure to comply with the provisions of this permit.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Edwin offered the following resolution:

FREEBORN COUNTY MINNESOTA RESOLUTION # 23-171

**A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO DESIRAE HEIDEMAN PURSUANT TO THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA, CHAPTER 42**

**WHEREAS**, DESIRAE HEIDEMAN applied for a conditional use permit to the Zoning Administrator on 04/11/23 pursuant to the Code of Ordinances of Freeborn County, Minnesota, Chapter 42 (Zoning Ord.) for a cabin, within the "A" Agricultural District, on the following described property owned by Rosemary Colstrup:

Parcel ID: 14.034.0010  
71150 225<sup>th</sup> Street Albert Lea, MN 56007  
Section 34, Manchester Township

**WHEREAS**, the County Planning Commission held a public hearing on the application on 05/08/23 in accordance with the Zoning Ord., Art. VIII, Sec. 42-612.

**WHEREAS**, the County Planning Commission made a decision on the application and forwarded its required findings of fact and recommendations to the Freeborn County Board of Commissioners in the attached report.

**BE IT THEREFORE RESOLVED**, the Freeborn County Board of Commissioners approves and adopts the findings of fact and recommendations of the County Planning Commission in the attached report,

**AND BE IT FURTHER RESOLVED**, the application for a conditional use permit by Desirae Heideman is hereby granted, subject to the conditions and guarantees required below:

1. Septic waste shall be handled in a manner approved by the Environmental Services Department.
2. Site shall be kept in a neat and orderly manner.
3. The site may not be extended or expanded without receiving approval of the Freeborn County Board of Commissioners.
4. The permit may be revoked by the Freeborn County Board of Commissioners at a Public Hearing to be held after 30 days' notice is given for failure to comply with the provisions of this permit.

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Kaasa offered the following resolution:

**RESOLUTION 23-172**

**WHEREAS**, Freeborn County has bank accounts required by Minnesota Statutes for various county funds under the discretion of the Auditor-Treasurer and;

**WHEREAS**, THE Auditor-Treasurer strives to obtain safe, cost effective banking for Freeborn County and is moving funds to a lower cost solution;

**THEREFORE RESOLVE**, that the board of Commissioners authorizes a six-month short-term loan from the General Fund to a new Sheriff Turnkey Bank Account at CCF Bank in the amount of \$50,000.00 for the purpose of covering debits during the transition from a prior bank account at US Bank.

**I HEREBY CERTIFY**, that the above is a true and corrected copy of a resolution adopted by the Freeborn County Board of Commissioners at their session of the 16<sup>th</sup> day of May, 2023, and as It appears on the minutes of their record of proceedings.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION 23-173  
ACCEPTING THE RESIGNATION OF TODD EARL**

**WHEREAS**, the Freeborn County 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**; Todd Earl has been employed as a Patrol Deputy and Chief Deputy since June 17<sup>th</sup>, 1996 and is resigning his position effective June 2<sup>nd</sup>, 2023,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Todd Earl as a Freeborn County Chief Deputy effective on or about June 2<sup>nd</sup>, 2023.

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

Commissioner Eckstrom offered the following resolution:

**RESOLUTION 23-174  
PERMISSION TO FILL THE FREEBORN COUNTY PATROL 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**, Todd Earl, Freeborn County Chief Deputy has resigned his position effective June 2<sup>nd</sup>, 2023;

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

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

Commissioner Shoff offered the following resolution:

**RESOLUTION 23-175  
PLACING PEGGY BENSON, OFFICE SUPPORT SPECIALIST – SHERIFF RECORDS, 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;

**WHEAREAS**, the Freeborn County Board is the appointing authority for all county employees, and;

**WHEREAS**, Peggy Benson 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 Peggy Benson, Freeborn County Office Support Specialist – Sheriff Records, 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 Kaasa offered the following:

**RESOLUTION 23-176**

**PLACING GREGORY JONES, ASSISTANT COUNTY ATTORNEY, 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;

**WHEAREAS**, the Freeborn County Board is the appointing authority for all county employees, and;

**WHEREAS**, Gregory Jones has successfully completed his required probationary employment period with Freeborn County and does provide the necessary services to his department and the public,

**NOW, THEREFORE BE IT RESOLVED**, to place Gregory Jones, Freeborn County Assistant County Attorney, on regular full-time status

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION 23-177**

**PLACING SAY ROBER, COMMUNITY HEALTH WORKER, 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;

**WHEAREAS**, the Freeborn County Board is the appointing authority for all county employees, and;

**WHEREAS**, Say Rober 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 Say Rober, Freeborn County Community Health Worker, on regular full-time status

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Kaasa offered the following resolution:

**RESOLVED AS**, approval of unpaid leave of absence for partial to full days until August, 2023 to ensure employee does not lose their job as a result of a tragic accident.

Resolution was seconded by Commissioner Shoff.

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

Commissioner Kaasa offered the following motion:



**MOVED**, approval of submitting a claim to MCIT for Data Security Search stored offsite at a private residence.

Motion was seconded by Commissioner Shoff.

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

There was a short discussion regarding an update from Mike Humpal after his interviews with Commissioners and Department Heads. There is a general feeling that we do need an Interim County Administrator. There have been three people interested in from our staff. The Personnel Committee would suggest Ryan Rasmusson as the Interim County Administrator.

Commissioner Eckstrom offered the following resolution:

**RESOLVED**, appointing Ryan Rasmusson as Interim County Administrator.

Resolution was seconded by Commissioner Edwin.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION No. 23-180**  
**Approval of Claims**

**RESOLVED**, that the following claims be allowed and paid on or before May 19, 2023.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 745,246.93
03	County Road & Bridge	\$ 125,441.37
05	Human Services	\$ 172,374.13
06	Public Health	\$ 72,068.47
31	Capitol Improvements	\$ 430,826.31
40	County Ditch	\$ 50,078.75
70	Trust & Agency	\$ 3,128.66
73	Payroll Clearing Fund	\$ 4,187.48
74	Turtle Creek Watershed	\$ 395.33
79	Social Services Collaboration	\$ 94.61
	<b>FUND TOTALS</b>	<b>\$ 1,603,842.04</b>

Number of Claims not exceeding \$300 – 242

Dollar amount of claims not exceeding \$300 – \$21,896.15

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 10:00 a.m. until 8:30 a.m. on Tuesday, June 6, 2023.

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

Attest: \_\_\_\_\_  
Erin Hornberger  
County Clerk