

ADJOURNED MEETING OF THE COUNTY BOARD
November 28th, 2023

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, November 28th, 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 two additions under Report of Administrator; 1) Consider a resolution to fill the vacant County Assessor position; 2) Consider a resolution to fill the Human Resources Generalist position

Motion seconded by Commissioner Eckstrom.

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

Commissioner Edwin offered the following resolution;

RESOLUTION No. 23-321
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 21st, 2023 minutes;
- 2) Approval of Drainage Repairs

Resolution seconded by Commissioner Kaasa.

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 Edwin offered the following resolution;

RESOLUTION # 23-322
A RESOLUTION APPROVING THE COUNTY FEEDLOT DELEGATION WORKPLAN PURSUANT TO
MINNESOTA ADMINISTRATIVE RULES, CHAPTER 7020.1600 SUBP. 3A.

WHEREAS, FREEBORN COUNTY is currently party to the Minnesota Pollution Control Agency's County Animal Feedlot Delegation Agreement in accordance with Minnesota Administrative Rules Ch. 7020, as approved, adopted, and signed by the Board of Commissioners on 02/05/02.

WHEREAS, Minn. Rules Ch. 7020.1600 Subp. 3a requires that Delegation Agreements be reviewed and revised by the County annually to determine if the requirements of Minn. Rules Ch. 7020.1600 subp. 3b. are fulfilled and to establish new goals.

WHEREAS, the County Feedlot Officer has submitted a Delegation Agreement Work Plan to the Board of Commissioners that describes the Feedlot goals and expectations for the years 2024 and 2025, in accordance with Minn. Rules Ch. 7020.1600 Subp. 3a.

BE IT THEREFORE RESOLVED, the Freeborn County Board of Commissioners approves and adopts the attached Delegation Agreement Work Plan for the years 2024 and 2025.

Resolution seconded by Commissioner Kaasa.

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

Commissioner Eckstrom offered the following resolution;

RESOLUTION 23-323

BE IT RESOLVED, that the sum of \$2,715.00 is hereby appropriated out of the General Revenue Fund of Freeborn County for the purpose of creating a Change Fund/Impress Cash Fund to the following listed departments as custodians of these funds in Freeborn County:

		Custodian #1	Custodian #2	Custodian #3
County Treasurer	\$1,200.00	Kelly Hendrickson	JoDee Avery	
County Recorder	\$ 240.00	Kelly Hendrickson	Krista Walton	Heather Bagley
County Auditor/License Ctr.	\$ 550.00	Kelly Hendrickson	Brenda Jensen	
County Sheriff	\$ 350.00	Ryan Shea	Terri Zabrocki	Jess Dreyling
County Public Health	\$ 25.00	Sue Yost	Anita Majerus	Natalie Loock
Dept. of Human Services	\$ 50.00	Suzanne Nerison	Waylon Welvaert	Doug Miller
Environmental Services	<u>\$ 300.00</u>	Mark Goskeson	Gina Gullickson	
	\$2,715.00			

BE IT FURTHER RESOLVED, that the sum of \$500.00 be drawn upon the General Revenue Fund of Freeborn County for the purpose of creating a Petty Cash Fund held by the Auditor-Treasurer's Office with Kelly D. Hendrickson and JoDee Avery as custodians. This petty cash fund is to be used to reimburse various departments in Freeborn County for incidental postage paid for county business.

BE IT FURTHER RESOLVED, that the sum of \$100.00 be drawn upon the General Revenue Fund of Freeborn County for the purpose of creating a Petty Cash Fund held by the Sheriff's Office with Ryan Shea, Terri Zabrocki and Jess Dreyling as custodians. This petty cash fund is to be used to reimburse the Sheriff's Department for Alcohol and Tobacco Compliance checks held in the county.

Resolution seconded by Commissioner Shoff.

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

Commissioner Shoff offered the following resolution:

RESOLUTION 23-324

Resolved, that Citizens Community Federal Bank, Albert Lea; US Bank and US Bancorp Investments, Inc. Albert Lea; Wells Fargo Bank Minnesota, Albert Lea; Security Bank Minnesota, Albert Lea and Alden; Home Federal Savings Bank, Albert Lea; Produce State Bank, Albert Lea, Glenville; Arcadian, Freeborn, Hartland, Albert Lea; State Bank of New Richland, New Richland; Columbus Bank and Trust, Columbus, Georgia; Multi-Bank Securities, Inc. (MBS), Southfield, Michigan; MII Life Incorporated, St. Paul, Minnesota; Wells Fargo Bank Minnesota Corporate Trust Services, Minneapolis, Minnesota; Wells Fargo Securities, LLC., Minneapolis, Minnesota; UBS Financial Services, Inc., Wayzata, MN; Minnesota Association of Governments Investing for Counties (Magic or the Fund) MN; Commerce Bank, Geneva; Moreton Capital Markets, Excelsior, Minnesota; (herein called the "Bank"), be and are hereby designated as depositories of Freeborn County (Herein called the "Depositor") with authority to accept or

receive at any time for the credit of the Depositor deposits by whosoever made, of funds and other property in whatever form or manner transferred or endorsed, open or cause to be opened one or more accounts with the Bank on such terms, conditions and agreements as the Bank may now or hereafter require and to make any other agreements deemed advisable in regard to any of the foregoing.

Resolved further, that checks drafts or other orders for the payment, transfer or withdrawal of any of the funds or other property of the otherwise authorized, by any one or two (1 or 2) of the following named individuals: Kelly D. Hendrickson, JoDee Avery, Dawn Drescher, Noel Ahnemann (JoDee Avery, Dawn Drescher or Noel Ahnemann will sign for Kelly D. Hendrickson) and the Bank is hereby authorized to pay and charge to the account of the Depositor any such checks, drafts or other orders so assigned or otherwise authorized, including those payable to the individual order of the person or persons signing or otherwise authorizing the same and including also those payable to the persons who signed such checks, drafts or other withdrawal orders or otherwise authorized such persons may authorize payment, transfer or withdrawal by oral or telephonic directions to the bank complying with such roles and regulations relating to such authorization as the bank may communicate to the Depositor from time to time.

Resolved further, that the person(s) so authorized to sign be and are hereby authorized and empowered, on behalf of the Depositor, to transact any and all other business with and through the Bank which such person(s) may at any time deem to be advisable, including, without limiting the generality of the foregoing, authority to purchase certificates of deposit and to enter into deposit agreements, safe deposit agreements, lock-box agreements, night depository agreements, freight payment service processing service agreements offered by the Bank, and, in reference to any such business, to make any and all agreements and to execute and deliver to the Bank and all contracts and other writing which such person(s) may deem to be necessary or desirable.

Resolved further, that the Auditor-Treasurer shall certify to the Bank the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the persons named above and such certifying officer shall from time to time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signature (actual or facsimile) of the persons then authorized to sign or to act; the Bank shall be full protected in relying on such certificate and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so certified, and the Bank shall be indemnified and saved harmless by the Depositor from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not property used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified, or refusing to honor any signature or authority not so certified.

Resolved further, that these resolutions shall continue in force until express written notice of their rescission or modification has been furnished to and received by the Bank.

Resolved further, that any and all transactions by or in behalf of the Depositor with the Depositor with the Bank prior to the adoption of this resolution be, and the same hereby are, in all respects ratified, approved and confirmed.

The transfer or withdrawal of funds on deposit in any of the aforementioned institutions, by check, shall be by the signatures of the following officers or their alternatives;

Kelly D. Hendrickson, Interim Auditor-Treasurer_____

JoDee Avery, Deputy Auditor-Treasurer_____

Dawn Drescher, Deputy Auditor-Treasurer_____

Noel Ahnemann, Deputy Auditor-Treasurer_____

A transfer of funds by wire or electronic fund transfer in any of the aforementioned institutions may also be affected by use of a signature or facsimile signatures of Kelly D. Hendrickson, Interim County Auditor-Treasurer, and JoDee Avery, Deputy Auditor-Treasurer, Dawn Drescher, Deputy Auditor-Treasurer and Noel Ahnemann, Deputy Auditor-Treasurer.

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 23-325

**BEFORE THE FREEBORN COUNTY BOARD OF COMMISSIONERS
ACTING AS DRAINAGE AUTHORITY FOR FREEBORN COUNTY DITCH J21**

WHEREAS, the Freeborn County Board of Commissioners ordered the improvement of Freeborn County Ditch J21 – Branch A North; and

WHEREAS, Steve Penkava, the duly appointed engineer, supplied a written Engineer's Report that states the contract has been completed in compliance with the plans and specifications; and

WHEREAS, a public hearing shall be held to hear public comment to bring the project to completion;

NOW THEREFORE, a public hearing is hereby set for January 2nd, 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 23-326

RESOLUTION APPOINTING COUNTY ADMINISTRATOR

WHEREAS, the Freeborn County Board is authorized to appoint and employ the County Administrator upon terms and conditions it deems advisable and in conformance to Minnesota Statutes 375A.06, Subd. 1; and

WHEREAS, Ryan Rasmusson has served as the Interim County Administrator, since appointed by the board on May 16, 2023, and

WHEREAS, based on performance as the Interim County Administrator, along with training, experience, and administrative qualifications, the Freeborn County Board has the confidence in Ryan Rasmusson to perform the duties of the County Administrator,

NOW, THEREFORE BE IT RESOLVED, that the Freeborn County Board of Commissioners does hereby appoint Ryan Rasmusson as the County Administrator, effective November 28, 2023.

Resolution was seconded by Commissioner Edwin

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

Commissioner Eckstrom offered the following resolution:

RESOLUTION 23-327

RESOLUTION APPROVING THE PROMOTION OF ERIN HORNBERGER TO THE POSITION OF HUMAN RESOURCE MANAGER

WHEREAS, on March 21, 2023, the Freeborn County Board of Commissioners created the position of Human Resource Manager; and

WHEREAS, Erin Hornberger has served in the positions Human Resource Specialist and Human Resource Generalist for Freeborn County; and

WHEREAS, Erin Hornberger had been assigned the duties of Personnel Director on April 25, 2023 until the appointment of a County Administrator; and

WHEREAS, it is the desire of the Freeborn County Board of Commissioners to fill the position of Human Resource Manager,

NOW, THEREFORE BE IT RESOLVED, that the Freeborn County Board of Commissioners does hereby approve the promotion of Erin Hornberger to the position of Human Resource Manager, effective November 28, 2023.

BE IT FURTHER RESOLVED, that the probationary period is waved as Erin Hornberger has essentially served in the role since April 25, 2023.

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Shoff offered the following resolution:

RESOLUTION 23-328

RESOLUTION CEASING THE TEMPORARY DELEGATION OF CERTAIN DUTIES OF THE COUNTY ADMINISTRATOR

WHEREAS, on April 25, 2023, the Freeborn County Board of Commissioners temporarily delegated the financial duties and responsibilities of the County Administrator to the Financial Manager, until otherwise provided by the Board; and

WHEREAS, on April 25, 2023, the Freeborn County Board of Commissioners temporarily delegated the duties of the Personnel Director to Erin Hornberger, until otherwise provided by the Board; and

WHEREAS, the Freeborn County Board of Commissioners appointed Ryan Rasmusson as County Administrator on November 28, 2023,

NOW, THEREFORE BE IT RESOLVED, that the Freeborn County Board of Commissioners does hereby cease the temporary delegation of the financial duties and the duties of the Personnel Director, and revert the duties to the County Administrator, effective November 28, 2023.

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 23-329

RESOLUTION APPOINTING THE COUNTY ADMINISTRATOR AS DEPARTMENT HEAD OF THE COUNTY ASSESSOR'S OFFICE

WHEREAS, per Minnesota Statute 375A.06, Subd. 2, the Freeborn County Board may appoint as County Administrator any county officer or employee deemed to be qualified by reason of training, experience and administrative qualifications; and

WHEREAS, the Freeborn County Board appointed Ryan Rasmusson, the current County Assessor, as the County Administrator; and

WHEREAS, per Minnesota Statute 375A.06, Subd. 2, if a county officer or employee is appointed County Administrator, the officer or employee shall resign office and terminate its responsibilities before assuming the office of County Administrator; and

WHEREAS, per Minnesota Statute 375A.06, Subd. 4, if required by the County Board, the County Administrator may act as the head of any department, the appointment of which is made by the County Board, provided the County Administrator has the qualifications required by law,

NOW, THEREFORE BE IT RESOLVED, that the Freeborn County Board of Commissioners does hereby appoint County Administrator, Ryan Rasmusson, as the department head of the Freeborn County Assessor's Office, effective immediately and until the position of County Assessor is filled.

Resolution was seconded by Commissioner Eckstrom

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

Commissioner Kaasa offered the following resolution:

RESOLUTION 23-330

ACCEPTING THE RESIGNATION OF ILENE GROSAM

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; Ilene Grosam has been employed as a Family Therapist since June 5th, 2006 and is resigning her position effective December 29th, 2023,

NOW, THEREFORE BE IT RESOLVED, to accept the resignation of Ilene Grosam as a Freeborn County Family Therapist effective on or about December 29th, 2023.

Resolution was seconded by Commissioner Shoff.

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

Commissioner Shoff offered the following resolution:

RESOLUTION 23-331

PERMISSION TO FILL THE FREEBORN COUNTY FAMILY THERAPIST 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, Ilene Grosam, Freeborn County Family Therapist has resigned her position effective December 27th, 2023;

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

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 23-332

PERMISSION TO FILL THE FREEBORN COUNTY ASSESSOR 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, Ryan Rasmusson, Freeborn County Assessor has been appointed to the County Administrator position effective November 28th, 2023;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant Freeborn County Assessor 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 resolution:

RESOLUTION 23-333

PERMISSION TO FILL THE FREEBORN COUNTY HUMAN RESOURCE GENERALIST 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, Erin Hornberger, Freeborn County HR Generalist has been promoted to the HR Manager position effective November 28th, 2023;

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

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Shoff offered the following resolution:

RESOLUTION No. 23-334
Approval of Claims

RESOLVED, that the following claims be allowed and paid on or before December 1st, 2023.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 56,338.61
03	County Road & Bridge	\$ 79,138.58
05	Human Services	\$ 107.50
06	Public Health	\$ 2,131.00
31	Capital Improvements	\$ 41,412.72
40	County Ditch	\$ 7,823.40
70	Trust & Agency	\$ 23,687.60
73	<u>Payroll Clearing Fund</u>	<u>\$ 4,648.45</u>
	FUND TOTALS	\$ 215,287.86

Number of Claims not exceeding \$300 – 26

Dollar amount of claims not exceeding \$300 – \$3,697.40

Resolution seconded by Commissioner Kaasa.

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

Chair, Commissioner Forman adjourned the meeting at 9:01 a.m. until 8:30 a.m. on Tuesday, December 19th, 2023.

By: _____
John Forman
Chair

Attest: _____
Erin Hornberger
County Clerk