

ADJOURNED MEETING OF THE COUNTY BOARD
Tuesday, April 21st, 2026

The Board of Commissioners of Freeborn County met in the Freeborn County Boardroom at 8:30 a.m. on Tuesday, Tuesday, April 21st, 2026. Members present: Commissioners Severson, Edwin, Kaasa, Shoff and Eckstrom.

The meeting was opened with the Pledge of Allegiance.

Commissioner Kaasa offered the following motion;

MOVED, approving the agenda with the following amendment under Report of Various Departments – the removal E. Report of the Finance Manager.

Motion seconded by Commissioner Severson.

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

Commissioner Kaasa offered the following resolution;

RESOLUTION No. 26–130
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 April 7th, 2026 minutes;
- 2) Approval of Regular Full-Time Status Employees.
- 3) Approval of Drainage Repairs.

Resolution seconded by Commissioner Shoff.

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

The Commissioners provided Board Committee updates.

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

Commissioner Eckstrom offered the following resolution;

RESOLUTION 26-131

2026 BANKS DOING BUSINESS

Resolution was seconded by Commissioner Kaasa.

After discussion a vote was taken with Commissioner Eckstrom abstaining from Arcadian Bank; the Chair declared the resolution adopted.

Commissioner Kaasa offered the following resolution;

RESOLUTION NO. 26-132

RESOLUTION GRANTING LIQUOR LICENSE

TO FREEBORN LAKE RECREATION ASSOCIATION (OAKVIEW GOLF COURSE)

BE IT RESOLVED, that Freeborn County grants liquor licenses to the following applicants:

Freeborn Lake Recreation Association (Oakview Golf Course) in Carlston Township - On Sale - 3.2 Beer License

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. 25-133

TITLE: A RESOLUTION APPROVING THE 2025 COUNTY FEEDLOT OFFICER ANNUAL REPORT PURSUANT TO MINNESOTA ADMINISTRATIVE RULES, CHAPTER 7020.1600 SUBP. 2J.

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. 2J. requires that the County Feedlot Officer Annual Report be reviewed and signed by the County annually.

WHEREAS, the Freeborn County Feedlot Officer has submitted the 2025 County Feedlot Officer Annual Report along with the Successful Year End Review letter from the MN Pollution Control Agency to the Board of Commissioners that summarizes and shows the successful completion of the Feedlot Delegation Agreement Work Plan for 2025.

NOW, THEREFORE, BE IT RESOLVED, by the Freeborn County Board of Commissioners, that: the Freeborn County Board of Commissioners approves the 2025 County Feedlot Officer Annual Report.

Resolution 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. 26-134

RESOLUTION DENYING A REQUEST FOR A PRELIMINARY PLAT AND REZONING PETITION PURSUANT TO THE CODE OF ORDINANCES OF FREEBORN COUNTY, MINNESOTA

WHEREAS, TRIGREEN BAZAAR LLC has submitted a request for approval of a preliminary plat in conjunction with a rezoning petition for the following described property, owned by Trigreen Bazaar LLC;
See "Exhibit A"

WHEREAS, the County Planning Commission held duly noticed public hearings on March 2, 2026, and April 6, 2026, to consider the proposed preliminary plat and rezoning petition; and

WHEREAS, the Planning Commission reviewed the application materials, staff reports, applicable ordinances, and public testimony; and

WHEREAS, upon such review, the Planning Commission found that the proposed development is not supported by adequate infrastructure, including but not limited to road capacity, utilities, and necessary public services; and

WHEREAS, the Planning Commission determined that the lack of adequate infrastructure would adversely impact public health, safety, and general welfare; and **WHEREAS**, due to the proximity of the subject property to the

municipal boundaries of the City of Albert Lea, Minnesota, the Planning Commission suggested that the applicant consider discussions with said municipality regarding potential annexation to better facilitate the provision of urban services; and **WHEREAS**, based on the foregoing findings, the Planning Commission recommended denial of the preliminary plat and rezoning petition;

NOW, THEREFORE, BE IT RESOLVED by the County Board as follows:

- 1.The County Board hereby adopts the findings and recommendation of the County Planning Commission.
- 2.The request for approval of the preliminary plat is hereby denied based on the determination that adequate infrastructure is not available to support the proposed development.
- 3.The request for rezoning of the subject property is hereby denied for the same reasons, including inconsistency with the County's ability to provide necessary services and infrastructure.
- 4.The applicant is encouraged to consult with the City of Albert Lea, Minnesota regarding potential annexation as an alternative means to pursue development of the property.

Resolution was seconded by Commissioner Kaasa.

Commissioner Nicole Eckstrom provided a detailed summary outlining the Findings of Fact supporting the Planning Commission's decision. She also offered additional context and perspective in her role as a County Commissioner, further clarifying the basis for the decision and the considerations involved.

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

Commissioner Kaasa offered the following resolution:

RESOLUTION NO. 26-135

TITLE: Authorization of a letter of support for the Veteran's Treatment Court Enhancement Grant

WHEREAS, Freeborn County is the fiscal host and provides staffing and oversight of the Third Judicial District Veteran's Treatment Court, and;

WHEREAS, the Veteran's Treatment Court Coordinator is applying for a Federal Enhancement Grant.

NOW, THEREFORE, BE IT RESOLVED, by the Freeborn County Board of Commissioners, authorize a letter of support from the Freeborn County Board of Commissioners be included in the grant application.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

Resolution was seconded by Commissioner Severson.

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

Commissioner Shoff offered the following resolution:

RESOLUTION NO. 26-136

TITLE: Approval of Crossing Agreement with Union Pacific Railroad for public road crossing on CSAH 18 – South Broadway in Albert Lea.

WHEREAS, the Freeborn County Highway Department has the responsibility of maintaining the County road system; and

WHEREAS, a Railroad crossing agreement is needed so pedestrian improvements can be made to CSAH 18 (South Broadway Avenue) near US Highway 65 for the Union Pacific Railroad crossing; and

WHEREAS, the crossing agreement includes provisions for additional easement right of way for a fee but no annual maintenance cost commitments required of the County; and,

WHEREAS, a project involving sidewalk improvements will be completed by MnDOT and the City of Albert Lea at no cost to Freeborn County which will include reimbursement to the County from MnDOT for the fees associated with the cross agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Freeborn County Board of Commissioners, that:

1. The Freeborn County Board Chair is authorized to enter into agreement with Union Pacific Railroad for improvements to Crossing #876266E on CSAH 18 near US Highway 65 in Albert Lea.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

Resolution was seconded by Commissioner Severson.

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

Commissioner Severson offered the following resolution:

RESOLUTION NO. 26-137

TITLE: Administration is recommending to fill the Freeborn County Social Worker / Case Manager - CVCC 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, the position of a Social Worker / Case Manager - CVCC has been reviewed by the department head, Human Resources and the Administrator to assess the ongoing need for the role and the responsibilities it entails;

WHEREAS, Andrea Mauer, Freeborn County Social Worker / Case Manager - CVCC, has resigned her position effective March 13th, 2026;

NOW, THEREFORE BE IT RESOLVED, that the board approves the filling of the vacant Freeborn County Social Worker / Case Manager - CVCC position.

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Eckstrom offered the following resolution:

RESOLUTION NO. 26-138

TITLE: Administration is recommending to fill highway department seasonal laborer positions

WHEREAS, 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, the highway department hires seasonal help to assist with duties on County roads, in County parks, and at County shops; and,

WHEREAS, three seasonal laborers are sought for the 2026 summer season; and,

WHEREAS, the highway department budget includes allotments for these seasonal laborer positions each year.

NOW, THEREFORE, BE IT RESOLVED, by the Freeborn County Board of Commissioners, that:

1. The Freeborn County Highway Department may fill three seasonal laborer positions for the 2026 Summer season.
2. The approved positions are seasonal in nature and shall not be permanent hires.

Resolution was seconded by Commissioner Severson.

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

Commissioner Severson offered the following resolution:

RESOLUTION NO. 26-139

TITLE: Administration is recommending to fill highway department seasonal tractor operator positions

WHEREAS, 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, the highway department hires seasonal help to assist with duties on County roads, in County parks, and at County shops; and,

WHEREAS, two tractor/mower operators are sought for the 2026 summer season; and,

WHEREAS, the highway department budget includes allotments for these seasonal help positions each year.

NOW, THEREFORE, BE IT RESOLVED, by the Freeborn County Board of Commissioners, that:

1. The Freeborn County Highway Department may fill two seasonal tractor/mower operators for the 2026 Summer season.
2. The approved positions are seasonal in nature and shall not be permanent hires.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Severson offered the following resolution:

RESOLUTION NO. 26-140

TITLE: Administration is recommending to fill highway part time technician position

WHEREAS, 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, the highway department is seeking a position that can assist with office, technical, and administrative tasks that will benefit the residents of Freeborn County; and,

WHEREAS, one on-call/part time Engineering Technician is sought for the 2026 summer season; and,

WHEREAS, the highway department 2026 budget includes an allotment for this position.

NOW, THEREFORE, BE IT RESOLVED, by the Freeborn County Board of Commissioners, that:

1. The Freeborn County Highway Department may fill an on-call/part time engineering technician for the 2026 Summer season.
2. The approved positions are seasonal in nature and shall not be permanent hires.

Resolution was seconded by Commissioner Eckstrom.

After discussion, a vote was taken Commissioners Severson, Eckstrom and Shoff voted yay, Commissioners Kaasa and Edwin voted nay; the Chair declared the resolution approved.

Commissioner Kaasa introduced the following resolution;

Resolution 26-141

County Chamber and Meeting Room Policy

Policy Title: Use of County Conference Rooms and Council Chambers

Effective Date: April 21, 2026

Approved By: County Board

Policy Statement

County conference rooms and council chambers are reserved primarily for official County business. Limited use by external organizations may be permitted when the activity serves a public purpose and aligns with County interests. These spaces are not available for private or personal use.

Purpose

This policy ensures that County facilities remain available to support governmental operations while allowing for select community-focused activities that advance public health, safety, and general welfare.

Guidelines

- 1) Primary use of these facilities is limited to County meetings, administrative activities, public hearings, and other official governmental functions.
- 2) External organizations may request use only for activities that:
 - a) Serve a clear public or community benefit (e.g., public health initiatives, civic engagement, or emergency preparedness), and
 - b) Align with County programs, services, or strategic priorities.
- 3) All external use requests must be reviewed and approved in advance by County Administration.
- 4) County operations and scheduling needs take precedence over all other uses.
- 5) Use of facilities for private events or personal purposes is strictly prohibited.
- 6) No general public reservations will be accepted outside of the criteria outlined in this policy.

Rationale

These facilities are maintained to support County operations. Allowing limited, mission-aligned external use supports community well-being while maintaining security, reducing liability risk, and ensuring consistent and equitable use of County resources.

Exceptions

The County Board may approve exceptions for specific governmental purposes or partnerships that directly benefit the public and align with County interests.

Administration

County Administration is responsible for implementation and enforcement of this policy.

The resolution was seconded by Commissioner Severson. Upon discussion, Commissioner Shoff then moved to table the Chamber and Meeting Room Policy in order to allow the Building Committee additional time to review the policy.

The motion was seconded by Commissioner Eckstrom. Following discussion, a vote was taken, and the Chair declared the motion failed.

The Board returned to consideration of **Resolution No. 26-141 COUNTY CHAMBER AND MEETING ROOM POLICY**.

After further discussion, a roll call vote was taken, with Commissioners Severson, Kaasa, Eckstrom, and Edwin voting yay and Commissioner Shoff voting nay; the Chair declared the resolution adopted.

Commissioner Severson offered the following resolution:

RESOLVED AS, RESOLUTION No. 26-142
FIRST AMENDMENT TO LAND LEASE AGREEMENT BETWEEN FREEBORN COUNTY, MN AND
THE TOWERS, LLC (VERTICAL BRIDGE) (the agreement is the actual resolution)

Resolution was seconded by Commissioner Kaasa.

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

Commissioner Kaasa offered the following resolution:

RESOLUTION 26-143
AGREEMENT FOR PROVISION OF SERVICES
Between Freeborn County and Chris Nelson
Effective May 1st, 2026

This agreement made and entered into by and between Freeborn County, a body politic and corporate, under the laws of the state of Minnesota, hereinafter referred to as "COUNTY" and Chris Nelson, hereinafter referred to as "INSPECTOR"

1. PURPOSE AND INTRODUCTION

The purpose of this agreement is to define the rights and obligations of the COUNTY and INSPECTOR in respect to the delivery of County Drainage inspection services as identified and required through MN Statute 103E

2. INSPECTOR DUTIES AND RESPONSIBILITIES

Through this agreement, INSPECTOR shall provide specific services to COUNTY. INSPECTOR works under the direction of County Auditor Treasurer with financial requirements to be supervised by the Auditor/Treasurer as specified in MS 103E. The County Administrator will ensure INSPECTOR fulfills responsibilities in a timely and professional manner. Responsibilities are as follows:

- a. Program obligations as per MN Statutes 103E Drainage.
- b. Hours of work performed shall be at the discretion of the INSPECTOR to ensure all work is completed in a timely fashion.
- c. Assist contractors with projects.
- d. INSPECTOR will assist in preparing a budget with the County Auditor as part of the COUNTY budget process each year.
- e. Update/coordinate with landowners on projects.
- f. Conduct project inspections during and after construction.
- g. Solicit quotes or estimates on projects.
- h. Make recommendations as to vary ditch repairs to the County Drainage Authority as required.
- i. Upkeep maintenance and financial records on projects in County provided drainage software program on a week basis
- j. Coordinate with County GIS and IT staff as requested
- k. Gather and compile needed data for projects.
- l. Inspect for unauthorized drainage practices including buffer law violations under MS 103E.
- m. Conduct system inspections.
- n. Upload and maintain Drainage Database website with all current information.

3. COMPENSATION

- a. COUNTY agrees to compensate INSPECTOR as required by 103E.065 at the rate of \$38,250.00 (Thirty-Eight Thousand Two Hundred Fifty Dollars) annually, being paid at a rate of \$3,187.50 (Three Thousand One Hundred Eighty-Seven Dollars and Fifty cents) per month. Distribution will take place on the Friday following the first regularly scheduled board meeting each month.
- b. INSPECTOR acknowledges that services performed under this agreement will be done using

INSPECTOR's own personal equipment and vehicle at INSPECTOR's own home or place of business. This may include but is not limited to: smart phone, tablet, cellular data, laptop, vehicle, trailer, UTV/ATV.

- c. INSPECTOR shall report inspections and other work weekly to the COUNTY AUDITOR for recordkeeping purposes. Records will include accurate description of services performed on each ditch system
- d. Records will be reviewed and approved by COUNTY. COUNTY shall have no obligation to make any payments until such time, COUNTY accepts INSPECTOR's performance is satisfactory

4. RELATIONSHIP

- a. The parties understand and agree INSPECTOR is an independent contractor and not an employee, agent, or servant of COUNTY, nor is INSPECTOR entitled to COUNTY employee benefits. INSPECTOR understands and agrees INSPECTOR is not entitled to worker's compensation benefits and INSPECTOR is obligated to pay federal and state income tax on any moneys earned pursuant to this contract.
- b. INSPECTOR will not receive benefits of any kind from COUNTY.
- c. COUNTY shall make no state or federal unemployment compensation payments on behalf of INSPECTOR. INSPECTOR will not be entitled to these benefits in connection with work performed under this agreement.
- d. INSPECTOR does not have authority to act for COUNTY, or to bind COUNTY in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the COUNTY.
- e. INSPECTOR has no designated COUNTY signing authority, except updating descriptions or status of repairs.
- f. INSPECTOR is not required to provide services exclusively to COUNTY during the term of this agreement.
- g. COUNTY shall coordinate and provide information to INSPECTOR in regard to COUNTY programs being administered through this agreement.
- h. INSPECTOR shall comply, at its own expense, with the provisions of all state, local, and federal laws, regulations, ordinances, requirements, and codes which are applicable to the performance of services.
- i. INSPECTOR warrants that all services provided will be of good quality, in conformance with the highest standards of the profession.
- j. This agreement is for services specific to INSPECTOR's abilities and knowledge, and INSPECTOR shall not assign duties and responsibilities in whole or in part to a third party or subcontractor.
- k. Either party shall meet with the other upon request to review COUNTY programs and the performance of services of both parties under the agreement.

5. WORK PRODUCT

- a. Any data, reports, documents, or information provided by COUNTY to INSPECTOR during the performance of services under this agreement shall be and remain the sole property of COUNTY.
- b. INSPECTOR shall return or provide to COUNTY such documents, etc. by the completion date of this agreement.

6. INDEMNIFICATION AND INSURANCE

- a. All services are performed at the sole risk of INSPECTOR and INSPECTOR shall take all precautions necessary for proper performance.
- b. INSPECTOR shall indemnify and hold harmless COUNTY from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the INSPECTOR or otherwise arising out of the performance of services by INSPECTOR.
- c. No later than seven days after execution of this Agreement, INSPECTOR shall provide COUNTY with certificates of insurance evidencing the types and amounts of insurance specified below:
 - i. A total of \$2,000,000 of liability insurance coverage between the following categories: general, automobile, and umbrella for the performance of services. INSPECTOR shall carry insurance, written on the comprehensive automobile form insuring automobiles with limits of not less than \$100,000 (bodily injury), \$300,000 (each accident), and \$50,000 (property damage).
 - ii. The inspector shall insure any ATV/UTV they use for purposes of engaging in the services anticipated by this contract.
- d. Insurance coverage shall not be reduced or cancelled without COUNTY written approval. Reduction or cancellation, or failure to obtain insurance coverage without COUNTY written approval shall constitute a breach of agreement and shall automatically terminate the agreement.
- e. This agreement does not and shall not be deemed to confer upon any third party any right to claim damages to bring suit, or other proceedings against the COUNTY or INSPECTOR for any term contained in this agreement.

7. CONTRACT

- a. **Amendment.** This agreement may be amended at any time only with the written consent of both parties.
- b. **Change Order.** COUNTY may order changes in the duties and responsibilities, consisting of additions, deletions, or modifications. All changes shall be authorized by a written Change Order designating the work to be added, changed, or deleted, the increase or decrease in costs, or any change in time. INSPECTOR and COUNTY shall sign the change order.
- c. **Severability.** In the event any provision of this agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this agreement which shall remain in full force and effect and enforceable in accordance with its terms.
- d. **Termination.**
 - i. INSPECTOR may terminate this agreement at any time by giving COUNTY written notice of not less than 60 days.
 - ii. COUNTY may terminate this agreement at any time with or without cause in the event the INSPECTOR fails to produce a result that meets the specifications of this agreement.
 - iii. Payment pursuant to this agreement is subject and contingent upon the continuing availability of COUNTY funds. If funds become unavailable, COUNTY may immediately terminate this agreement or amend accordingly in the sole discretion of the COUNTY.
 - iv. In the event of termination, payments will be made to INSPECTOR for all work performed up to the date of termination.
- e. **Governing Law.** This agreement shall be governed by the laws of the State of Minnesota.
- f. **Interpretation.** The validity, interpretation and effect of this agreement shall be determined under Minnesota law. All actions arising directly or indirectly as a result or in consequence of this agreement shall be instituted and litigated only in courts having situs in Freeborn County, Minnesota. Any provision found to be invalid or unenforceable shall have no effect upon the validity of any other section of this contract.
- g. **Length of Contract.** This contract is effective May 1, 2026 thru December 31, 2026.
- h. **Appointment.** Appointment for the delivery of contracted county ditch inspection services will be made annually at the final regularly scheduled board meeting of the Freeborn County Board of Commissioners.
- i. **Notification.** All notices to COUNTY shall be addressed to the Freeborn County Administration, 411 S. Broadway, Albert Lea, MN 56007. All notices to INSPECTOR shall be addressed to Johnathon Heeren, Freeborn County Ditch Inspector, 1602 Plainview Lane, Albert Lea, MN 56007.
- j. Pursuant to Minn. Stat. §16C.05, subd. 5, INSPECTOR agrees that COUNTY and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years shall have the right to examine the books, records, documents, and accounting procedures and practices of INSPECTOR or other party that are relevant to this agreement.

Resolution was seconded by Commissioner Eckstrom.

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

Commissioner Eckstrom introduced the following resolution;

RESOLUTION 26-144
RESOLUTION ESTABLISHING AN INTEROFFICE PROCESS FOR APPOINTMENT OF WATERSHED DISTRICT MANAGERS

Purpose

The purpose of this process is to establish a consistent, transparent, and merit-based procedure for the appointment of individuals to watershed district boards, including the Shell Rock River Watershed District, in accordance with applicable law.

Authority

This process is established pursuant to Minnesota Statutes Chapter 103D, which authorizes county boards to appoint watershed district managers.

Policy Statement

Appointments shall be made based on qualifications, experience, and demonstrated ability to serve the public interest.

Individuals appointed shall be expected to perform their duties in a professional, impartial, and nonpartisan manner in the performance of official duties, exercising independent judgment consistent with applicable law and the best interests of the watershed district as a whole.

Political considerations shall not be a determining factor in the execution of official duties.

Appointment Process

1. Vacancy Notification and Advertisement

Upon notification from a watershed district of a pending vacancy or term expiration, the County Administrator shall initiate the appointment process. The vacancy shall be advertised in accordance with applicable requirements under Minnesota Statutes Chapter 103D.

2. Public Notice

Vacancies shall be publicly posted through official County communication channels. Notices shall include a description of duties, expectations, qualifications, and the application deadline.

3. Application Submission

Applicants shall submit:

- Application form
- Resume or summary of qualifications
- Statement of interest

Interview Process

The Personnel Committee with the Administration may elect to conduct interviews at its discretion. When conducted:

- Questions shall be consistent for all candidates
- Process shall be open, fair, and documented
- Purpose is to evaluate qualifications, judgment, and ability to serve the public interest

Standard of Conduct (Impartial and Nonpartisan Performance of Duties)

Appointees shall:

- Exercise independent judgment in the best interests of the watershed district as a whole
- Base decisions on law, technical information, and the public record
- Refrain from using the position to advance partisan political objectives or private interests
- Conduct themselves in a manner that promotes public trust and confidence in watershed governance
- Work cooperatively regardless of political affiliation or perspective

Nothing in this policy shall restrict lawful private political activity or personal political beliefs outside official duties.

The County Board may consider demonstrated ability to perform duties in an impartial and nonpartisan manner as part of appointment qualifications.

Appointment Decision

Appointments shall be made by majority vote of the County Board at a duly noticed public meeting. The basis for appointment shall be reflected in the official record.

Administration

The County Administrator's Office shall administer this process and maintain related records. The policy may be amended by board action.

Effective Date

Upon adoption by the Freeborn County Board of Commissioners.

The resolution was seconded by Commissioner Kaasa.

During discussion, Commissioner Severson moved to ~~table~~ ~~postpone consideration of the resolution 26-144~~ to the May 19, 2026 Board meeting.

The motion was seconded by Commissioner Eckstrom. Following discussion, a vote was taken, and the Chair declared the motion ~~to table~~ approved.

Commissioner Kaasa offered the following resolution:

RESOLUTION No. 26-145 **Approval of Claims**

RESOLVED, that the following claims be allowed and paid on or before April 24th, 2026.

<u>FUND</u>	<u>NAME</u>	<u>AMOUNT</u>
01	General Fund	\$ 738,989.46
03	County Road & Bridge	\$ 109,101.71
05	Human Services	\$ 221,263.37
06	Public Health	\$ 90,821.33
31	Capital Improvements	\$ 1,803.26
40	County Ditch	\$ 41,019.57
70	Trust & Agency	\$ 82,726.21
73	Payroll Clearing Fund	\$ 16,073.58
77	Recorder's Clearing	\$ 4,725.00
79	Social Services Collaborative	\$ 38.39
FUND TOTALS		\$1,306,561.88

Number of Claims not exceeding \$300 – 44

Dollar amount of claims not exceeding \$300 – \$5,163.43

Resolution seconded by Commissioner Severson.

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

Chair, Commissioner Edwin adjourned the meeting at 9:30 a.m. until 8:30 a.m. on Tuesday, May 5th, 2026.

By: _____
Brad Edwin
Chair

Attest: _____
Chelsea Barrett
County Clerk