

**ADJOURNED MEETING OF THE COUNTY BOARD**  
**July 11th, 2023**

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, July 11th, 2023. Members present: Commissioners Edwin, Kaasa, Shoff and Eckstrom; Commissioner Forman & Interim County Administrator were not present.

The meeting was opened with the Pledge of Allegiance.

Commissioner Eckstrom offered the following motion;

**MOVED**, approving the agenda with two additions under item E. Report of the Administrative Office

Motion seconded by Commissioner Kaasa.

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

Commissioner Shoff offered the following resolution;

**RESOLUTION No. 23-196**  
**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 June 20<sup>th</sup>, 2023 minutes;
- 2) Approval of Drainage Repairs.
- 3) Approval of regular full-time status employees;
  - Grace Mens, Sheriff's Office, Detention Deputy

Resolution seconded by Commissioner Eckstrom.

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

The Commissioners provided Board Committee updates.

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

Commissioner Eckstrom offered the following resolution;

**RESOLUTION NO. 23-197**  
**SETTING TAX FORFEITURE SALE'S PRICE**

**WHEREAS**, The County Board of Commissioners of the County of Freeborn, State of Minnesota, desire to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

**WHEREAS**, the County Board of Commissioners of the County of Freeborn and State of Minnesota, have determined that grouping several tracts into one tract is deemed advantageous for sale purposes. Pursuant to Minn. Stat. 282.01(1e), parcels 34.413.0010 and 34.413.0020 shall be sold as one parcel of land; parcels 34.413.0030 and 34.413.0040 shall be sold as one parcel of land; and

**BE IT FURTHER RESOLVED**, the parcels of tax-forfeited land listed on List of Tax-Forfeited Land be classified as non-conservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land, that is on file with the Clerk of the County Board, be approved and authorization for a private or public sale of this land be granted, pursuant to M.S. §282.01; that the sale will be held at 10:00 A.M., Wednesday September 27, 2023, by the Freeborn County Auditor-Treasurer at the Freeborn County Courthouse, for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth on List of Tax- Forfeited Land.

Resolution seconded by Commissioner Kaasa.

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

Commissioner Shoff offered the following resolution;

**FREEBORN COUNTY BOARD RESOLUTION NO. 23-198**  
**Classifying Tax Forfeiture Parcel for the 2023 Sale**

**WHEREAS**, The County Board of Commissioners of the County of Freeborn, State of Minnesota, desire to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

**WHEREAS**, said parcels of land have been viewed by the designees of the County Board of Commissioners and have been classified as conservation lands as provided for in Minnesota Statutes 282.01.

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the Provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd 8, and 282.018 and other statutes that require the withholding of tax-forfeited lands from sale.

**BE IT FURTHER RESOLVED** that the Freeborn County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

The question was on the adoption of the resolution, and there were

4 YEAS and 0 NAYS as follows, John Forman, Chair was absent:

COUNTY OF FREEBORN

BOARD OF COUNTY COMMISSIONERS	YEA	NAY	OTHER
Dawn Kaasa	<u>  X  </u>	___	___
Nicole Eckstrom	<u>  X  </u>	___	___
John Forman	___	___	N/A
Christopher Shoff	<u>  X  </u>	___	___
Brad Edwin	<u>  X  </u>	___	___

Resolution seconded by Commissioner Kaasa.

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

Commissioner Kaasa offered the following resolution:

**FREEBORN COUNTY BOARD RESOLUTION NO. 23-199**  
**Classifying Tax Forfeiture Parcel for the 2023 Sale**

**WHEREAS**, The County Board of Commissioners of the County of Freeborn, State of Minnesota, desire to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

**WHEREAS**, said parcels of land have been viewed by the designees of the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the Provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd 8, and 282.018 and other statutes that require the withholding of tax-forfeited lands from sale.

**BE IT FURTHER RESOLVED**, the parcels of tax-forfeited land listed on List of Tax-Forfeited Land be classified as non-conservation land; that is on file with the Clerk of the County Board, be approved and authorization for a private or public sale of this land be granted, pursuant to M.S. §282.01; that the sale will be held at 10:00 A.M., Wednesday, September 27, 2023, by the Freeborn County Auditor-Treasurer at the Freeborn County Courthouse, for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth on List of Tax-Forfeited Land.

The question was on the adoption of the resolution, and there were

4 YEAS and 0 NAYS as follows, John Forman, Chair was absent:

COUNTY OF FREEBORN

BOARD OF COUNTY COMMISSIONERS	YEA	NAY	OTHER
Dawn Kaasa	<u>  X  </u>	___	___
Nicole Eckstrom	<u>  X  </u>	___	___
John Forman	___	___	<u>  N/A  </u>
Christopher Shoff	<u>  X  </u>	___	___
Brad Edwin	<u>  X  </u>	___	___

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Kaasa offered the following resolution:

**RESOLUTION No. 23-200**

**Revoking Resolution No. 23-151 Placing Property Assessed Clean Energy (PACE) special assessment on Freeborn County Parcel 34.163.0030**

**WHEREAS** on May 2, 2023 the Freeborn County Board of Commissioners did pass resolution 23-151 placing a Property Assessed Clean Energy (PACE) special assessment on parcel 34.163.0030 ; and

**WHEREAS**, As the administrator of PACE for Freeborn County, the St. Paul Port Authority, has notified Freeborn County that the property owner, developer and financier of the parcel project has requested the assessment now be removed;

**NOW, THEREFORE, BE IT RESOLVED**, that the Freeborn County Board Freeborn revokes resolution 23-151 as requested by the St. Paul Port Authority, property owner, developer and financier.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Eckstrom offered the following resolution:

**FREEBORN COUNTY MINNESOTA RESOLUTION # 23-201**

**A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO ULLAND BROTHERS, INC.  
PURSUANT TO THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA, CHAPTER 42**

**WHEREAS**, ULLAND BROTHERS, INC. applied for a conditional use permit to the Zoning Administrator on 05/24/23 pursuant to the Code of Ordinances of Freeborn County, Minnesota, Chapter 42 (Zoning Ord.) for the excavation of mineral materials within 100-feet of property lines, within the “A” Agricultural District, on the following described property owned by Roberta Ernston:

Parcel ID 13.016.0070  
W ½ SE ¼  
Section 16 Bancroft Township

**WHEREAS**, the County Planning Commission held a public hearing on the application on 06/20/23 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 Ulland Brothers, Inc. is hereby granted, subject to the conditions and guarantees required below:

- (1) Site must be established and operated in accordance with the provisions set forth in Chapter 42 Article IV of the Freeborn County Code of Ordinances.
- (2) Owner/Operator shall cooperate with the affected road authorities in regard to upkeep and maintenance of roads utilized by the facility.
- (3) Site shall be as per site diagram attached.
- (4) The premises and storage of equipment thereon shall be kept in an orderly and presentable manner.
- (5) The facility may not be extended or expanded without review and approval of the Freeborn County Board of Commissioners.
- (6) 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 Shoff.  
After discussion, a vote was taken and the Vice Chair declared the resolution approved.

Commissioner Kaasa offered the following resolution:

**FREEBORN COUNTY MINNESOTA RESOLUTION # 23-202**

**A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO ULLAND BROTHERS, INC.  
PURSUANT TO THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA, CHAPTER 42**

**WHEREAS**, ULLAND BROTHERS, INC. applied for a conditional use permit to the Zoning Administrator on 05/24/23 pursuant to the Code of Ordinances of Freeborn County, Minnesota, Chapter 42 (Zoning Ord.) for the excavation of mineral materials within 100-feet of property lines, within the “A” Agricultural District, on the following described property owned by Shell Rock River Watershed:

Parcel ID: 08.025.0020  
78540 170<sup>th</sup> Street Albert Lea, MN 56007  
Section 25, Albert Lea Township

**WHEREAS**, the County Planning Commission held a public hearing on the application on 06/20/23 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 Ulland Brothers, Inc. is hereby granted, subject to the conditions and guarantees required below:

- (1) Site must be established and operated in accordance with the provisions set forth in Chapter 42 Article IV of the Freeborn County Code of Ordinances.
- (2) Owner/Operator shall cooperate with the affected road authorities in regard to upkeep and maintenance of roads utilized by the facility.
- (3) Site shall be as per site diagram attached.
- (4) The premises and storage of equipment thereon shall be kept in an orderly and presentable manner.
- (5) The facility may not be extended or expanded without review and approval of the Freeborn County Board of Commissioners.
- (6) 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 Shoff.

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

Commissioner Kaasa offered the following resolution:

**Freeborn County Board of Commissioners**

**RESOLUTION 23-203**

*Authorizing Final Payment of CP 023-M-002*

**IT IS RESOLVED** that the Freeborn County Highway Department has the responsibility of maintaining the county highway system.

**BE IT RESOLVED** that the work to furnish and apply road striping performed by Sir Lines-A-Lot, LLC of Edina, MN, CP 023-M-002 has been completed in a satisfactory manner.

**IT IS FURTHER RESOLVED** that the Freeborn County Auditor-Treasurer is hereby authorized to make final payment in the amount of \$18,581.73.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Kaasa offered the following resolution:

**RESOLUTION 23-204**

**Consider a resolution to add a 1 FTE Care Coordinator/Case Manager position for Home and Community Based Services.**

**WHEREAS**, Freeborn County Public Health contracts with Managed Care Organizations (MCOs) to provide care coordination and case management services to their members for those that are disabled and 65 years and older. The MCOs require that we remain within the contracted guidelines for caseload size that one staff person is able to provide services too depending on the type of service. The Home and Community Based Services staff are currently working over-caseload.;

**WHEREAS**, according to Minnesota Statute section 145A.04 Subd. 1a. **Duties.** Consistent with the guidelines and standards established under section 145A.06 the community health board shall:

- (1) identify local public health priorities and implement activities to address the priorities and the areas of public health responsibility, which include:

(vi) assuring health services by engaging in activities such as assessing the availability of health-related services and health care providers in local communities, identifying gaps and barriers in services; convening community partners to improve community health systems; and providing services identified as priorities by the local assessment and planning process;

**WHEREAS**, Freeborn County Public Health has contracted with MCOs for this position to carry a caseload of 85 clients and we currently are over-caseload by 95 clients. Freeborn County Public Health is currently in need of hiring a one FTE Care Coordinator/Case Manager to meet these requirements. This will meet the current need for case load size at this time. The position will be paid for by reimbursement from the MCOs.

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners/Freeborn County Community Health Board does hereby resolve to hire a 1 FTE Care Coordinator/Case Manager for Home and Community Based Service.

Resolution was seconded by Commissioner Shoff.

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

Commissioner Eckstrom offered the following resolution:

**RESOLUTION No. 23-205**

**Approval of Consulting Agreement between Freeborn County and National Insurance Services (NIS)**

**WHEREAS** Freeborn County and National Insurance Services (NIS) have had a working relationship on various ancillary lines of insurance coverage since 1992 and medical insurance since 2015,

**WHEREAS** Freeborn County and NIS wish to establish an agreement for the continuance of consulting services provided by NIS,

**NOW, THEREFORE, BE IT RESOLVED** by the Freeborn County Board of Commissioners, that the proposed consulting agreement, compensation agreement, and business associate agreement between Freeborn County and National Insurance Services (NIS), effective July 1, 2023, attached hereto and made part hereof, is hereby approved.

Resolution was seconded by Commissioner Shoff.

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

Commissioner Kaasa offered the following resolution:

**RESOLUTION No. 23-206**

**Approval of a Statement of Work (SOW) of CliftonLarsonAllen LLP (CLA) for Audit Services**

**WHEREAS** CliftonLarsonAllen LLP (CLA) will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Freeborn County and the related notes to the financial statements as of and for the year ended December 31, 2023 as well as the years ended December 31, 2024 through 2027,

**NOW, THEREFORE, BE IT RESOLVED** that the Freeborn County Board of Commissioners hereby approves the Statement of Work (SOW) for audit services of CliftonLarsonAllen LLP (CLA) beginning with the year ended December 31, 2023 through the year ended December 31, 2027.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION 23-207**

**ACCEPTING THE RESIGNATION OF BRIAN SCHMIDT**

**WHEREAS**, the Freeborn County Detention 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**; Brian Schmidt has been employed as a Detention Deputy since November 14<sup>th</sup>, 2022 and is resigning his position effective August 8<sup>th</sup>, 2023,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Brian Schmidt as a Freeborn County Detention Deputy effective on or about August 8<sup>th</sup>, 2023.

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Kaasa offered the following resolution:

### **RESOLUTION 23-208**

#### **PERMISSION TO FILL THE FREEBORN COUNTY DETENTION 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**, Brian Schmidt, Freeborn County Detention Deputy has resigned his position effective August 8<sup>th</sup>, 2023;

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

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Shoff offered the following resolution:

### **RESOLUTION 23-209**

#### **ACCEPTING THE RESIGNATION OF HALEY SCHROADER**

**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**; Haley Schroader has been employed as a Social Worker - CPCW since May 15<sup>th</sup>, 2018 and is resigning her position effective July 21<sup>st</sup>, 2023,

**NOW, THEREFORE BE IT RESOLVED**, to accept the resignation of Haley Schroader as a Freeborn County Social Worker - CPCW effective on or about July 21<sup>st</sup>, 2023.

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Eckstrom offered the following resolution:

**RESOLUTION 23-210**

**PERMISSION TO FILL THE FREEBORN COUNTY SOCIAL WORKER -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**, Haley Schroader, Freeborn County Social Worker -CPCW has resigned her position effective July 21<sup>st</sup>, 2023;

**NOW, THEREFORE BE IT RESOLVED**, that the board approves the filling of the vacant Freeborn County Social Worker -CPCW position.

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

Commissioner Eckstrom ask Phil Wacholz, Highway on an update of the project out at the Freeborn County Fairgrounds, including the pavement updates as well as the restrooms improvements and security upgrades.

Commissioner Shoff offered the following resolution:

**RESOLUTION No. 23-211  
APPROVAL OF CLAIMS**

**RESOLVED**, that the following claims be allowed and paid on or before July 14th, 2023.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 776,024.44
03	County Road & Bridge	\$ 973,413.08
05	Human Services	\$ 120,506.46
06	Public Health	\$ 63,718.81
31	Capitol Improvements	\$ 562,398.66
40	County Ditch	\$ 220,725.97
70	Trust & Agency	\$ 83,039.38
73	Payroll Clearing Fund	\$ 5,778.38
74	Turtle Creek Watershed	\$ 24,485.10
77	Recorder’s Clearing	\$ 3,138.00
79	Social Service Collaborative	\$ 45.10
80	Tax Collection	\$ 224.00
	<b>FUND TOTALS</b>	<b>\$ 2,833,497.38</b>

Number of Claims not exceeding \$300 – 169  
Dollar amount of claims not exceeding \$300 – \$14,860.32  
Resolution seconded by Commissioner Kaasa.  
After discussion, a vote was taken and the Vice Chair declared the resolution adopted.

Chair, Commissioner Forman adjourned the meeting at 8:58 a.m. until 8:30 a.m. on Tuesday, July 18th 2023.

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

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