

**ADJOURNED MEETING OF THE COUNTY BOARD**  
**June 4<sup>th</sup>, 2024**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, June 4th, 2024. Members present: Commissioners Forman, Edwin, Kaasa, Shoff and Eckstrom.

The meeting was opened with the Pledge of Allegiance.

Commissioner Forman offered the following motion;

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

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

Commissioner Eckstrom offered the following resolution;

**RESOLUTION No. 24-160**  
**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 May 21st, 2024 minutes;
- 2) Approval of Regular Full-time Status Employees;
- 3) Approval of Drainage Repairs.

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

The Commissioners provided Board Committee updates.

Jennifer Hengel Executive Director at SEMCAC, presented the 2024 County Impact Report.

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

Commissioner Kaasa offered the following resolution;

**RESOLUTION 24-161**  
**AWARD OF HUMAN SERVICES MASONRY RESTORATION**

*Tuckpointing at Human Services Building*

**WHEREAS**, Freeborn County has the responsibility of maintaining the buildings and facilities owned by and used by the various departments; and,

**WHEREAS**, Freeborn County has commissioned plans and specifications for tuckpointing and other restorative exterior work at the Human Services Building due to maintenance concerns with the brick, paint, and other appurtenant items; and,

**WHEREAS**, four bids were received for the project with Restoration Systems of Chaska submitting the lowest Base Bid in the amount of \$94,856; and,

**WHEREAS**, the bids received included unit prices for additional work ordered by the owner in the case that unforeseen conditions are encountered the scope of work can be adjusted and bid prices are already established; and,

**WHEREAS**, the Architect has recommended using a total project budget of \$144,856 which would include the base bid and additional tuckpointing, brick, cleaning, and caulking if directed by County Staff or the Architect.

**NOW, THEREFORE, BE IT RESOLVED**, the Freeborn County Board of Commissioners award the base bid construction contract to Restoration Systems of Chaska, MN in the amount of \$94,856; and

**BE IT FURTHER RESOLVED**, that the total approved project budget shall be \$144,856 in the case additional work is authorized by Brad Herfindahl at the recommendation of the Architect without the need for additional board approval.

Resolution seconded by Commissioner Forman.

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

Commissioner Kaasa offered the following resolution;

**RESOLUTION 24-162**  
**Resolution to Approve Required Out-of-State Travel**

**WHEREAS**, the Freeborn County Department of Human Services is responsible to arrange and maintain placements for children in need of out-of-home care; and

**WHEREAS**, the out-of-home placement of each child is regularly and routinely reviewed by the Court to determine best interests and reasonable efforts towards reunification and/or permanency; and

**WHEREAS**, a setting in Texas has been determined to be the placement in the best interest of a child for whom the Freeborn County Department of Human Services has custody; and

**WHEREAS**, the Freeborn County Department of Human Services is required to ensure safety and well-being of children in out-of-home care; and

**WHEREAS**, Minnesota Statute 260C.212, subdivision 4a and the federal Child and Family Services Improvement Act of 2006 require monthly in-person face-to-face visits with each child in out-of-home placement; and

**WHEREAS**, the Freeborn County Department of Human Services is mandated to have certified child welfare employees conduct visits with children in out-of-home care; and

**WHEREAS**, the Freeborn County Department of Human Services is able to arrange for certified child welfare professionals in the placement state to conduct allowable monthly visits; therefore

**BE IT RESOLVED**, that out-of-state travel be approved for the appointed child protection worker for the duration of the out-of-state placement for this child as required to meet compliance with state and federal guidelines for children in out-of-home care.

Resolution seconded by Commissioner Forman.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION 24-163**

**ACCEPTING THE RESIGNATION OF ERIC PARKER**

**WHEREAS**, the Freeborn County Sheriff'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**; Eric Parker has been employed as a Detention Center Deputy since August 7<sup>th</sup>, 2023 and is resigning his position effective June 16<sup>th</sup>, 2024,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Eric Parker as a Freeborn County Detention Center Deputy effective on or about June 16<sup>th</sup>, 2024.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Eckstrom offered the following resolution:

**RESOLUTION 24-164**

**PERMISSION TO FILL THE FREEBORN COUNTY DETENTION CENTER 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**, Eric Parker, Freeborn County Detention Center Deputy has resigned his position effective June 16<sup>th</sup>, 2024;

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

Resolution was seconded by Commissioner Forman.

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

Commissioner Eckstrom offered the following resolution:

**RESOLUTION 24-165**

**PERMISSION TO FILL THE FREEBORN COUNTY DETENTION CENTER 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**, Acacia Clarambeau, Detention Center Deputy, has accepted another position within the Sheriff's Office as a Public Safety Telecommunicator starting June 17<sup>th</sup>, 2024 so this leaves a vacant Detention Center Deputy position. Her last day as Detention Center Deputy will be June 16<sup>th</sup>, 2024;

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

Resolution was seconded by Commissioner Shoff.

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

Commissioner Eckstrom offered the following resolution:

**Resolution 24-166**  
**Policy for Requested Resolutions and Proclamations**

The Freeborn County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets. This policy provides County Administration with guidelines in responding to requests for Resolutions and Proclamations. It outlines, in general, the reasons for Board resolutions and proclamations.

**Resolutions:**

**1. Resolutions for the County Board to take affirmative action on an item of County business such as:**

- Approval of Board minutes, County policies, procedures, and guidelines
- Approval of the annual budget, budget amendments, to establish funds, to make large purchases
- Approval to advertise for bids for proposals, to enter into contracts and agreements
- Approval of interim or ad hoc committees to analyze issues
- Approval of appointments of some employees and appointments to various boards and committees
- Approval of comprehensive plan, rezoning, conditional use permits, findings of facts, and other zoning issues
- Approval of employment policies and union agreements
- Approval of commissioner's salaries, approval of official newspaper, approval of official website, and other annual requirements
- Establishing or dissolution of Joint Powers Agreements
- Enacting a State of Emergency
- Other actions required by State or Federal law or policy

**2. Statements to Influence State and Federal Policy.**

- Resolutions about State policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the Association of Minnesota Counties and the Minnesota Inter-County Association, and funding of local projects and initiatives.
- Resolutions about Federal policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the National Association of Counties and funding of local projects and initiatives.

**Ceremonial Proclamations and Resolutions are documents signed by the Board Chair and may be issued for:**

- Public awareness
- Arts and cultural celebrations
- Special honors

Ceremonial Proclamations and Resolutions are rarely issued by the County Board.

**Proclamations and Resolutions will not be issued for:**

- Issues in which the County Board is not required by Federal law or policy, State law or policy, or local law or policy to act upon unless identified above. For example:
  - Expressing an opinion on matters of political or ideological controversy
  - Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
  - Expressing an opinion or position on topics that have no direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets
  - Events or organizations with no explicit and unambiguous relationship to the County's programs, services, policies, or budgets
  - Campaigns or events contrary to County policies

**Administration of the Guidelines:**

Requests for County Board action on a resolution or proclamation will be processed by the County Administrator. The County Administrator will apply the guidelines and provide a reply to the requestor. This policy or the administration of this policy does not prevent anyone from being heard. Anyone may be heard by the County Board through contacting a Board Member or appearing before the Board at the Open Forum.

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 AUTHORIZING A STUDY AND  
AN INTERIM ORDINANCE REGULATING  
THE OPERATION OF CANNABIS BUSINESSES**

**WHEREAS**, the Freeborn County Board of Commissioners finds that the inadequately regulated operation of cannabis businesses poses an immediate threat to the health or safety of the public and accordingly seeks to adopt reasonable restrictions on the time, place, and manner of the operation of cannabis businesses to protect the health, safety, and welfare of the citizens of Freeborn County; and

**WHEREAS**, the Freeborn County Zoning Ordinance does not currently contain adequate standards for the regulation of cannabis businesses; and

**WHEREAS**, Minnesota Statute § 342.13 authorizes local units of government conducting studies or having authorized a study to be conducted or having held or scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of cannabis businesses to adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process; and

**WHEREAS**, the interim ordinance may regulate, restrict, or prohibit the operation of cannabis businesses within the county or a portion thereof until January 1, 2025; and

**WHEREAS**, a public hearing must be held before adoption of the interim ordinance;

**NOW, THEREFORE BE IT RESOLVED**, Freeborn County hereby authorizes a study of reasonable restrictions on the time, place, and manner of the operation of cannabis businesses coordinated by the office of the County Administrator.

**AND BE IT FURTHER RESOLVED**, an interim ordinance shall be drafted for the Board's consideration providing for the regulation, restriction, or prohibition of the operation of cannabis businesses within the county to be effective after public hearing and approval of the Board until January 1, 2025.

**AND BE IT FURTHER RESOLVED**, a Public Hearing shall be held on July 2, 2024 at 8:45a.m. for comment, discussion, and consideration of approval of the interim ordinance.

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

Commissioner Shoff offered the following motion:

**MOVED**, to schedule a Board Workshop for June 18<sup>th</sup>, 2024 in the County Boardroom following the June 18<sup>th</sup>, 2024 regular Board meeting.

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

The Freeborn County Board of Commissions entered into a Closed Session pursuant to Minnesota Statute 13D.05, Subd. 3(a), at approximately to review and evaluate the performance of County Administrator, Ryan Rasmusson.

Commissioner Shoff offered the following resolution:

**RESOLUTION No. 24-168**  
**Approval of Claims**

**RESOLVED**, that the following claims be allowed and paid on or before June 7th, 2024.

| <u>FUND</u> | <u>NAME</u>            | <u>AMOUNT</u>        |
|-------------|------------------------|----------------------|
| 01          | General Fund           | \$ 389,795.13        |
| 03          | County Road & Bridge   | \$ 297,102.30        |
| 05          | Human Services         | \$ 121,807.13        |
| 06          | Public Health          | \$ 51,526.80         |
| 31          | Capital Improvements   | \$ 2,100.00          |
| 40          | County Ditch           | \$ 29,027.57         |
| 70          | Trust & Agency         | \$ 2,796.95          |
| 73          | Payroll Clearing Fund  | \$ 8,269.18          |
| 74          | Turtle Creek Watershed | \$ 31,412.16         |
|             | <b>FUND TOTALS</b>     | <b>\$ 933,837.22</b> |

Number of Claims not exceeding \$300 – 39

Dollar amount of claims not exceeding \$300 – \$4,449.59

Resolution seconded by Commissioner Kaasa.

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

Chair, Commissioner Edwin adjourned the meeting at 10:22 a.m. until 8:30 a.m. on Tuesday, June 18<sup>th</sup>, 2024.

By: \_\_\_\_\_  
Brad Edwin  
Chair

Attest: \_\_\_\_\_  
Ryan Rasmusson  
County Administrator