

ADJOURNED MEETING OF THE COUNTY BOARD
December 20th, 2022

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, December 20th, 2022. Members present: Commissioners Shoff, Belshan, Forman and Edwin. Commissioner Herman was present by zoom.

The meeting was opened with the Pledge of Allegiance.

Commissioner Forman offered the following motion;

MOVED, approving the agenda with the moving up the out of state travel for Pat Paquin and Waylon Welvaert, the contract agreement with Pat Martinson and Kelly Hendrickson and allocating funding for the community scholarship fund under item 7.

Motion seconded by Commissioner Herman.

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

Commissioner Forman offered the following resolution;

RESOLUTION No. 22-370
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 November 29th, 2022 minutes;
- 2) Affirmation of full-time status for promoted/transferred employees

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 Shoff asked if there was any public comment and there was none.

Commissioner Forman offered the following resolution;

RESOLUTION No. 22-371
OUT OF STATE TRAVEL

WHEREAS, approving out of state travel for Pat Paquin to go to the National GFOA Conference in Portland, Oregon on May 21-24, 2023

Resolution seconded by Commissioner Edwin.

After discussion a vote was taken and the Chair declared the resolution adopted with Commissioners Edwin, Forman, Herman and Shoff voting yay and Commissioner Belshan voting nay.

Commissioner Edwin offered the following resolution;

**RESOLUTION No. 22-372
OUT OF STATE TRAVEL**

WHEREAS, approving out of state travel for Waylon Welvaert to attend the National GFOA Conference in Portland, Oregon on May 21-24, 2023

Resolution seconded by Commissioner Forman.

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

Commissioner Herman offered the following motion:

MOVED, to remove Resolution 22-361 from the table.

Motion seconded by Commissioner Forman.

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

**RESOLUTION No. 22-361
RESOLUTION APPROVING THE EMPLOYMENT CONTRACT FOR PATRICIA MARTINSON FOR
THE OFFICE OF THE FREEBORN COUNTY AUDITOR-TREASURER**

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

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

WHEREAS, Minnesota Statutes §375A.1205 grants authority to the county board to appoint the county auditor, county treasurer, county auditor-treasurer, or county recorder by following the process provided by law, and,

WHEREAS, the Freeborn County Board of Commissioners has, by resolution, made the office of the Freeborn County Auditor/Treasurer appointed the Freeborn County Recorder by the process provided by law,

NOW, THEREFORE BE IT RESOLVED that the board approves the employment contract between Freeborn County and Patricia Martinson for the office of the Freeborn County Recorder herein attached.

After discussion, a vote was taken and the Chair declared the resolution approved with Commissioners Forman, Herman, Belshan and Shoff voting yay and Commissioner Belshan voting nay.

Commissioner Forman offered the following motion:

MOVED, to remove Resolution 22-362 from the table.

Motion seconded by Commissioner Herman.

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

Commissioner Forman offered the following resolution:

**RESOLUTION No. 22-373
RECIND RESOLUTION 22-362**

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

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

WHEREAS, Minnesota Statutes §375A.1205 grants authority to the county board to appoint the county auditor, county treasurer, county auditor-treasurer, or county recorder by following the process provided by law, and,

WHEREAS, the Freeborn County Board of Commissioners has, by resolution, made the office of the Freeborn County Recorder appointed by the process provided by law,

NOW, THEREFORE BE IT RESOLVED that the board approves the employment contract between Freeborn County and Kelly Hendrickson for the office of the Freeborn County Recorder herein attached.

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. 22-374
RESOLUTION APPROVING THE APPOINTMENT OF KELLY HENDRICKSON AS THE FREEBORN COUNTY RECORDER

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

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

WHEREAS, Minnesota Statutes §375A.1205 grants authority to the county board to appoint the county auditor, county treasurer, county auditor-treasurer, or county recorder by following the process provided by law, and,

WHEREAS, the Freeborn County Board of Commissioners has, by resolution, made the office of the Freeborn County Recorder appointed by the process provided by law,

NOW, THEREFORE BE IT RESOLVED that the board approves the appointment of Kelly Hendrickson as the Freeborn County Recorder herein attached.

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. 22-375
RESOLUTION APPROVING FUNDS FOR THE FREEBORN COUNTY COMMUNITY PROMISE SCHOLARSHIP

WHEREAS, Freeborn County Partners have created the Freeborn County Community Scholarship to encourage area graduates to reach their educational and career goals

WHEREAS, this scholarship will help grow our local workforce, encourage youth to stay in the community, and ensure that many students will have access to education and training programs;

WHEREAS, Freeborn County has been asked to participate as a funding partner to support community youth;

NOW, THEREFORE, BE IT RESOLVED that the Freeborn County Board of Commissioners allocates \$20,000 for a period of five (5) years to support the Freeborn County Community Scholarship Program.

Resolution was seconded by Commissioner Herman.

After discussion, a vote was taken and the Chair declared the resolution approved with Commissioners Forman, Herman and Shoff voting yea and Commissioners Edwin and Belshan voting nay.

Commissioner Belshan commented and wanted on record that this does not fit the county core services, should be done at budget time, the criteria which we've seen none here today from Philip of who gets what and when on like a scholarship, we have 5 commissioners that have districts of people they represent plus the whole county here. How you going to choose the fairness between the districts, Geneva, Hayward, Myrtle they're going to pay more taxes to get young people to go to this, heard from the taxpayers and they want it to slow down, property taxes are going to

get higher, um again this doesn't fit the need to be looked at and I question the legality of the county doling out scholarship money from the levy, that's where its going to come from, to anybody that walks in you don't have to be a resident of Freeborn County, is that correct? Philip commented, no, you definitely have to be a resident of Freeborn County in order to apply for this program, no, you can't live in Austin, that's why it's Freeborn County Promise. Commissioner Belshan commented, I really question the legality of that, those things need to be looked at. It just shows you that there are a lot more questions than there are answers at this point, nobody has committed any money, 5 years of \$20,000 a year, is it legal to hold future Boards hands to hold them so they on this spending. Premature, don't do it, do it when you have all the facts, we have no facts now we have someone telling us verbally and he has no commitment from anybody, you have to prepare yourself better, that's all I have.

Commissioner Edwin offered the following resolution:

RESOLUTION No. 22-376
FREEBORN COUNTY AQUATIC INVASIVE SPECIES PLAN

WHEREAS, the Freeborn County Board of Commissioners has adopted and implemented a Local Water Plan According to Minnesota Chapter 103B.; and

WHEREAS, Freeborn County has received 2022 Aquatic Invasive Species Prevention Aid (MN Statute 477A.19); and

WHEREAS, A Local Prevention Plan has been developed for site level management, county-wide awareness, and other procedures necessary to achieve compliance with MN DNR Guidelines.

NOW, THEREFORE, BE IT RESOLVED Freeborn County Board of Commissioners does hereby adopt for implementation the 2022/2023 Aquatic Invasive Species Plan.

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. 22-377
RESOLUTION ADOPTING INDIVIDUAL SEWAGE TREATMENT SYSTEM
LOANS

WHEREAS, pursuant to proper notice given as required by law and Resolution, the County Board has met and heard and passed upon all obligations to the proposed assessments for the Individual Sewage Treatment System Loan Program and has set the assessments and distribution of costs as follows: total Individual Sewage Treatment System Loans for 2023 taxes payable is \$24,500.00.

NOW, THEREFORE

THE COUNTY OF FREEBORN RESOLVES:

Sec.1 That such proposed assessments, a copy of which is on file in the office to the Freeborn County Auditor-Treasurer, are hereby accepted and shall constitute the special assessment against the lands named herein, and each tract of land therein included is hereby found to be benefited by the proposed improvement loan in the amount of the assessment levied against it.

Sec.2 That assessments for the Individual Sewage Treatment Systems shall be payable in equal annual installments extending over a period of 15 years, as per the attached Auditor's Tabular Lien statement, the first of the installments to be payable on or before the first Monday in January, 2023 and shall bear interest at the rate of six (6.00) percent stated on the attached Auditor's Tabular Lien statement from the date of the adoption of the assessment resolution. To each subsequent installment when due shall be added interest for one year on all unpaid assessments.

Sec.3 That the owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor-Treasurer, pay the whole of the assessment on such property or they may make partial payments pursuant to the ordinance providing therefore, with interest accrued to the date of payment, to the County Auditor-Treasurer, and they may, at any time thereafter, pay to the County Auditor-Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 31 of the current year or interest will be charged through December 31 of the next succeeding year per the terms of the special assessment.

Sec.4 The Freeborn County Auditor-Treasurer's Office shall complete a tabular lien statement and send it to the Freeborn County Recorder's Office to place this lien on record. The total amount of installments and interest which is due to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other county taxes.

Sec.5 That reading of this resolution is waived by Board consent.

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. 22-378
CHANGE PROBATION FUNDING FORMULA

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for the operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services, regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Freeborn County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

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. 22-379
APPROVAL OF THE UPDATED FREEBORN COUNTY ABATEMENT POLICY

RESOLVED, that the Freeborn County Board of Commissioners adopt the following Freeborn County Abatement Policy;

Freeborn County Abatement Policy

Effective January 1, 2009/Updated June 15, 2021/Revised December 20, 2022.

Delegation of Authority

Pursuant to Minnesota Statute 375.192, the County Board of Commissioners delegates the authority, power, and responsibilities for approving the abatements described in this policy under \$10,000.00 in tax to the County Assessor and County Auditor jointly. The delegation of authority will provide for the efficient, responsive, and timely processing of taxpayer and public requests. Abatements of \$10,000.00 or more, will be brought before the County Board of Commissioners for majority vote. Approved Abatements of \$10,000.00 or more require the county to give notice to the school board and municipality.

Policy

The purpose of this policy is to ensure that all taxpayers and properties in Freeborn County are treated fairly and equitable, and have equal access and consideration under the statutory procedures.

The Board of Commissioners authorizes the County Assessor and County Auditor to jointly administer abatements, reductions of market value, classification changes, or taxes.

It is important to note that abatement is not part of the appeals process for market valuation challenges, but shall be an administrative process by which corrections can be made to property and tax.

For Homestead Abatements, the required December 31st date of ownership AND occupancy will be strictly adhered to. Abatements will not be approved for taxpayers who fail to return a requested homestead application and any other requested documents (example: Schedule F and/or FSA 156EZ) by the due date of December 31st.

Abatements will be considered for late payments or no payments in instances of payment lost in the mail if positive proof of payment can be provided (such as certified check or other means of payment by the taxpayer). Penalties shall not be abated because of failure to receive tax statements or if any parcel was omitted when making payment.

The County Auditor shall make available to the Board of Commissioners the abatement requests and action taken periodically as needed or requested.

All applications for abatements will be accepted and considered.

Abatements will not be used as a means to reduce conflict and/or controversy.

Copies of all abatements shall be retained in the Office of the County Auditor and will be available for inspection upon request in accordance with the Freeborn County record retention policy.

Restrictions

Abatements shall be considered as they relate to taxes payable in the current year and the two prior years. The prior two years shall be considered only in case of a clerical error or a documented hardship as defined in this policy. Penalty, interest, and costs shall continue to be in force, due and payable to the date the abatement application is

delivered to the County Assessor or County Auditor; penalty and interest will be recalculated on the adjusted tax amount for approved applications.

While any abatement application is pending approval or processing, it is required that any tax installments, penalties, or interest which become due must be paid in full regardless of the outcome of the abatement process.

Abatements for the current tax year shall be considered, but not processed, when prior year taxes remain unpaid—unless the abatement is based on hardship as defined in this policy.

Abatement for Special Assessments shall be approved by the governing body levying the assessment.

Economic Development Abatements shall not be included in this policy. The provisions for this type of abatement are contained in Minnesota Statutes Chapter 469.

Local Option Disaster Abatements shall not be included in this policy. The provisions for this type of abatements are contained in Minnesota Statutes Chapter 273.

Deadline

The application deadline for abatements shall be May 31st of the year in which the tax is payable. Abatement applications post marked or delivered to the County Assessor or County Auditor by May 31st will be considered.

The deadline for abatement applications for Manufactured Homes shall be September 15th of the year in which the tax is payable.

Procedure

The County Assessor and County Auditor shall use the most recent Application for Property Tax Abatement developed by the Minnesota Department of Revenue and maintain all other necessary forms.

Abatements must be approved by both the County Assessor and County Auditor.

Any abatement shall be disbursed by Freeborn County within thirty days of approval.

Definitions

Abatement: Action to reduce or abate the market value, taxes, or to change the property classification, following a written request by the taxpayer of record, the property owner, or owner's agent.

Hardship: Is defined as an event or circumstance beyond the control of the taxpayer. Examples of hardship include, but are not limited to, the physical or mental incapacity of the taxpayer. To prove hardship documentation must be provided. Hardship shall not include financial hardship.

Types of Abatements

Market Value Reduction changes

Classification changes

Special Assessments

Local Option Disaster Abatement (not included in this policy)

Economic Development (not included in this policy)

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. 22-380 AUTHORIZING PARTICIPATION IN PLANNING PROCESS

WHEREAS, the County of Freeborn is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, BE IT RESOLVED that Freeborn County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota

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. 22-381
OUT OF STATE TRAVEL**

RESOLVED, approving out of state travel for Penny Grangruth to attend the 911 Standards and Practices conference in Clearwater, Florida.

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. 22-382
RESOLUTION TO CONTRACT WITH A NEW MEDICAL CONSULTANT**

WHEREAS, Freeborn County Community Health Board will contract with Dr. Elizabeth Ojukwu as the Medical Consultant for Freeborn County Public Health;

WHEREAS, Minnesota Statute 145A requires a community health board have a Medical Consultant.

WHEREAS, according to 145A Subd. 15., "Medical consultant" means a physician licensed to practice medicine in Minnesota who is working under a written agreement with, employed by, or on contract with a community health board to provide advice and information, to authorize medical procedures through protocols, and to assist a community health board and its staff in coordinating their activities with local medical practitioners and health care institutions.

WHEREAS, Dr. Elizabeth Ojukwu will serve as the Medical Consultant for Freeborn County CHB/Public Health, effective December 20, 2022.

- Promotion of Community Health Assessment and Community Health Improvement Plan process.

- Consultation with and assistance to the Board in the identification and development of the medical aspects of community health and programs.
- Advice and assistance in the planning and developing of plans and priorities of community health programs.
- Authorization of medical procedures through standing protocols.
- Maintenance of liaison with area physicians and assistance in development of methods to involve physicians in planning and evaluating procedures conducted by the Board.
- Advice to the Board on the role of physicians in community health;

NOW, THEREFORE, BE IT RESOLVED that the Freeborn County Board of Commissioners/Freeborn County Community Health Board does hereby contract with Dr. Elizabeth Ojukwu to be the Medical Consultant for Freeborn County Community Health Board/Public Health.

Resolution was seconded by Commissioner Belshan.

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

Commissioner Belshan offered the following resolution:

**RESOLUTION No. 22-383
DELEGATED CONTRACT PROCESS (DCP)
MN/DOT AGENCY AGREEMENT NO. 1052199**

IT IS RESOLVED that Freeborn County enter into Mn/DOT Agreement No. 1052199 with the State of Minnesota, Department of Transportation for the following purposes:

Pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Freeborn to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

IT IS FURTHER RESOLVED that the Chairman of the County Board and the County Administrator are authorized to execute and enter into the Agreement with the Commissioner of Transportation prescribing the terms and conditions of said Federal Aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No 1052199”, a copy of which said agreement was before the Freeborn County Board and which is made a part hereof by reference.

Resolution 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. 22-384
AWARD OF CP 023-FRG-996**

FAIRGROUNDS RESTROOM STRUCTURE

WHEREAS, Freeborn County has the responsibility of maintaining the buildings, facilities and utilities located on the Freeborn County Fairgrounds;

WHEREAS, the Freeborn County Highway Department has commissioned plans and specifications for a new restroom structure to be located on the fairgrounds; and

WHEREAS, the plans included an optional family picnic pavilion structure attached to the restrooms that will be supported entirely by the Freeborn County Agricultural Society and a local business; and

WHEREAS, three bids were received for the project.

NOW, THEREFORE, BE IT RESOLVED, the Freeborn County Board of Commissioners award the base bid construction contract without alternate A-1 to APX Construction Group, LLC of Mankato, MN in the amount of \$613,900.00 for project CP 023-FRG-996

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. 22-385

RESOLUTION TO APPROVE 2023 MN DEPARTMENT OF HUMAN SERVICES – COUNTY CHILDREN’S MENTAL HEALTH SCREENING GRANT CONTRACT.

WHEREAS, the Minnesota Department of Human Services has the authority to enter into contracts in order to ensure mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children); and

WHEREAS, the Freeborn County provides mental health screenings to identify children at risk of needing or who need mental health services; and

WHEREAS, the Freeborn County Department of Human Services is able to contract with the Minnesota Department of Human Services for the provision of mental health assessments, skills and specialized family therapy services; and

WHEREAS, the services provided are available to meet the needs of children and youth within the child welfare and juvenile justice populations in Freeborn County; therefore

BE IT RESOLVED, that the MN Department of Human Services – County Children’s Mental Health Screening Grant Contract funding be approved

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. 22-386

RESOLUTION TO WRITE OFF ACCOUNTS DETERMINED UNCOLLECTIBLE EFFECTIVE 2020-2022

WHEREAS, the Freeborn County Department of Human Services/Mental Health Center maintains accounts of debts owed to the Freeborn County Mental Health Center for specific services as allowed by Minnesota Statute; and

WHEREAS, criteria for writing off uncollectible accounts varies, depending on the program area and type of debt; and

WHEREAS, uncollectible debts have been identified by DHS accounting staff for years 2020, 2021, and 2022 using Minnesota Statutes applicable to each program area and guidance from the Minnesota Department of Revenue; and

WHEREAS, all collection efforts have been exhausted for each identified account; therefore

BE IT RESOLVED, that the Freeborn County Board of Commissioners does hereby write off uncollectable accounts in the amount totaling \$3,829.15 for Freeborn County Mental Health Center accounts deemed uncollectible effective 2020 through 2022.

Resolution was seconded by Commissioner Belshan.
After discussion, a vote was taken and the Chair declared the resolution approved with Commissioners Forman, Belshan, Herman and Shoff voting yay, and Commissioner Edwin abstaining from the vote.

Commissioner Forman offered the following resolution:

RESOLUTION No. 22-387
RESOLUTION TO WRITE OFF ACCOUNTS DETERMINED UNCOLLECTIBLE EFFECTIVE 2020-2022

WHEREAS, the Freeborn County Department of Human Services maintains accounts of debts owed to the Human Services Department for specific services as allowed by Minnesota Statute; and

WHEREAS, criteria for writing off uncollectible accounts varies, depending on the program area and type of debt; and

WHEREAS, uncollectible debts have been identified by DHS accounting staff for years 2020, 2021, and 2022 using Minnesota Statutes applicable to each program area, guidance from the Minnesota Department of Revenue, and reports provided by the Minnesota Department of Human Services; and

WHEREAS, all collection efforts have been exhausted for each identified account; therefore

BE IT RESOLVED, that the Freeborn County Board of Commissioners does hereby write off uncollectable accounts in the amount totaling \$58,048.69 for Human Services accounts deemed uncollectible effective 2020 through 2022.

Resolution was seconded by Commissioner Belshan.

After discussion, a vote was taken and the Chair declared the resolution approved with Commissioners Forman, Herman, Belshan and Shoff voting yay, and Commissioner Edwin abstaining from the vote.

Commissioner Belshan offered the following resolution:

RESOLUTION No. 22-388
RESOLUTION TO ACCEPT A DONATION TO THE FREEBORN COUNTY CVCC FROM ROUND PRAIRIE LUTHERAN CHURCH WOMEN

WHEREAS, the Freeborn County Department of Human Services - Crime Victims Crisis Center directly serves those who have been victims of crime, domestic violence and sexual assault; and

WHEREAS, the Freeborn County Department of Human Services - Crime Victims Crisis Center plans events and campaigns bringing community awareness to the issues of crime, domestic violence and sexual assault; and

WHEREAS, the Round Prairie Lutheran Church Women have offered a donation to the Freeborn County Department of Human Services - Crime Victims Crisis Center in the amount of \$350 to be used for services provided by the CVCC; and

BE IT RESOLVED, that the Freeborn County Department of Human Services - Crime Victims Crisis Center accepts the donation in the amount of \$350 from the Round Prairie Lutheran Church Women to be used for services provided by the CVCC.

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 22-389
APPROVAL TO CREATE AND FILL CUSTODIAL POSITION IN THE FREEBORN COUNTY MAINTENANCE DEPARTMENT

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

WHEREAS, during the 2023 budgeting cycle the board discussed the creation of an additional Custodial Staff position to fulfill the day to day business and care of County buildings;

NOW, THEREFORE BE IT RESOLVED, the Freeborn County Board of Commissioners approves the creation and filling of an additional Custodian position in the Freeborn County Maintenance Department.

Resolution was seconded by Commissioner Shoff.

After discussion, a vote was taken and the Chair declared the resolution approved with Commissioners Edwin, Forman and Shoff voting yay, and Commissioner Belshan voting nay, Commissioner Herman was not present to vote.

Commissioner Belshan commented and wanted on record to use it for work study.

Commissioner Forman offered the following resolution:

**RESOLUTION 22-390
ACCEPTING THE RESIGNATION OF PRESTON SELLECK**

WHEREAS, the Freeborn County Probation & Pre-Trial 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; Preston Selleck has been employed as a Veteran Court Coordinator since November 20th, 2019 and is resigning his position effective December 22nd, 2022,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Preston Selleck as a Freeborn County Veteran Court Coordinator effective on or about December 22nd, 2022.

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 22-391
PERMISSION TO FILL THE FREEBORN COUNTY VETERAN COURT COORDINATOR 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, Preston Selleck, Freeborn County Veteran Court Coordinator has resigned his position effective December 22nd, 2022;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant Freeborn County Veteran Court Coordinator position.

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 22-392
ACCEPTING THE RESIGNATION OF JOSEPH HUNTER**

WHEREAS, the Freeborn County Assessor'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; Joseph Hunter has been employed as a SW / Case Manager CPCW since August 10th, 2020 and is resigning her position effective December 27th, 2022,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Joseph Hunter as a Freeborn County SW/Case Manager CPCW effective on or about December 27th, 2022.

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 22-393

PERMISSION TO FILL THE FREEBORN COUNTY SW/CASE MANAGER 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, Joseph Hunter, SW/Case Manager CPCW, has resigned his position effective December 27th, 2022;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant SW / Case Manager CPCW position.

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 22-394

ACCEPTING THE RESIGNATION OF BONNIE LAIR

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; Bonnie Lair has been employed as an Eligibility Worker Specialist, Sr. Lead since December 16th, 2002 and is resigning her position effective January 6th, 2023,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Bonnie Lair as a Freeborn County Eligibility Worker Specialist, Sr. Lead effective on or about January 6th, 2023.

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 22-395

PERMISSION TO FILL THE VACANT ELIGIBILITY WORKER SPECIALIST, SR. LEAD 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, Bonnie Lair, Freeborn County Eligibility Worker Specialist, Sr. Lead has resigned her position effective January 6th, 2023;

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

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 22-396
ACCEPTING THE RESIGNATION OF DOUG BONNERUP**

WHEREAS, the Freeborn County Highway Department 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; Doug Bonnerup has been employed as a Highway Maintenance Worker since November 19th, 2001 and is resigning his position effective February 10th, 2023,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Doug Bonnerup as a Freeborn County Highway Maintenance Worker effective on or about February 10th, 2023.

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 22-397
PERMISSION TO FILL THE VACANT HIGHWAY MAINTENANCE WORKER**

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, Doug Bonnerup, Freeborn County Highway Maintenance Worker has resigned his position effective February 10th, 2023;

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

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 22-398
ACCEPTING THE RESIGNATION OF JILL CLARAMBEAU**

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; Jill Clarambeau has been employed as a Lead Social Worker DD-AD-AP since March 27th, 1989 and is resigning her position effective March 3rd, 2023,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Jill Clarambeau as a Freeborn County Lead Social Worker DD-AD-AP effective on or about March 3rd, 2023.

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 22-399

PERMISSION TO FILL THE VACANT LEAD SOCIAL WORKER DD-AD-AP 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, Jill Clarambeau, Freeborn County Lead Social Worker DD-AD-AP has resigned her position effective March 3rd, 2023;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant Freeborn County Lead Social Worker DD-AD-AP position.

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. 22-400

Approval of Claims

RESOLVED, that the following claims be allowed and paid on or before December 22nd, 2022.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$1,145,995.40
03	County Road & Bridge	\$ 844,824.69
05	Human Services	\$ 325,614.51
06	Public Health	\$ 113,489.00
31	Capital Improvement	\$ 592,078.92
40	County Ditch	\$ 32,064.45
70	Trust & Agency	\$ 72,968.60
73	Payroll Clearing Fund	\$ 20,232.15
77	Recorder's Clearing	\$ 2,525.00
79	Social Services Collaboration	\$ 46.15
80	Tax Collection Fund	\$ 1,040.00
	FUND TOTALS	\$ 3,150,878.87

Number of Claims not exceeding \$300 – 83

Dollar amount of claims not exceeding \$300 – \$11,506.70

Resolution seconded by Commissioner Edwin.

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

Chair, Commissioner Shoff adjourned the meeting at 9:55 a.m. until 8:30 a.m. on Thursday, December 29th, 2022.

By: _____
Christopher N. Shoff
Chair

Attest: _____
Candace Pesch
Clerk/Administrator