

ADJOURNED MEETING OF THE COUNTY BOARD
August 15th, 2023

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, August 15th, 2023. Members present: Commissioners Forman, Edwin, Kaasa, Shoff and Eckstrom.

The meeting was opened with the Pledge of Allegiance.

Commissioner Shoff offered the following motion;

MOVED, approving the agenda as presented with the addition of an items under the Administrative Office. To accept the resignation of Rachel Baldwin, Eligibility Worker, effective August 31st, 2023; and to consider a resolution to fill the vacant Eligibility Worker position.

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. 23–233
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 August 1st, 2023 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.

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

Commissioner Kaasa offered the following resolution;

RESOLUTION No. 23–234

A RESOLUTION ACCEPTING THE MN DEPARTMENT OF HEALTH, CENTERS FOR DISEASE CONTROL AND PREVENTION GRANT, TO FUND REIMBURSEMENT FOR THE PURCHASE OF THE GUARDIAN RFID SYSTEM AND MAINTENANCE CONTRACTS

WHEREAS, the Freeborn County Sheriff's Office has applied for and received a grant award letter for \$111,320.64 from the MN Department of Health,

WHEREAS, the Guardian RFID provides inmate tracking and contact tracing with in the Freeborn County Adult Detention Center,

WHEREAS, the cost of the Guardian RFID system with 7 years of maintenance support is \$83,231.25

WHEREAS, the cost of CIS Integration for Guardian with 7 years of maintenance support is \$20,550,

WHEREAS, there is an additional \$7,539.39 left on the grant award for the implementation of the Guardian system such as additional Wi-Fi hot spots, or to be used for other COVID related items (ie. gloves, masks, etc)

BE IT THEREFORE RESOLVED, that Freeborn County by and through its Board of Commissioners agrees to purchase the Guardian RFID system, the CIS integration, the ongoing maintenance for both Guardian and CIS for a full 7 years, and to accept the grant award from the MN Department of Health in order to be reimbursed for the expenses incurred up to \$111,320.64.

Resolution seconded by Commissioner Shoff.

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

Commissioner Kaasa offered the following resolution;

RESOLUTION No. 23-235

A RESOLUTION TO ACCEPT AN ON-GOING GIFT OF QUILTS FROM FREEBORN COUNTY CITIZENS, SPECIFICALLY, “PIECES OF HOPE” GROUP FROM HOPE CHURCH.

WHEREAS, Pieces of Hope, a group of quilters from Hope Church has donated 5 quilts for children, to the Freeborn County Sheriff’s Office, to be given out to children ages: Birth through 21, who have been involved in a traumatic event,

WHEREAS, The Freeborn County Sheriff’s Office is in the position to have contact with children who have experienced traumatic events in their life,

WHEREAS, Pieces of Hope would like to provide ongoing support of additional quilts to keep the Sheriff’s Office patrol cars outfitted with quilts for children whom the Sheriff’s Office encounters that have been involved in traumatic experiences,

BE IT THEREFORE RESOLVED, that Freeborn County by and through its Board of Commissioners approves the acceptance of quilts now and on-going from the Pieces of Hope group, to be utilized by the Sheriff’s Office.

Resolution 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. 23-236

A RESOLUTION TO ACCEPT A TELEVISION DONATION FROM CROSSROADS CHURCH.

WHEREAS, Justin Lestrud, a member of Crossroads Church and a volunteer at the Freeborn County Adult Detention Center, would like to donate a 65 inch or larger television to be used in the Adult Detention Center for the inmates,

WHEREAS, the current television has a 40-inch screen and is utilized during “Life Support” programming to show Christian movies to the inmates,

WHEREAS, Justin Lestrud feels the Christian movie programming along with other programming, aids in lowering recidivism of inmates,

WHEREAS, the current 40-inch television is, at times, a little small for the number of inmates that are gathered to watch it,

WHEREAS, the current 40-inch television that was donated by Vineyard church, is no longer working as it should,

BE IT THEREFORE RESOLVED, that Freeborn County by and through its Board of Commissioners approves the acceptance of a large screen television from Crossroads Church, to be used in the Adult Detention Center.

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 No. 23-237
A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO SHANE FARRIS PURSUANT TO
THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA, CHAPTER 42

WHEREAS, SHANE FARRIS applied for a conditional use permit to the Zoning Administrator on 07/07/23 pursuant to the Code of Ordinances of Freeborn County, Minnesota, Chapter 42 (Zoning Ord.) for the establishment of a home occupation in the “A” Agricultural District, on the following described property owned by, Shane and Christina Farris.

Parcel ID 09.004.0130
21339 699th Avenue Albert Lea, MN 56007
Section 4 Pickerel Lake Township

WHEREAS, the County Planning Commission held a public hearing on the application on 08/07/23 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 Shane Farris is hereby granted, subject to the conditions and guarantees required below:

- (1) Site must be established and operated in accordance with the site plan on file in the Environmental Services Office.
- (2) A total of up to 2,464 of interior square feet is approved for the home occupation.
- (3) Owner/Operator shall cooperate with the affected road authorities to upkeep and maintenance of roads utilized by the facility.
- (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 Edwin.
After discussion, a vote was taken and the Chair declared the resolution approved.

Commissioner Edwin offered the following resolution:

RESOLUTION No. 23-238
A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO MICHAEL HUNNICUTT
PURSUANT TO THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA, CHAPTER 42

WHEREAS, MICHAEL HUNNICUTT applied for a conditional use permit to the Zoning Administrator on 07/26/23 pursuant to the Code of Ordinances of Freeborn County, Minnesota, Chapter 42 (Zoning Ord.) for the establishment of private use grain storage structures and grain storage support buildings located outside of the farmyard, in the “A” Agricultural District, on the following described property owned by, Michael and Holly Hunnicutt.

Parcel ID 20.021.0022
N ½ NE ¼
Section 21 Freeborn Township

WHEREAS, the County Planning Commission held a public hearing on the application on 08/07/23 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 Michael Hunnicutt is hereby granted, subject to the conditions and guarantees required below:

- (1) Site shall be constructed in accordance with the site plan on file in the Environmental Services Office.
- (2) Site shall be constructed in accordance to the provisions set forth in the Freeborn County Code of Ordinances Chapter 42, Article II, Division 2; Section 42-107.
- (3) Site is designated for grain storage and associated storage support. The site shall remain agricultural in nature.
- (4) Owner/Operator shall cooperate with the affected road authorities to upkeep and maintain the roads utilized by the grain storage facility.
- (5) The premises and storage of equipment thereon shall be kept in an orderly and presentable manner.
- (6) The facility may not be extended or expanded without review and approval of the Freeborn County Board of Commissioners.
- (7) 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 Chair declared the resolution approved.

Commissioner Shoff offered the following resolution:

RESOLUTION No. 23-239
Declaring the Existence and Sale of Surplus County Property

IT IS RESOLVED that Freeborn County has an inventory of property.

IT IS RESOLVED that Freeborn County has established a rotation schedule for a portion of the existing inventory of property.

BE IT RESOLVED that Freeborn County has determined that a portion of the existing inventory has completed the rotation schedule and is considered to be surplus.

IT IS FURTHER RESOLVED that the Freeborn County Board of Commissioners consider the following property as surplus and authorize the sale of the following surplus property:

2013 Ford F-450 #1315
2015 Rear Swing 75" Flail Mower #1533

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 No. 23-240
Authorizing Final Payment of CP 023-M-004

IT IS RESOLVED that the Freeborn County Highway Department has the responsibility of maintaining the county road system;

BE IT RESOLVED that the work to furnish and apply Magnesium Chloride for Base Stabilization by Freeborn County Coop Oil of Albert Lea, MN, 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 \$127,637.40.

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. 23-241
Replacement of Crack Seal Trailer

WHEREAS Freeborn County has an inventory of equipment, and

WHEREAS Freeborn County has the responsibility of maintain the County Highway system, and

WHEREAS the Freeborn County Highway Department is due to replace the crack seal trailer in 2024, and

WHEREAS a new unit can be purchased immediately with greater capacity and for less cost than waiting until 2024.

THEREFORE, BE IT RESOLVED that the Freeborn County Board of Commissioners authorizes the County Engineer to purchase a new crack seal trailer at a cost of \$63,550 plus appurtenant accessories as shall be necessary to serve the needs of the department, and

BE IT FURTHER RESOLVED that the crack seal trailer to be replaced shall be traded against the cost of the new equipment and that such trade in value is included in the amount approved above.

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:

RESOLUTION No. 23-242

BE IT RESOLVED, that Freeborn County grants a tobacco license to the following applicant due to a change in ownership:

Dhillon Enterprise, LLC, DBA Clarks Grove Market, Clarks Grove

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:

RESOLUTION No. 23-243
PERMISSION TO FILL THE FREEBORN COUNTY I.T. DIRECTOR POSITION

WHEREAS, the Freeborn County Board is hiring authority for Freeborn County and for all Freeborn County employees;

WHEREAS, the Freeborn County I.T. Director resigned on May 1st, 2023 and the County Board approved filling the vacant I.T. Director position; Tim Fulton has been identified as the top candidate for the position and the starting pay of a Grade 22 Step 2;

WHEREAS, Tim Fulton has served as the Interim I.T. Director since May 1st, 2023 and will be credited for his time served as interim towards his probationary period;

NOW, THEREFORE BE IT RESOLVED, the Freeborn County Board of Commissioners approves the hiring of Tim Fulton as the I.T. Director with a starting wage of Grade 22 Step 2.

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 No. 23-244
ACCEPTING THE RESIGNATION OF RACHEL BALDWIN**

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; Rachel Baldwin has been employed as an Eligibility Worker since July 25th, 2022 and is resigning her position effective August 31st, 2023.

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Rachel Baldwin as a Freeborn County Eligibility Worker effective on or about August 31st, 2023.

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 No. 23-245
PERMISSION TO FILL THE FREEBORN COUNTY ELIGIBILITY WORKER POSITION**

WHEREAS, the Freeborn County employees have the responsibility for providing quality service with integrity and accountability to the citizens of Freeborn County;

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

WHEREAS, Rachel Baldwin, Freeborn County Eligibility Worker has resigned her position effective August 31st, 2023;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant Freeborn County Eligibility Worker position.

Resolution was seconded by Commissioner Shoff.

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

Commissioner Shoff offered the following motion:

MOVED, to remove Resolution 23-230 Approval on Benchmark Entities for David Drown Associates Market Analysis from the table.

Motion was seconded by Commissioner Kaasa.

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

Commissioner Shoff offered the following resolution:

**RESOLUTION No. 23-230
APPROVAL OF BENCHMARK ENTITIES
FOR DAVID DROWN ASSOCIATES MARKET ANALYSIS**

WHEREAS, David Drown Associates has been working with Freeborn County for a complete classification and compensation study and ongoing maintenance,

WHEREAS, the Freeborn County Board of Commissioners selected and approved the initial benchmark communities to use in the market analysis,

WHEREAS, David Drown Associates worked with Freeborn County Department Heads to provide a list of benchmarks that represent the County based on certain indicators,

WHEREAS, the Department Heads met to discuss indicators that matter their departments and Freeborn County and recommend a new benchmark list for 2023 and future market data research,

NOW, THEREFORE BE IT RESOLVED, that the Freeborn County Board of Commissioners approves the following list of benchmark entities for David Drown Associates to use in their market analysis:

BLUE EARTH COUNTY	CARLTON COUNTY
FARIBAULT COUNTY	FREEBORN COUNTY
ISANTI COUNTY	MARTIN COUNTY
MORRISON COUNTY	MOWER COUNTY
STEELE COUNTY	WASECA COUNTY
LE SEUR COUNTY	NICOLLET COUNTY
CITY OF ALBERT LEA	CITY OF AUSTIN
CITY OF OWATONNA	MN PRAIRIE COUNTY ALLIANCE

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 No. 23-246
Approval of Claims

RESOLVED, that the following claims be allowed and paid on or before August 18th, 2023.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 1,735,958.96
03	County Road & Bridge	\$ 214,823.92
05	Human Services	\$ 174,410.57
06	Public Health	\$ 62,674.45
31	Capital Improvements	\$ 25,798.34
40	County Ditch	\$ 114,413.95
70	Trust & Agency	\$ 88,771.29
73	Payroll Clearing Fund	\$ 8,802.40
77	Recorder's Clearing	\$ 3,635.00
79	Social Services Collab	\$ 51.12
	FUND TOTALS	\$ 2,429,340.00

Number of Claims not exceeding \$300 – 177

Dollar amount of claims not exceeding \$300 – \$14,356.63

Resolution seconded by Commissioner Kaasa.

After discussion, a vote was taken and Commissioners Shoff, Kaasa, Eckstrom, Forman voting yay and Commissioner Edwin voting yay, abstaining to the claims for the Credit Bureau of Albert Lea.

Chair, Commissioner Forman adjourned the meeting at 8:57 a.m. until 8:30 a.m. on Tuesday, August 15th, 2023.

By: _____
John Forman
Chair

Attest: _____
Erin Hornberger
County Clerk