

The Board of County Commissioners of Fillmore County, Minnesota met in special session this 24th day of March, 2020, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke. Also present were: Bobbie Vickerman, Administrator/Clerk; Drew Hatzenbihler, Solid Waste Administrator; Jessica Erickson, Director of Nursing; Cristal Adkins, Zoning Administrator; Kevin Olson, Social Services Manager; John DeGeorge, Sheriff; Lance Boyum, Chief Deputy; Ron Gregg, Highway; Terry Schultz, Building Maintenance Supervisor; Kristina Kohn, Human Resources; Lori Affeldt, Finance Director; Brett Corson, County Attorney; Stephen Hacken, Interim County Assessor; Heidi Jones, Auditor/Treasurer; Don Kullot, Emergency Management; Becky Brandt, Court Administrator; Jason McCaslin, and Karen Reisner, Fillmore County Journal.

Attendees by Webex: Kim McCabe, Social Services; Amy Herschberger, Social Services; Ashley Rinn, Social Services; Bailey Peterson, Attorney's Office; Kristine Oman, Administrator's Office; Bonita Underbakke; and Gretchen Mensink, Bluff Country Reader.

The Pledge of Allegiance was recited.

On motion by Lentz and seconded by Hindt, the amended agenda was unanimously approved.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the following Consent Agenda:

1. March 10, 2020 County Board minutes

On motion by Bakke and seconded by Hindt, the Board unanimously approved the Commissioners' Warrants.

It was noted that the dates are not on the Highway entries and the Board asked for those to be added for future warrants.

The Finance Department Warrants were reviewed.

Commissioners' Warrants		
Fund	Name	Amount
1	County Revenue Fund	\$71,381.97
13	County Road & Bridge	\$66,758.45
14	Sanitation Fund	\$17,053.20
23	County Airport Fund	\$5,200.85
	Subtotal	\$160,394.47
Finance Department Warrants		
1	County Revenue Fund	\$34,559.44
13	County Road & Bridge	\$4,878.30
14	Sanitation Fund	\$3,428.68
23	County Airport Fund	\$692.60
73	Greenleafon Septic Project	\$350.77
87	State Revenue & School Fund	\$5,884.50
	Subtotal	\$ 49,794.29
Totals		\$210,188.76

Drew Hatzenbihler, Sanitation was present.

On motion by Dahl and seconded by Lentz, the following resolution was unanimously adopted:
RESOLUTION 2020-010: Funds for Educational Program from Winneshiek County Solid Waste Agency.

Hatzenbihler explained that there is currently a holdup on the Select Committee on Recycling and the Environment (SCORE) Grant Agreement, noting that the state is changing the frequency for which the agreement must be approved by boards and the Solid Waste Administrators Association (SWAA) asked to refrain from signing the current agreement until more negotiations can be made with the MPCA.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the 2020 haulers licenses for Freeborn County Coop Oil and S & S, as recommended by the Solid Waste Administrator.

Kevin Olson, Social Services was present.

On motion by Dahl and seconded by Hindt, the Board unanimously approved the Crisis Center Governance Agreement as presented, as recommended by the Social Services Manager.

John DeGeorge, Sheriff was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the 2019-2020 payment to Independent Emergency Services (IES) in the amount of \$10,758.25, as recommended by the Sheriff.

Sheriff DeGeorge discussed the 2020-2021 contract with IES.

Ron Gregg, Highway Engineer was present.

On motion by Dahl and seconded by Hindt, the Board unanimously approved awarding the CSAH 5 Surface Reconditioning project to the lowest responsible bidder, Rochester Sand & Gravel for the amount of \$1,249,843.79, as recommended by the Highway Engineer.

The citizens input portion of the meeting was opened and closed at 9:30 a.m.

The Board conducted an interview with Jason McCaslin for the County Assessor position.

The Chair recessed the meeting at 9:58 a.m. and resumed back in session at 10:02 a.m.

Kristina Kohn, Human Resources was present.

On motion by Bakke and seconded by Lentz , the Board unanimously approved the request for reappointment for Ronald Gregg, County Engineer, effective June 1, 2020 for a 4-year term as recommended by the Evaluation Committee.

On motion by Dahl and seconded by Lentz, the Board unanimously approved to hire Casey Patten as Property Appraiser in the Assessor's Office at Grade 9/Step 1, \$23.04/hour, effective April 1, 2020 as recommended by the Hiring Committee.

On motion by Dahl and seconded by Bakke, the Board unanimously approved to hire Jose Martinez as Intermittent Deputy in the Sheriff's Office at Grade 11/Step 1, \$25.37/hour, effective March 26, 2020 as recommended by the Hiring Committee.

On motion by Lentz and seconded by Bakke, the Board unanimously approved to hire Austyn Neldner as Intermittent Jailer in the Sheriff's Office at Grade 8/Step 1, \$21.97/hour, effective March 27, 2020 as recommended by the Hiring Committee.

On motion by Lentz and seconded by Bakke, the Board unanimously approved to hire James Westby as Intermittent Bailiff/Transport in the Sheriff's Office at \$20.28/hour, effective April 1, 2020 as recommended by the Hiring Committee.

On motion by Lentz and seconded by Hindt, the Board unanimously approved to hire Sarah Peck as Intermittent Bailiff/Transport in the Sheriff's Office at \$20.28/hour, effective March 27, 2020 as recommended by the Hiring Committee.

Kohn presented the updated Feedlot/Zoning Technician job description. Commissioner Bakke noted that the job description needs numerous changes, noting that the main body of the job description must be based on the Feedlot piece of the position, not GIS, he asked for numerous changes to be made regarding order of duties, department and working conditions.

On motion by Dahl and seconded by Bakke, the Board unanimously approved the changes to the Feedlot/Zoning Technician job description that adds GIS duties and to move the position from Grade 9 to Grade 11 within the non-union pay scale.

Bobbie Vickerman, Administrator was present.

On motion by Hindt and seconded by Lentz the following resolution was unanimously adopted:
RESOLUTION 2020-011: Declaring a State of Emergency – COVID-19.

Vickerman reviewed the document "Fillmore County Response to COVID-19". This document lays out what steps that Fillmore County staff has already taken, what the Emergency Declaration allowed in regards to closing the doors to the public and also the items that the staff would like to review and discuss for moving forward.

On motion by Dahl and seconded by Bakke, the Board unanimously approved allowing Department Heads to allow staff to work from home, to alternate work shifts as needed and to temporarily allow telecommuting contracts to allow children at home during telework based on communication with the County Administrator.

On motion by Hindt and seconded by Lentz, the Board unanimously approved authorization for the County Administrator to setup social media on behalf of the county to reach some of the public, along-side the newspapers and website.

On motion by Bakke and seconded by Hindt, the Board unanimously approved to set up an Emergency Operation Center in the Public Health office located directly across from the Director of Nursing's office, where the current hotline is located, and approved the continuation of the team that has been working together to handle the day by day updates and issues.

It was noted that if there were any major decisions not currently allowed by staff to make, that the County Board Chair would be contacted, to seek out a special meeting as needed for decisions that would be made by entire Board, outside of the existing meeting schedule.

On motion by Bakke and seconded by Dahl, the Board unanimously approved the lower level phone stipends,

\$15.00 for those that would have to work from home as essential employees during a complete County Government shut down.

On motion by Bakke and seconded by Dahl, the Board unanimously approved the "Utilization of Paid Leave During a Public Health Emergency Policy" and asked the County Administrator to make the policy active for this pandemic.

Discussion ensued regarding possible actions for the County if Governor Walz issues a "Shelter at Home" executive order. The Board discussed the essential employee designation and noted that the document provided from the Continuity of Operations Plan would be followed.

The Board meeting was recessed at 11:58 and resumed at 12:02.

The Board discussed the Assessor candidate Jason McCaslin. The entire Board was impressed with the interview and sought out answers from Steve Hacken, Temporary Assessor for Fillmore County regarding the salary range requested, \$110,000 - \$116,000. The Board discussed the Land Records Director option noting that they would like that to eventually occur. It was decided to have the Personnel Committee work on an offer to Jason McCaslin for the position of Assessor and that a recommendation to hire would have to be brought back to the entire Board.

A review of the calendar was done with the following committee reports and announcements given: Commissioner Bakke noted that there are several meetings that have already been cancelled and that any meetings if needed should be set up based on the social distancing guidelines that the Board has adopted and should not happen unless absolutely necessary.

Vickerman noted that the Annual Unit of Townships meeting has been cancelled along with the Jail Needs Assessment Committee jail tours and meeting.

On motion by Bakke and seconded by Dahl, the Board chair adjourned at 12:31 p.m.

Attest: _____
Administrator and ex-officio
Clerk of County Board

Signed: _____
Chair of the Fillmore County
Board of Commissioner