

## Nicollet County Board of Commissioners Meeting



**December 15, 2020**

*Nicollet County Government Center 501 South Minnesota Avenue, St. Peter, MN 56082*

*Commissioners – John Luepke, Chair; Jack Kolars; Terry Morrow; Marie Dranttel; Denny Kemp*

### **NOTICE REGARDING NICOLLET COUNTY BOARD OF COMMISSIONERS MEETING AND DRAINAGE AUTHORITY MEETING**

**DECEMBER 15, 2020**

**9:00 A.M.**

**NICOLLET COUNTY GOVERNMENT CENTER BOARD ROOM  
501 SOUTH MINNESOTA AVENUE  
ST. PETER, MN**

Due to the COVID-19 (coronavirus) pandemic and resulting state and federal emergency declarations and guidance about limiting unnecessary person-to-person contact, the December 15, 2020 Nicollet County Board meeting and Drainage Authority meeting will be conducted under Minnesota Statute 13D.021 – Meetings by Telephone or Other Electronic Means. County Board and Drainage Authority members will participate by telephone or other electronic means.

#### **How members of the public can participate in the meeting:**

Join Zoom Meeting

<https://us02web.zoom.us/j/82103373518?pwd=S2o5Y0p5Q1pudm9xUjc5ZjZrVkhIQT09>

Meeting ID: 821 0337 3518

Passcode: 943965

Mobile

+13126266799,,82103373518#,,,,,0#,,943965# US

+19292056099,,82103373518#,,,,,0#,,943965# US

The meeting can also be viewed at a later date at [www.co.nicollet.mn.us/642/County-Board-Meeting-Videos](http://www.co.nicollet.mn.us/642/County-Board-Meeting-Videos). A copy of the meeting agenda and packet is available at [www.co.nicollet.mn.us/AgendaCenter/Board-of-Commissioners-3](http://www.co.nicollet.mn.us/AgendaCenter/Board-of-Commissioners-3).

Questions or comments regarding agenda items and viewing or listening to the meeting can be directed to Ryan Krosch, Nicollet County Administrator, at 507-934-7204 or [rkrosch@co.nicollet.mn.us](mailto:rkrosch@co.nicollet.mn.us).

#### **Vision Statement**

*Setting the standard for providing superior and efficient county government services through leadership, accountability and innovation to a growing and diverse society.*

**Leadership. Efficiency. Accountability.  
Innovation. Integrity.**

#### **Mission Statement**

*Providing efficient services with innovation and accountability*

## Nicollet County Board of Commissioners Meeting



**December 15, 2020**

Nicollet County Government Center 501 South Minnesota Avenue, St. Peter, MN 56082

Commissioners – John Luepke, Chair; Jack Kolars; Terry Morrow; Marie Dranttel; Denny Kemp

**9:00 a.m.** Call Board of Commissioners Meeting to Order: Chair Luepke

1. Flag Pledge
2. Silence Your Cell Phones
3. Approval of Agenda
4. 2020 Employee Recognition

### Consent Agenda

1. Approval of November 24, 2020 Board Minutes
2. Approval of December 3, 2020 Budget and Levy Minutes
3. Approval of Bills
4. CVSO Operational Enhancement Grant Program Resolution for FY2021
5. Farm Lease Renewals
6. Resolution Approving Acceptance of Cares Act Funds from Cities and Townships
7. Welfare Fraud Cooperative Agreement for the period 1/1/2021 through 12/31/2022
8. End of Probations

### Public Appearances

**9:15 a.m.** Health and Human Services

1. County, City, Tribal and State Health and Human Services Worker Day Proclamation
2. Covid-19 Update

**9:30 a.m.** Human Resources

1. Public Hearing to set 2021 Fee Schedule

**9:35 a.m.** Public Works

1. Consider Final Payment for 2020 Highway Striping Project
2. Consider Final Acceptance for Government Center Parking Lot Project
3. Motion for Approval of Committing Funds for Road and Bridge Fund

**9:45 a.m.** Property Services

1. Ag BMP Low Interest Loan Project – Septic Liens
2. Comprehensive Plan Adoption Resolution
3. 911 Address Special Assessments for Hunting Shacks

**10:00 a.m.** Administration

1. 2021 Elected Officials Compensation and Per Diem Resolution
2. 2021 Tax Levy Resolution
3. 2021 Budget Resolution

Continued...

### Vision Statement

Setting the standard for providing superior and efficient county government services through leadership, accountability and innovation to a growing and diverse society.

**Leadership. Efficiency. Accountability.  
Innovation. Integrity.**

### Mission Statement

Providing efficient services with innovation and accountability

## Nicollet County Board of Commissioners Meeting



**December 15, 2020**

*Nicollet County Government Center 501 South Minnesota Avenue, St. Peter, MN 56082*

*Commissioners – John Luepke, Chair; Jack Kolars; Terry Morrow; Marie Dranttel; Denny Kemp*

Page 2

**10:15 a.m.** Chair's Report

Commissioner Committee Reports

Commissioners Meetings & Conferences

Approve Per Diems and Expenses

Adjourn Board of Commissioners Meeting

**10:20 a.m.** BREAK

**10:30 a.m.** Call Drainage Authority Meeting to Order: Chair Luepke  
Drainage Authority Agenda Items

1. Consent Agenda
  - a. [Approval of November 24, 2020 Drainage Authority Minutes](#)
  - b. [Consider Ditch Repair Report 20-033 through 20-048](#)
2. **This portion of the meeting is closed for attorney-client privilege pursuant to MN Statutes Chapter 13D to discuss litigation regarding the improvement project on Nicollet County Ditch 62A.**
3. [County Ditch 62A Improvement Project and Litigation](#)

Adjourn Drainage Authority Meeting

### Vision Statement

*Setting the standard for providing superior and efficient county government services through leadership, accountability and innovation to a growing and diverse society.*

**Leadership. Efficiency. Accountability.  
Innovation. Integrity.**

### Mission Statement

*Providing efficient services with innovation and accountability*

## Nicollet County Board of Commissioners Meeting



**December 15, 2020**

*Nicollet County Government Center 501 South Minnesota Avenue, St. Peter, MN 56082*

*Commissioners – John Luepke, Chair; Jack Kolars; Terry Morrow; Marie Dranttel; Denny Kemp*

Page 3

### Notice of Scheduled Meetings

The following is a notice of scheduled meetings. Pursuant to Minnesota Statute 13D.04, this notice of meetings also serves as notice of regular and special meetings of the Nicollet County Board of Commissioners. Meetings with a quorum of Nicollet County Board of Commissioners expected to attend is noted with an asterisk (\*).

**NOTICE REGARDING NICOLLET COUNTY MEETINGS DURING THE COVID-19 PANDEMIC**  
**Due to the COVID-19 (coronavirus) pandemic and resulting state and federal emergency declarations, these and future Nicollet County meetings will be conducted under Minnesota Statute 13D.021 – Meetings by Telephone or Other Electronic Means.**

**Questions or comments regarding any Nicollet County meeting and requests to participate in any meeting can be directed to Ryan Krosch, Nicollet County Administrator, at 507-934-7204 or [rkrosch@co.nicollet.mn.us](mailto:rkrosch@co.nicollet.mn.us).**

December 15 - County Board of Commissioners Meeting, 9 a.m., Virtual Meeting\*  
December 15 - County Drainage Authority Meeting, 9 a.m., Virtual Meeting\*  
December 18 – Brown-Nicollet Environmental Health Meeting  
December 21 – JD12NS Final Acceptance and Levy Hearing, 10 a.m., Virtual Meeting\*  
December 21 – Board of Adjustment and Appeals/Planning & Zoning Advisory Commission Meeting, 7 p.m., Nicollet County Board Room, St. Peter\*  
December 24-25 – HOLIDAY, Offices Closed  
January 1 – HOLIDAY, Offices Closed  
January 4 – Mankato Rehabilitation Center Meeting  
January 5 - County Board of Commissioners Meeting, 9 a.m., Nicollet County Government Center, Board Room, St. Peter\*  
January 5 - County Drainage Authority Meeting, 9 a.m., Nicollet County Government Center\*  
January 7 – Highway 169 Coalition Meeting  
January 18 – HOLIDAY, Offices Closed  
January 19 - Individual Department Head Meeting with Facilities Maintenance, 8:15 a.m., Nicollet County Government Center, Nicollet Room, St. Peter\*  
January 19 - County Board Workshop, 9:30 a.m., Nicollet County Government Center Emergency Operations Center, St. Peter\*  
January 25 - Board of Adjustment and Appeals/Planning & Zoning Advisory Commission Meeting, 7 p.m., Nicollet County Board Room, St. Peter\*  
January 26 - County Board of Commissioners Meeting, 9 a.m., Nicollet County Government Center, Board Room, St. Peter\*  
January 26 - County Drainage Authority Meeting, 9 a.m., Nicollet County Government Center\*

### Vision Statement

*Setting the standard for providing superior and efficient county government services through leadership, accountability and innovation to a growing and diverse society.*

**Leadership. Efficiency. Accountability.  
Innovation. Integrity.**

### Mission Statement

*Providing efficient services with innovation and accountability*

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> 2020 Employee Recognition		
Primary Originating Division/Dept.: Administration  Contact: Ryan Krosch                      Title: County Administrator  Amount of Time Requested 10            minutes  Presenter: Jamie Haefner                      Title: HR Director	Meeting Date: 12/15/2020  Item Type: Regular Agenda <small>(Select One)</small>	
Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No		
County Strategy: Collaborative Workplace - sustain the core values of our culture <small>(Select One)</small>		
<b>BACKGROUND/JUSTIFICATION:</b>  Each year at the County Board's December meeting the Board recognizes employee years of service milestone anniversaries that occur in the current calendar year. Due to the pandemic, the recognition will look a little different this year. We are inviting those staff being recognized to attend the meeting by Zoom instead of in-person. The staff will have their name and years of service acknowledged at the meeting. Outside of the meeting, staff will receive another recognition in a separate communication and a certificate and recognition award.		
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Recognize Nicollet County employees that achieved milestone years of service anniversaries in 2020.		
<b>FISCAL IMPACT:</b> Included in current budget <small>(Select One)</small>  If "Other", specify   <b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	<b>FUNDING</b> County Dollars =  Other <small>(Select One)</small>  <b>Total</b>	

OFFICIAL PROCEEDINGS OF THE  
BOARD OF COUNTY COMMISSIONERS FOR  
NICOLLET COUNTY, MINNESOTA  
NOVEMBER 24, 2020

The Nicollet County Board of Commissioners met in regular session on Tuesday, November 24, 2020, at 9:00 a.m. Commissioners Denny Kemp, Jack Kolars, Marie Dranttel, Terry Morrow and John Luepke were present. Also present were County Administrator Ryan Krosch, County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

The meeting was held via teleconference pursuant to Minnesota Statute 13D.021 due to the coronavirus pandemic. Zoom meeting technology was used to conduct the meeting. Chair Luepke, Administrator Krosch and Recording Secretary Frahm were in attendance at the County Board Room. All other commissioners, staff and public participated via Zoom. The meeting was recorded and broadcasted live online.

### **Approval of Agenda**

Motion by Commissioner Kemp and seconded by Commissioner Kolars to approve the agenda with the following change: add the Resolution Approving Appointment Only Services under Administration. Motion carried with all voting in favor on a roll call vote.

### **Consent Agenda**

Motion by Commissioner Kemp and seconded by Commissioner Dranttel to approve the consent agenda items as follows: approval of the November 10, 2020 Board Meeting minutes, approval of Maintenance and Grooming Grant Contract, Resolution Approving Acceptance of Cares Act Funds from Cities and Townships, Resolution Authorizing the Closing of County Government Offices on December 24, 2020, Prosecution Contract with the City of Lafayette, 2021 Master Contract for MFIP/DWP and Notice of Funds Available, end of probation for Heidi Walters, effective December 3, 2020, Arianne Learn, effective December 9, 2020, Mary Pfau, effective December 10, 2020, and Jessica Thompson, effective December 10, 2020, and approval of the Commissioner Warrants as presented for the following amounts: General Revenue Fund - \$319,606.78, Road & Bridge Fund - \$176,457.62, Human Services Fund - \$226,262.84 and acknowledge review of the Auditor's Warrants. Motion carried with all voting in favor on a roll call vote.

### **Public Appearances**

There were no public appearances.

### **Finance**

#### **December 2020 and January 2021 Bill Approval**

Finance Director, Heather McCormick, appeared before the Board to request approval for December 2020 and January 2021 bill approval. Regular scheduled Board meetings occur on the second and fourth Tuesday of every month, except in the month of December and sometimes January. In order to maintain efficient accounting

procedures and to provide timely payment to vendors, employees, and providers, warrant distribution needs to occur on a regular schedule. The Finance Department is requesting authorization to issue the following Commissioner Warrants with Board approval at the Board scheduled meetings in December 2020 and January 2021 dates noted below.

<b><u>Payment Date</u></b>	<b><u>Board Approval Date</u></b>
12/08/2020	12/15/2020
12/22/2020	01/05/2021
12/31/2020	01/05/2021
01/12/2020	01/26/2021

Motion by Commissioner Kolars and seconded by Commissioner Kemp to approve the December 2020 and January 2021 Commissioner Warrant approval schedule as presented. Motion carried with all voting in favor on a roll call vote.

### **Health and Human Services**

Health and Human Services (HHS) Director, Cassie Sassenberg, gave an update on the response of HHS to the COVID-19 pandemic. The County recently partnered with the Minnesota Department of Health (MDH) for a county-wide COVID testing day on November 17<sup>th</sup>. There were 686 people that came in for testing, with 33 positive results. Both a Spanish and Somali interpreter were available and utilized during the event, and PPE and testing supplies were provided by MDH.

There have been 1,473 total COVID cases in Nicollet County, with 224 currently active. The upward trends seem to be related to social gatherings, daycares, and long-term care, among others. In the last few days, there have also been clusters at area restaurants. There are eleven people assigned to contact tracing roles in HHS, and three of these are full-time. Having the ability to test and track COVID data at the local level is one of the best resources to mitigate spread.

Nicollet County is in the process of registering as a COVID-19 provider with the State and is beginning to plan how to provide vaccines to the community. When vaccines are available, it will most likely be a tiered-process, with the 1<sup>st</sup> tier being health care workers and the 2<sup>nd</sup> tier being people with health conditions.

Director Sassenberg reviewed the CARES funding programs that were administered by HHS. These programs have now ended.

### **Property Services**

#### **November 16, 2020 Planning and Zoning Advisory Commission Meeting**

Planning and Zoning Director, Mandy Landkamer, appeared before the Board to request approval on one item from the November 16, 2020 Planning and Zoning Advisory Meeting.

- 1.) Sheri Hulke - Three-year review of a mineral extraction permit to mine, crush, and stockpile gravel. No public comment or testimony was provided.

Motion by Commissioner Kemp and seconded by Commissioner Dranttel to accept the Planning and Zoning Advisory Commission's November 16, 2020 report, recommendations and findings as submitted therein, which included the following:



Sheri Hulke	PLN20-33	Three-year review of a mineral extraction permit to mine, crush, and stockpile gravel.
-------------	----------	--

Motion carried with all voting in favor on a roll call vote.

## **Administration**

### **Agenda Addition: Resolution Approving Appointment Only Services**

County Administrator, Ryan Krosch, presented a resolution to approve appointment only services in the Nicollet County Government Center until further notice and continue appointment only services in the Nicollet County Health and Human Services buildings. Staff will be utilizing the No Wait Inside app for members of the public to make appointments. This recommended change in service delivery is due to the increasing number of COVID-19 cases occurring. Motion made by Commissioner Kemp and seconded by Commissioner Luepke to approve the Resolution Approving Appointment Only Services in Nicollet County Buildings Due to the COVID-19 Pandemic Emergency. Motion carried with all voting in favor on a roll call vote.

Chair Luepke recessed the meeting at 9:50 a.m. to hold the Drainage Authority meeting. Chair Luepke reconvened the meeting at 10:17 a.m.

## **Property Services**

### **Nicollet County Comprehensive Plan Public Hearing and Adoption**

Property and Public Services Director, Mandy Landkamer, appeared before the Board to request approval on the Nicollet County Comprehensive Plan.

The process began in early 2018, and SRF Consulting Group was selected as the consultant to lead the process. The current Comprehensive Plan was adopted in 1985. Meetings were scheduled with the Project Management Team, Focus Groups, and open houses for public participation. In addition to the open houses, a survey was also available for the public to complete.

A public hearing was held during the November 16, 2020, Planning and Zoning Advisory Commission regularly scheduled meeting. The Commission received one comment from the public concerning feedlots and the availability of feedlot locations. Following discussion and with a couple small amendments, the Commission unanimously recommended approval of the Plan to the Board of Commissioners.

Craig Vaughn from SRF gave an overview of the Plan update process to the County Board. Mr. Vaughn went through each section of the Comprehensive Plan, including the demographics, population trends and land use.

Chair Luepke called the public hearing to order at 10:32 a.m. No comments were provided. The public hearing was closed.

Motion by Commissioner Dranttel and seconded by Commissioner Kolars to approve the Nicollet County Comprehensive Plan as presented pending required final notice, publication and enactment by ordinance. Motion carried 4-0 on a roll call vote with Commissioner Luepke abstaining.



## **Commissioner Committee Reports**

The Commissioners reported on various meetings and activities including:

### **Commissioner Marie Dranttel**

- Board Meeting
- Planning and Zoning Commission
- AMC Policy Committee
- Board Workshop
- Region 9
- Tri-County Solid Waste

### **Commissioner Terry Morrow**

- Board Meeting
- Extension Meeting

### **Commissioner Denny Kemp**

- Board Meeting
- Drug Court Stakeholders' Meeting
- Emergency Communications Joint Powers Board
- South Central EMS Joint Powers Board
- AMC Education and Training Board

### **Commissioner Jack Kolars**

- Board Meeting
- Election Canvassing Board
- AMC Transportation Committee
- MN Valley Action Council
- Greater Mankato Growth

### **Commissioner John Luepke**

- AMC General Government Committee
- Board Workshop
- Extension Meeting
- Board Meeting
- Rural MN Energy Board

## **Approve Per Diems and Expenses**

Motion by Commissioner Kemp and seconded by Commissioner Kolars to approve the expenses and per diems for the meetings noted above during the Commissioner Reports and/or as submitted on approved expense reports, and authorize payment of those expenses and per diems by the Finance Office. Motion carried with all voting in favor on a roll call vote.

## **Adjourn**

Motion by Commissioner Kemp and seconded by Commissioner Dranttel to adjourn the meeting. Motion carried with all voting in favor on a roll call vote. The meeting adjourned at 10:38 a.m.

---

JOHN LUEPKE, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

---

RYAN KROSCH  
CLERK TO THE BOARD

DRAFT

OFFICIAL PROCEEDINGS OF THE  
BOARD OF COUNTY COMMISSIONERS FOR  
NICOLLET COUNTY, MINNESOTA  
BUDGET & TAX LEVY PUBLIC INPUT MEETING  
DECEMBER 3, 2020

The Nicollet County Board of Commissioners and County staff met via Zoom video and at the Nicollet County Government Center in St. Peter, Minnesota on Thursday, December 3, 2020 at 6:30 p.m. to conduct a public meeting in regard to the 2021 Nicollet County budget and tax levy, with Chair John Luepke presiding and Commissioners Terry Morrow, Marie Dranttel, Jack Kolars and Denny Kemp present. Also present were County Administrator Ryan Krosch, Finance Director Heather McCormick, Technologies Director Dayle Moore, and Recording Secretary Sarah Frahm.

The meeting was held via teleconference pursuant to Minnesota Statute 13D.021 due to the coronavirus pandemic. Zoom meeting technology was used to conduct the meeting. Administrator Krosch, Technologies Director Moore and Recording Secretary Frahm were in attendance at the County Board Room. All other commissioners and staff participated via Zoom. The meeting was recorded and broadcasted live online.

County Administrator Krosch welcomed everyone present, introduced staff and verified commissioners could hear the discussion on Zoom. He stated that the purpose of this meeting was to address the proposed 2021 budget and tax levy and if anyone had questions about their assessed property value, they would need to discuss those concerns directly with the Property Assessment Office. There were two citizens present in-person at the meeting.

County Administrator Krosch provided a detailed overview of the proposed 2021 Nicollet County budget and tax levy. The proposed budget totals \$46,295,129. The proposed tax levy increase is 2.99%. Chair Luepke opened the meeting for questions and comments. Tamera Phillips and Doug Krueger were present and addressed the Board regarding their property taxes and property value. They feel both are too high. After they spoke, Administrator Krosch stated that he would have the County Assessor's Office follow up with them to do a breakdown of their specific property value and taxes. Administrator Krosch also read an email received from the St. Peter Chamber of Commerce regarding their property taxes and values. Administrator Krosch will respond to the Chamber regarding their tax questions and will ask them to contact the County Assessor's Office regarding their property value questions. With no other members of the public present in-person or via Zoom, the public comment portion of the meeting was closed.

The Board thanked County Administrator Krosch and his team for putting together the budget and tax levy presentation.

The final 2021 budget and tax levy will be considered at the County Board meeting on December 15, 2020.

With no further questions or comments, the meeting adjourned at 7:20 p.m.

---

JOHN LUEPKE, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

---

RYAN KROSCH, CLERK TO THE BOARD

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>		
CVSO Operational Enhancement Grant Program Resolution for FY2021		
Primary Originating Division/Dept.: Veterans Services	Meeting Date: 12/15/2020	
Contact: Nathan Tish                      Title: CVSO	Item Type: Consent Agenda (Select One)	
Amount of Time Requested 5              minutes		
Presenter: N/A                                  Title: N/A	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> <p>The Minnesota Department of Veterans Affairs (MDVA) provides an annual opportunity for County Veterans Service Officers to apply for the CVSO Operational Enhancement Grant. For FY2021, the Nicollet County Veterans Service Office intends to continue applying the entire \$10,000 grant to the salary expense pertaining to our Assistant County Veterans Service Officer (ACVSO).</p> <p>The ACVSO began working with Nicollet County in January of 2018, and this annual \$10,000 grant has been utilized to offset the salary expenses pertaining to this valuable employee/position.</p> <p>Signatures from the Board Chair and the Administrator are required on the Grant Resolution document that is accompanies this agenda item.</p>		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> <p>Please sign &amp; date the Grant Resolution document, then return to the document to the Veterans Service Office. Thank you for your assistance.</p>		
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify State of MN (MDVA)	<b>FUNDING</b> County Dollars = Grant \$10,000.00 (Select One) <b>Total</b>	
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		

## RESOLUTION OF NICOLLET COUNTY

BE IT RESOLVED by Nicollet County that the County enter into the attached **Grant Agreement** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Officer Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service Office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, Chapter 10 Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Nicollet County that Nathan Allan Tish, the Nicollet County Veterans Service Officer, be authorized to execute the FY2021 CVSO Grant Agreement (an example of which is attached) for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adapted at the Nicollet County Government Center, Saint Peter, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
*Authorized Signature and Title (Board Chair)*

\_\_\_\_\_  
*Date*

### STATE OF MINNESOTA

#### NICOLLET COUNTY

I, Ryan Krosch, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Nicollet County Board of Commissioners of said Nicollet County, that I have compared the above resolution with the original passed and adopted by the Board of Commissioners of said Nicollet County at a regular meeting thereof, held on the \_\_\_\_ day of \_\_\_\_\_, 2020. The above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this \_\_\_\_ day of \_\_\_\_\_, 2020, and have hereunto affixed the seal of Nicollet County.

\_\_\_\_\_  
*Ryan Krosch, County Administrator*

[SEAL]

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> Farm Lease Renewals	
Primary Originating Division/Dept.:	Meeting Date: 12/15/20
Contact: Heather McCormick      Title: Finance Director	Item Type: Consent Agenda (Select One)
Amount of Time Requested      minutes	
Presenter:      Title:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> <p>This is to request the renewal of annual leases on County owned property. There are no changes from last year.</p> <p>Lease for property located in Brighton Township, aka "Poor Farm" to Melvin Hopp. Upon recommendation, this lease will be for 8.93 acres at \$150.00 per acre for a total of \$1339.50.</p> <p>Lease for property located in Courtland Township to Kenneth Drill. Upon recommendation, this lease will be for 37.06 acres at \$122.00 per acre for a total of \$4521.32.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)    11/26/2019	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b>	
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>



***This Agreement***, Made this 15th day of **December, 2020** by and between the County of Nicollet, party of the first part, Lessor, and **Melvin Hopp** of the Township of Brighton, County of Nicollet and the State of Minnesota, party of the second part, Lessee.

**WITNESSETH**, That the said party of the first part, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease, and Let unto the said party of the second part, and the said party of the second part does hereby hire and take from the said party of the first part, the following described premises situated in the County of Nicollet, and State of Minnesota, viz:

That part of Government Lot 4 owned by Nicollet County in Section 13, Township 110, Range 29 and consisting of approximately 8.93 acres of tillable land.

In Section Number(s) 13 Township Number 110, Range Number 29, containing approximately 8.93 acres be the same more or less, of which described premises the second party hereby agrees to plow and put in crops not less than 8.93 acres each year during the continuance of this Lease.

To Have an to Hold, The above rented premises unto the said second party, heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of one year from and after the **31st** day of **December, 2020**. The term of the Lease ending the **31st** day of **December, 2021**.

And the said second party agrees to and with the said first party to pay as rent for the above mentioned premises, for and during the full term of this Lease, the sum of One thousand three hundred thirty-nine and 50/100 (\$1,339.50) Dollars, payable at **Nicollet County Finance Department, 501 S Minnesota Ave, St Peter, MN** in one (1) installments with interest at the rate of -0- per cent on each installment after due, to-wit:

2020 crop \$ 1,339.50 on or before 12/31/20

**And it is Further Agreed**, By and between the parties as follows: That should the said second party fail to make the above mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said first party may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the said second party for the full term of this lease. That if the said first party sells said premises during the life of this lease and before the crop is in the ground, and desires to give possession to the purchaser, that the second party will forthwith surrender possession of said leased premises upon the payment to him of \$ \_\_\_\_\_ per acre for each acre of said premises newly plowed by the said second party at the time said possession is demanded if sold after the crop is in, then said second party shall have the right to remove such crop when ready to be harvested. That if said first party sells said premises during the term of this lease, the purchaser may at any time enter upon the leased premises for the purpose of plowing, breaking more land, summer-fallowing, cultivating, or otherwise improving any part of said premises not in actual cultivation by said second party, and without such entry working any forfeiture of the rents herein agreed to be paid. That if said second party remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be a renewal of this lease, but to be a tenancy at the will of the said first party, which may be terminated upon ten days' notice, given by the said first party in writing, either delivered to second party or sent to him in a sealed envelope, duly stamped and directed to him at 42468 County Road 4, Nicollet MN 56074. Which is hereby declared by said second party to be his usual Post-Office address.

And the said second party also covenants and agrees to and with the said first party, not to assign this lease or underlet the above rented premises or any part thereof, without first obtaining the written consent of the said first party and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the said first party, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said second party also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to maintain and keep up the fences so as to protect all crops from injury and waste, and to protect the fruit and shade trees thereon, and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done; and to keep up and maintain in good repair all buildings, stables, cribs, fences and improvements on said farm; and further agrees not to remove any straw or manure from said farm, but to spread upon said premises all manure made thereon.

The party of the second part is also to destroy all noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And the first party or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, to or prepare for the succeeding crop, or for any other purpose whatsoever.

And the said first party covenants that the said second party, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises and the said second party agrees to reside and occupy the buildings thereon for the term aforesaid. In the event of any rents dues hereon being collected by suit, the second party further agrees to pay all expenses which may be incurred thereby.

As security for the payment of the rents herein specified and the faithful performance and strict fulfillment of all the covenants of said second party in this lease contained, said second party does hereby grant a security interest to said first party in all crops grown or growing on said premises during the term of this lease and in products and contract rights with respect thereto and all proceeds of each. Upon any default on the part of said second party in paying said rent or in performing any of the covenants of this lease, and at any time thereafter, said first party shall have, in addition to the rights and remedies granted hereby, all rights and remedies of a secured party under the Uniform Commercial Code or other applicable law, and said first party may require said second party to assemble said property and make it available to said first party at a place to be designated by said first party that is reasonably convenient to both parties. Expenses of retaking, holding, preparing for sale, selling and the like, shall include the reasonable attorney's fees and legal expenses of said first party.

**LEASE IS FIGURED AT \$150.00 PER ACRE FOR 1 YEAR**



**IN TESTIMONY WHEREOF**, Both parties have hereunto set their hands the day and year hereinbefore written.

**IN PRESENCE OF**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Melvin Hopp, Tenant  
\_\_\_\_\_  
County of Nicollet, Landord  
\_\_\_\_\_  
By: \_\_\_\_\_

STATE OF MINNESOTA }  
COUNTY OF NICOLLET } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me,  
Heather McCormick, Nicollet County Finance Director within and for said County  
And State, personally appeared to me \_\_\_\_\_ known to be the  
person described in and who executed the foregoing instrument, and acknowledged that he/she  
executed the same as free act and deed.

\_\_\_\_\_  
**Heather McCormick**  
**Nicollet County Finance Director**



**DISCLAIMER**

**MELVIN HOPP** shall indemnify and save harmless the County of Nicollet, its officers and employees from all suits, actions, and claims of any character brought because of injuries or damages received or sustained by operations of said **TREE REMOVAL**; or on account of or in consequence of any neglect in safeguarding the work; the work, operations, or activities being inclusive of, but not limited to the **REMOVAL OF DOWNED TREES NEAR THE PLOW GROUND OF THE COUNTY. SECTION 13 – 110 – 29 IN BRIGHTON TOWNSHIP.**

**MELVIN HOPP IS HEREBY AUTHORIZED TO REMOVE ONLY DOWN DEAD TREES UNTIL APRIL 1, 2021.**

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNATURE \_\_\_\_\_

Heather McCormick, Nicollet County Finance Director

PC: Nicollet County Highway Department

***This Agreement***, Made this 15th day of **December, 2020** by and between the County of Nicollet, party of the first part, Lessor, and **Kenneth Drill** of the Township of Courtland, County of Nicollet and the State of Minnesota, party of the second part, Lessee.

**WITNESSETH**, That the said party of the first part, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease, and Let unto the said party of the second part, and the said party of the second part does hereby hire and take from the said party of the first part, the following described premises situated in the County of Nicollet, and State of Minnesota, viz:

The Southeast Quarter (SE ¼) of the Southeast Quarter (SE ¼) of Section (9) and the Southwest Quarter (SW ¼) of the Southwest Quarter (SW ¼) of Section (10), all situated in Township one hundred nine (109), North, Range twenty nine (29) West, and consisting of approximately 37.06 acres of tillable land.

In Section Number(s) 9 & 10 Township Number 109 , Range Number 29 , containing approximately 37.06 acres be the same more or less, of which described premises the second party hereby agrees to plow and put in crops not less than 37.06 acres each year during the continuance of this Lease.

To Have an to Hold, The above rented premises unto the said second party, heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of one year from and after the **31st day of December 2020**. The term of the Lease ending the **31st day of December, 2021**.

And the said second party agrees to and with the said first party to pay as rent for the above mentioned premises, for and during the full term of this Lease, the sum of four thousand five hundred twenty one and 32/100 (\$4,521.32) Dollars, payable at **Nicollet County Finance Department, 501 S Minnesota Ave, St Peter, MN** in one (1) installments with interest at the rate of -0- per cent on each installment after due, to-wit:

2020 crop \$ **4,521.32** on or before 12/31/2020

**And it is Further Agreed**, By and between the parties as follows: That should the said second party fail to make the above mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said first party may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the said second party for the full term of this lease. That if the said first party sells said premises during the life of this lease and before the crop is in the ground, and desires to give possession to the purchaser, that the second party will forthwith surrender possession of said leased premises upon the payment to him of \$ \_\_\_\_\_ per acre for each acre of said premises newly plowed by the said second party at the time said possession is demanded if sold after the crop is in, then said second party shall have the right to remove such crop when ready to be harvested. That if said first party sells said premises during the term of this lease, the purchaser may at any time enter upon the leased premises for the purpose of plowing, breaking more land, summer-fallowing, cultivating, or otherwise improving any part of said premises not in actual cultivation by said second party, and without such entry working any forfeiture of the rents herein agreed to be paid. That if said second party remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be a renewal of this lease, but to be a tenancy at the will of the said first party, which may be terminated upon ten days' notice, given by the said first party in writing, either delivered to second party or sent to him in a sealed envelope, duly stamped and directed to him at 52605 506th St. Courtland MN 56021 Which is hereby declared by said second party to be his usual Post-Office address.

And the said second party also covenants and agrees to and with the said first party, not to assign this lease or underlet the above rented premises or any party thereof, without first obtaining the written consent of the said first party and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the said first party, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said second party also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to maintain and keep up the fences so as to protect all crops from injury and waste, and to protect the fruit and shade trees thereon, and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done; and to keep up and maintain in good repair all buildings, stables, cribs, fences and improvements on said farm; and further agrees not to remove any straw or manure from said farm, but to spread upon said premises all manure made thereon.

The party of the second part is also to destroy all noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And the first party or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, to or prepare for the succeeding crop, or for any other purpose whatsoever.

And the said first party covenants that the said second party, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises and the said second party agrees to reside and occupy the buildings thereon for the term aforesaid. In the event of any rents dues hereon being collected by suit, the second party further agrees to pay all expenses which may be incurred thereby.

As security for the payment of the rents herein specified and the faithful performance and strict fulfillment of all the covenants of said second party in this lease contained, said second party does hereby grant a security interest to said first party in all crops grown or growing on said premises during the term of this lease and in products and contract rights with respect thereto and all proceeds of each. Upon any default on the part of said second party in paying said rent or in performing any of the covenants of this lease, and at any time thereafter, said first party shall have, in addition to the rights and remedies granted hereby, all rights and remedies of a secured party under the Uniform Commercial Code or other applicable law, and said first party may require said second party to assemble said property and make it available to said first party at a place to be designated by said first party that is reasonably convenient to both parties. Expenses of retaking, holding, preparing for sale, selling and the like, shall include the reasonable attorney's fees and legal expenses of said first party.

**LEASE IS FIGURED AT \$122.00 PER ACRE FOR 1 YEAR**

**IN TESTIMONY WHEREOF**, Both parties have hereunto set their hands the day and year hereinbefore written.

**IN PRESENCE OF**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Kenneth Drill, Tenant  
\_\_\_\_\_  
County of Nicollet, Landord  
\_\_\_\_\_  
By: \_\_\_\_\_

STATE OF MINNESOTA }  
COUNTY OF NICOLLET } ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me,  
Heather McCormick, Nicollet County Finance Director within and for said County  
And State, personally appeared to me \_\_\_\_\_ known to be the  
person described in and who executed the foregoing instrument, and acknowledged that he/she  
executed the same as free act and deed.

\_\_\_\_\_  
**Heather McCormick**  
**Nicollet County Finance Director**

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>		
Resolution Approving Acceptance of Cares Act Funds from Cities and Townships		
Primary Originating Division/Dept.:	Meeting Date: 12/15/20	
Contact: Heather McCormick      Title: Finance Director	Item Type: Consent Agenda (Select One)	
Amount of Time Requested      minutes		
Presenter:      Title:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Financial Security - prudent use of taxpayer resources (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Resolution to approve acceptance of Cares Act funds from Nicollet County Cities and Townships totaling \$133,883.01. This includes all funds received from Cities and Townships.  1) Bernadotte Township \$6,700 2) Courtland Township \$4,690 3) Granby Township \$5,850 4) Lafayette Township \$17,375 5) Lake Prairie Township \$16,775 6) New Sweden Township \$7,000 7) Nicollet Township \$10,797.38 8) Traverse Township \$8,625 9) West Newton Township \$9,636.74 10) City of Lafayette \$21,390.30 11) City of Nicollet \$25,043.59		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b>		
Approval of Resolution		
<b>FISCAL IMPACT:</b> Other (Select One)  If "Other", specify	<b>FUNDING</b> County Dollars =  Federal      \$133,883.01 (Select One)  <b>Total</b>	
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify:  Related Financial/FTE Comments:		



RESOLUTION TO ACCEPT CARES ACT FUNDS  
FROM NICOLLET COUNTY CITIES AND TOWNSHIPS



WHEREAS, in response to the COVID-19 Pandemic, on March 27<sup>th</sup>, 2020, the Federal Government enacted the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, to distribute money to the States and local governments to be used for eligible CARES Act expenses; and

WHEREAS, the State of Minnesota received funding from the CARES Act and distributed a portion to local governments upon request; and

WHEREAS, the State and Federal CARES Act guidance allows for unspent CARES Act funds to be transferred to another local government; and

WHEREAS, CARES funds not used by Nicollet County cities and townships by November 15, 2020, must be transferred to Nicollet County.

NOW THEREFORE, BE IT RESOLVED, the Nicollet County Board of Commissioners accepts these unspent CARES Act funds from Nicollet County cities and townships totaling \$133,883.01.

- 1) Bernadotte Township \$6,700
- 2) Courtland Township \$4,690
- 3) Granby Township \$5,850
- 4) Lafayette Township \$17,375
- 5) Lake Prairie Township \$16,775
- 6) New Sweden Township \$7,000
- 7) Nicollet Township \$10,797.38
- 8) Traverse Township \$8,625
- 9) West Newton Township \$9,636.74
- 10) City of Lafayette \$21,390.30
- 11) City of Nicollet \$25,043.59

Dated this 15<sup>th</sup> day of December, 2020.

---

John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

---

Ryan Krosch  
County Administrator and Clerk to the Board



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>	
Welfare Fraud Cooperative Agreement for the period 1/1/2021 through 12/31/2022	
Primary Originating Division/Dept.: County Attorney  Contact: M. Zehnder Fischer      Title: County Attorney  Amount of Time Requested 5      minutes  Presenter: M. Zehnder Fischer      Title: County Attorney	Meeting Date: 12/15/2020  Item Type: Consent Agenda <small>(Select One)</small>  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Financial Security - prudent use of taxpayer resources <small>(Select One)</small>	
<b>BACKGROUND/JUSTIFICATION:</b> Approval of Welfare Fraud Cooperative Agreement for the period January 1, 2021 through December 31, 2022. This contract is similar to the contract used in past years.	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
<b>ACTION REQUESTED:</b> Sign Welfare Fraud Cooperative Agreement	
<b>FISCAL IMPACT:</b> Included in current budget <small>(Select One)</small>  If "Other", specify	<b>FUNDING</b> County Dollars =  Grant <small>(Select One)</small>  <b>Total</b>
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	



**WELFARE FRAUD COOPERATIVE AGREEMENT  
WITH NICOLLET COUNTY HUMAN SERVICES  
AND THE COUNTY ATTORNEY'S OFFICE**

Nicollet County, on behalf of Nicollet County Human Services, 622 South Front Street, St. Peter, Minnesota (hereinafter "the Welfare Fraud Unit"), and Nicollet County Attorney's Office, 501 South Minnesota Avenue, St. Peter, Minnesota (hereinafter "County Attorney"), hereby enter into the following agreement.

**RECITALS:**

Whereas, the Welfare Fraud Unit is responsible for the investigation and enforcement of welfare fraud, both with respect to civil fraud enforcement and criminal fraud enforcement;

Whereas, the County Attorney is willing and able to provide legal services necessary to the operation of the welfare fraud program;

Whereas, the above-referenced entities wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the collection and enforcement of welfare frauds; and

**NOW, THEREFORE, BE IT RESOLVED** that the parties hereby agree as follows:

**I. GENERAL TERMS**

- A. Duration of Agreement: It is agreed that this agreement will commence on **January 1, 2021**, and will expire on **December 31, 2022**, unless extended by mutual agreement of the parties, or unless earlier terminated upon 60 days written notice to a party from another party. Termination upon 60 days written notice shall be or allowed to any party upon this agreement for any reason, and termination may occur at any time upon such notice.
- B. Purpose: This agreement establishes procedures for the provision of services to the Welfare Fraud Unit by the County Attorney.
- C. Duties: The specific duties of each party are set forth more fully below. This agreement also provides for reimbursing administrative costs.
- D. Amendments: This agreement may be altered or amended by written agreement signed by all parties to this agreement.
- E. Records: The parties will maintain all records, including financial records, related to all services provided under this agreement for the longer of six (6) years or as otherwise provided by law. Record maintenance will be in accordance with all federal, state, and local reporting and safeguarding requirements. Records related

to services provided under this agreement will be made available and subject to state and federal review and audit.

- F. Applicable laws: All parties will comply with Minnesota State law regarding fraud investigation and enforcement, including but not limited to the information privacy laws listed below.

## II. INFORMATION PRIVACY

This provision governs the accessing, use, and disclosure of private and confidential data as defined in the Minnesota Government Data Practices Act ["MGDPA" - Minnesota Statutes Chapter 13], including, to the extent applicable, "protected health information" as defined in the Health Insurance Portability and Accountability Act ("HIPAA" - 45 CFR § 160.103), hereafter referred to collectively as "protected information."

- A. Confidentiality. The information exchanged under this agreement shall not be disclosed to individuals or agencies other than as provided under the Health Insurance Portability and Accountability Act, 45 CFR, et seq., and as provided by the laws of the State of Minnesota.
- B. For purposes of executing its responsibilities and to the extent set forth in this contract, all of the parties to this agreement shall be part of the "welfare system," as defined in Minnesota Statutes § 13.46, subdivision 1. To the extent permissible by law, each party's employees and agents will have access to private or confidential data maintained by the other parties to the extent necessary to carry out County's responsibilities under this contract.
- C. Duty to ensure proper handling of protected information. Each party shall train its employees who are authorized to access and use protected information collected under the terms and for the purposes specified in this Agreement. This responsibility includes insuring that staff are properly trained regarding:
1. The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, in particular, § 13.46 ("welfare data");
  2. The Minnesota Medical Records Act, Minnesota Statutes §144.291, et seq.;
  3. Federal law and regulations that govern the use and disclosure of substance abuse treatment records, 42 USCS § 290dd-2 and 42 CFR § 2.1 to § 2.67.
  4. Any other applicable state and federal statutes, rules, and regulations affecting the collection, storage, use and dissemination of private or confidential information.



- D. Minimum necessary access to protected information. The parties shall comply with the "minimum necessary" access and disclosure standards set forth in the MGDPA and HIPAA. The accessing, use, and disclosure of protected information is limited to "that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government." See Minnesota Statutes, § 13.05, subdivision 3; see also, 45 CFR § 164.502(b) and § 164.514(d).
- E. Each party shall:
1. Not access, use, or disclose protected information other than as permitted or required by this Contract or as otherwise required by law;
  2. Use appropriate safeguards to prevent use or disclosure of the information by its employees other than as provided for by this Contract;
  3. Report any use or disclosure of the information not provided for by this contract of which it becomes aware;
  4. Consistent with this Contract, ensure that any agents (including subcontractors), analysts, and others to whom it provides private or confidential data, agree to be bound by the same restrictions and conditions that apply to them with respect to such information;
  5. At termination of this contract, extend the protections of this Contract to the information collected during the course of this contract.
- F. Release of protected information. No protected information created, collected, received, accessed, stored, used, maintained or disclosed in the course or performance of this contract will be disseminated except as authorized by statute, either during the period of this contract or hereafter.

### III. PROVISION OF LEGAL SERVICES

- A. Duties of the Welfare Fraud Unit: The Welfare Fraud Unit shall:
1. Refer appropriate cases to the County Attorney as provided for in state law and policy and under county policy, as determined from time to time by the Welfare Fraud Unit.
  2. Supply the County Attorney with appropriate information required for fraud enforcement and/or prosecution obligations.
  3. Assist the County Attorney and the courts in carrying out programs for identifying welfare fraud cases.

4. Consult with the County Attorney about any issues of law that may arise should the Welfare Fraud Unit need legal advice or counsel.
5. Reimburse the County Attorney for providing services as specified in this Agreement.

B. Duties of the County Attorney. The County Attorney shall:

1. Counsel and advise the Welfare Fraud Unit with regard to issues of law and procedure and act as legal advisor for the Welfare Fraud Unit.
2. Take appropriate legal action, including making court appearances, prosecute administrative or criminal actions to enforce welfare statutes.
3. Review evidence and determine the adequacy of the evidence for purposes of pursuing reimbursement and/or criminal prosecution.
4. Inform the Welfare Fraud Unit of statutory and case law changes that may affect the Welfare Fraud Unit in any of its functions.
5. Retain records and make reports to the Welfare Fraud Unit, the court and law enforcement agencies as required by state policies for the effective and efficient administration of the Welfare Fraud program.
6. Fully cooperate with the Welfare Fraud Unit with respect to the monitoring and evaluating activities pertaining to this agreement.
7. Dedicate the necessary staff and equipment necessary to meet the performance standards set forth below.
8. Determine whether handling any particular case would constitute a conflict of interest or otherwise be professionally improper. If so, the County Attorney may select another attorney to handle the case at the same compensation rate as provided in this agreement.

C. County Attorney Performance Standards. The County Attorney shall:

1. Comply with all performance standards which are adopted from time to time by mutual agreement between the parties. The parties shall meet and confer at least quarterly during the term of this Agreement and any extensions hereof to discuss the need for implementation or amendment of such performance standards.
2. Upon receipt of completed paperwork from the Welfare Fraud Unit, the County Attorney shall review said paperwork and either sign said

paperwork or return the paperwork to the Welfare Fraud Unit for modification.

D. Reimbursement:

1. *Case Cost Method.* The County Attorney will be reimbursed at the following rate:
  - a. Attorney: \$98.00 per hour
  - b. Paralegal/Legal Assistant: \$55.00 per hour
  - c. Investigator: \$50.00 per hour
  - d. Other:
    - Process Serving: \$58.00 per case
    - Attempted Service: \$20.00 per case
    - Photocopying: \$0.17 per page
2. The reimbursement rates above reflect the direct salary and benefits costs of the attorneys and other staff providing services to the Welfare Fraud Unit and all other direct and indirect costs associated with the delivery of services to the Welfare Fraud Unit.
3. The County Attorney will also be reimbursed for costs needed to procure services of expert witnesses, medical examinations, depositions, sworn statements, and transcripts of court proceedings associated with the delivery of services to the Welfare Fraud Unit.
4. Total payments to the County Attorney under this agreement **shall not exceed \$30,000.00** during the term of this agreement, unless otherwise agreed by the parties in writing.
5. All such payments made to the County Attorney shall be in addition to those amounts appropriated by the Nicollet County Board annually for the operation of the Nicollet County Attorney's Office.

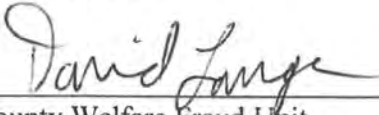
E. Reimbursement Terms:

1. The County Attorney will submit monthly statements to the Welfare Fraud Unit for all reimbursements requested for the services provided in this agreement.
2. Upon receipt, the Welfare Fraud Unit shall make payment in its usual and customary manner.

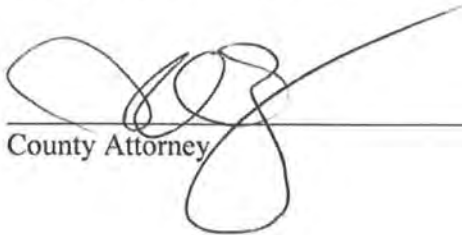


**THE PARTIES HEREIN, HAVING APPROVED AND SIGNED THIS AGREEMENT,  
AGREE TO BE BOUND TO THE PROVISIONS SET FORTH IN THIS AGREEMENT.**

Approved by:

  
\_\_\_\_\_  
County Welfare Fraud Unit

12-2-20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Attorney

12.4.2020  
\_\_\_\_\_  
Date

NICOLLET COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Ryan Krosch  
Clerk to the Board

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> End of Probations	
Primary Originating Division/Dept.: Human Resources	Meeting Date: 12/15/2020
Contact: Jamie Haefner Title: Human Res. Dir.	Item Type: Consent Agenda (Select One)
Amount of Time Requested minutes	
Presenter: Jamie Haefner Title: Human Res. Dir.	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> Health and Human Services Director Cassie Sassenberg has requested the end of probation for Kenzie Schuch, Social Worker, effective December 16, 2020.	
Supporting Documents: <input type="radio"/> Attached <input checked="" type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b> Grant end of probationary status	
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = Grant (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>	
County, City, Tribal, and State Health and Human Services Worker Day Proclamation	
Primary Originating Division/Dept.:	Meeting Date: 12/15/2020
Contact: Cassie Sassenberg      Title: HHS Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5      minutes	
Presenter: Cassie Sassenberg      Title: HHS Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> <p>Governor Walz has proclaimed December 9th, 2020 to be County, City, Tribal, and State Health and Human Services Worker Day. This was done to value the dedication of these workers in improving health, protecting the vulnerable, and providing outstanding services to the people of Minnesota.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b> <p>For the Board of Commissioners to proclaim Wednesday, December 09, 2020 as County, City, Tribal and State Health and Human Services Worker Day. <span style="float: right;">+</span></p>	
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>



## PROCLAMATION



WHEREAS, county, city, tribal and state health and human services workers are dedicated to improving health, protecting the vulnerable, and providing outstanding public services to the people of Minnesota through their prevention efforts, administration of programs and provision of services; and

WHEREAS, county, city, tribal, and state health and human services workers are responsible for the prudent expenditure of millions of dollars annually and must meet the highest standards of job performance in program and services delivery; and

WHEREAS, the nature of federal and state legislation necessitates that county, city, tribal and state health and human services workers continually expand their knowledge, skills and expertise related to their professions and the needs to the communities they serve; and

WHEREAS, Nicollet County recognizes the valuable public services that county, city, tribal and state health and human services workers perform each and every day for the health, prevention, and protection of Minnesotans.

NOW, THEREFORE BE IT RESOLVED, that the Nicollet County Board of Commissioners proclaim Wednesday, December 09, 2020, as

### **COUNTY, CITY, TRIBAL AND STATE HEALTH AND HUMAN SERVICES WORKER DAY**

Dated: December 02, 2020

  
John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

  
Ryan Krosch  
Clerk to the Board

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> COVID-19 Update	
Primary Originating Division/Dept.: Health and Human Services	Meeting Date: 12-15-2020
Contact: Cassandra Sassenberg Title: HHS Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested 10 minutes	
Presenter: C. Sassenberg Title: HHS Director	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> HHS Director will provide an update on the response of Health and Human Services to the COVID-19 pandemic.	
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b>	
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> 2021 Fee Schedule <span style="float: right;">+</span>	
Primary Originating Division/Dept.: Human Resources  Contact: Jamie Haefner                      Title: HR Director  Amount of Time Requested 5              minutes  Presenter: Jamie Haefner                      Title: HR Director	Meeting Date: 12/15/2020  Item Type: Regular Agenda <small>(Select One)</small>  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>	
<b>BACKGROUND/JUSTIFICATION:</b> Every year Department Heads review the Fee Schedule. In your packet you will find the proposed 2021 revisions, which are very minimal. Following the public hearing, I will be asking for the Board to approve the recommended changes effective 1/1/2021.	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
<b>ACTION REQUESTED:</b> Please approve the recommended changes to the 2021 Fee Schedule effective 1/1/2021.	
<b>FISCAL IMPACT:</b> No fiscal impact <small>(Select One)</small> If "Other", specify	<b>FUNDING</b> County Dollars =  Grant <small>(Select One)</small>
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	<b>Total</b>

ALL DEPARTMENTS	
Service Fee Item	Fee
<b>Fax</b>	\$1.00/page
<b>Copies</b>	\$0.25/page
	\$0.50/page – Double sided
<b>CD/DVD</b>	\$10.00 (unless otherwise noted)
<b>County Maps</b>	\$2.50 if mailed, otherwise no charge
<b>NSF Check Fee</b>	\$30.00

PUBLIC SERVICES (AUDITOR-TREASURER)	
<b><i>License &amp; Permit Fees</i></b>	
Tobacco License	\$100.00
Liquor License – Initial	\$2,000.00
Liquor License - Renewal	\$1,500.00
Sunday Liquor	\$200.00
On-Sale 3.2 Beer	\$100.00
Off Sale 3.2 beer	\$25.00
On Sale 3.2 Beer 1 day event	\$25.00
Wine License	\$100.00
Auctioneer License	\$20.00
Gambling Permit	\$30.00
Gambling Permit -1 day	\$12.00
Fireworks Display Permit	\$50.00
Precious Metals Dealer License	\$100.00
Transient Merchant License	\$150.00 + Bond
Dangerous Dog Permit	\$100.00 + Bond & Sign & Tag Costs
<b><i>Birth Certificates</i></b>	
One Certified Copy	\$26.00
Each Additional	\$19.00
One Uncertified Copy	\$13.00
<b><i>Death Certificates</i></b>	
One Certified Copy	\$13.00
Each Additional	\$6.00
One Uncertified Copy	\$13.00
<b><i>Marriage License</i></b>	
W/Cert of Premarital Education	\$40.00
W/O Cert of Premarital Education	\$115.00
Certified Copy of Marriage	\$9.00
Duplicate License	\$25.00
5 day Waiver	\$20.00
Consent for Minor	\$20.00
Credentials	\$20.00
<b><i>Notary</i></b>	
Notary Filing	\$20.00
<b>Notarizing Services</b>	<b>\$1.00/each</b>

<b>Charge for Service</b>	
Auditor Certificate Taxes payable	\$100.00
Mailing Labels	\$50.00
Delinquent Tax Reports - 1st year	\$50.00
Delinquent Tax Reports - all years	\$100.00
List of Taxpayers	\$100.00 - \$500.00
Full Tax Book	\$500.00
Escrow Parcel Listing	\$3.00/parcel
Tax Certificate – Current	\$5.00
Tax Certificate – Delinquent	\$5.00
Special Assessment Certificate	\$5.00
Ditch Levy Maintenance Admin Fee	\$2.50/parcel

<b>COUNTY ATTORNEY</b>	
CD's containing audio, video, or photos	\$5.00/each
Actual Photographs	\$0.50/each
Copies	\$0.25/page

<b>PROPERTY ASSESSMENT</b>	
Full Assessment Book	\$500.00

<b>PROPERTY SERVICES (ENVIRONMENTAL SERVICES)</b>	
<b>Hearings</b>	
(Conditional Use permit/3 yr renewals, Variance, Rezoning, Appeal)	\$400.00
Recording Fee	\$46.00
<b>Structures</b>	
<b>Residential Dwellings and Attached Additions</b>	
<120 sq feet	\$25.00
121 sq feet and over	\$0.25/sq ft (\$50.00 minimum)
<b>Accessory Structures (detached)</b>	
<120 sq feet	\$25.00
121 sq feet to 1000 sq feet	\$50.00
1001 sq feet and over	\$0.05/sq ft
<b>AG Animal Structures</b>	
<120 sq feet	\$25.00
121 sq feet to 500 sq feet	\$50.00
501 sq feet and over	\$0.10/sq ft
<b>Grain Bins/Silos</b>	\$50.00
<b>Feedlot Permits</b>	
New	\$100.00
Existing (Valid)	\$50.00

<b>Commercial Structures</b> (utility cabinets, power stations sheds)	\$0.25/sq ft (\$50.00 minimum)
<b>Towers</b> (cell, etc...)	\$250.00
<b>Renewable Energy Systems</b>	
Micro WECS	\$50.00
Non Commercial WECS	\$250.00
Commercial WECS	\$500.00
Solar Energy Systems, Small	\$250.00
Solar Energy Systems, Large	\$500.00
<b>Septic System</b>	
Operating Permit	\$25.00/yr
Type I-III	\$225.00
Type IV-V	\$450.00
Tank/Privy	\$100.00
<b>Signs</b>	
On Premises	\$25.00
Commercial and/or Off-Premises	\$50.00
<b>Land Alterations</b> (including borrow pits)	\$50.00
<b>Platting</b>	
Replat	\$350.00
Platting of Existing Metes and Bounds	\$250.00
New Subdivision Plat	\$500.00
<b>Wetland Permits</b>	
Wetland Decision - Exemption	\$50.00
Wetland Decision - No Loss	\$50.00
<b>Wetland Delineation Review</b>	
Under 1 acre	\$100.00
1 to 4.99 acres	\$200.00
5 to 10 acres	\$300.00
Greater than 10 acres	\$400.00
<b>Wetland Replacement Plan Review</b>	
Under 1 acre	\$200.00
1 to 4.99 acres	\$300.00
5 to 10 acres	\$500.00
Greater than 10 acres	\$700.00
<b>Wetland Banking Plan Review</b>	
Under 1 acre	\$200.00
1 to 4.99 acres	\$400.00
5 to 10 acres	\$800.00
Greater than 10 acres	\$1,000.00
Annual Monitoring report Review	\$50/yr.
<b>Wetland Certificate of Completion</b>	
Under 1 acre	\$50.00
1 to 4.99 acres	\$100.00
5 to 10 acres	\$200.00
Greater than 10 acres	\$300.00
After-the-Fact Wetland Review	Double the Fee



<b>Solid Waste</b>	
Solid Waste Facility Application	\$100.00
Solid Waste Haulers License	\$100.00
<b>911 Address Signs</b>	
Mailbox support, 911 sign and post	\$257.00
911 sign and post	\$159.00
<b>Other Fees</b>	
Zoning Ordinance	\$50.00
After-the-Fact Zoning Permit	\$250.00 – Double the fee whichever is greater
After-the-Fact Variance/CUP	\$1,000.00
Special Scheduled Hearing	\$1,000.00
Large Format Scanning	\$20.00
Burning to CD	\$10.00
Plat Book	\$5.00
<b>GIS Fees</b>	
<b>Print Sizes</b>	
11" x 17" or smaller	\$5.00
Large Format Printing	
Up to 24"	\$10.00
25" to 36"	\$15.00
Custom Print	\$15.00 + \$.50/addtl inch
<b>GIS Digital Data</b>	
Data is provided in ESRI Shape file format	
Parcels	
Per Parcel	\$0.05 (\$5.00 min)
Entire County	\$500.00
Road Centerline (Includes road ranging)	\$325.00 (entire cty)
Address point Layer	\$325.00 (entire cty)
Other Data Layers	\$25.00/layer
<b>Materials</b>	
CD	Standard charges
Postage	Standard charges
<b>Labor Rate</b>	
Special request fees applies to custom data layers	\$50.00/hour

PROBATION	
Cognitive Skills – Adult	\$250.00
Cognitive Skills – Juvenile	\$75.00
Correctional Fee – Juvenile	
(Misdemeanor/Petty Misdemeanor)	\$75.00
(Gross Misdemeanor/Felonies)	\$100.00
CS Buy-Out	\$8.00/hour
Diversion Fee	\$75.00
Sentencing to Service Fee	\$25.00
Driving with Care Class	\$250.00
EHM – Adult	\$18.00/day
EHM – Juvenile	\$6.00/day
EHM – GPS	\$20.00/day
EHM – cell phone	\$12.00/day
EHM & SCRAM	\$20.00/day
ETG - UA	\$15.00
Local Correctional Fee – Adult	\$175.00/year prior to 7/21 \$200/year after 7/21

MADD Fee (Spanish DVD)	\$20.00
MEMS – Cell – house restriction	\$20.00/day
MEMS	\$15.00/day
MEMS-Cell	\$15.00/day
MEMS-EHM	\$20.00/day
MEMS-Grant	\$5.00/day
REAM	\$14.00/day
Revenue Recapture	\$15.00
SCRAM & GPS	\$20.00/day
SCRAM	\$15.00/day
SCRAM Grant	\$5.00/day
UA Fee (positive) - Juvenile	\$20.00
UA Fee (positive) - Adult	\$30.00
UA Fee – pre-trial	\$15.00
UA Fee – saliva	\$15.00
UA Instant Test	\$10.00
Pre-Trial Fee	\$25.00
SCRAM-Juvenile	\$5.00/day
SCRAM – GPS Juvenile	\$9.00/day
STOP Sobertrack Monitoring	\$4.00/day
MEMS-Juvenile	\$16.00/day

## RECORDER

<b><i>Abstract Department</i></b>	
Recording Document	\$46.00
Multiple Assignments and Satisfaction	\$46.00-1 <sup>st</sup> 4 numbers cited
Well Certificate	\$50.00
Record Plat	\$56.00
Copy of Plat	\$10.00+\$5.00 to certify
Record Condominium	\$56.00
Copy of Condominium	\$10.00
Abstract Certification	\$75.00
New Abstract Certification	\$100.00
Tax Lien Search	\$1.00/name - minimum \$2.00
Bankruptcy Certificate	\$1.00/name - minimum \$2.00
Medical Assistance Lien Cert	\$1.00/name - minimum \$2.00
Judgment Search	\$5.00/name
<b><i>Torrens Department</i></b>	
File Deed (includes new Cert)	\$46.00
File any other document	\$46.00
Well Certificate	\$50.00
File Plat	\$56.00 + \$40.00 each new certificate
Copy of Plat	\$10.00+\$5.00 to certify
File Condominium	\$56.00 + \$40.00 each new certificate
Copy of Condominium	\$10.00
File Registered Land Survey	\$56.00 + \$40.00 each new certificate
Certified Copy of Registered land Survey	\$15.00
Residue Certificate	\$40.00
Exchange Certificate	\$20.00/ each old/new cert
Condition as to Register	\$10.00
<b><i>Miscellaneous</i></b>	
Misc. Copies	\$1.00/page
Copies from large book	\$3.00/page
Copies from Book which comes apart	\$3.00/page
Certified Copies	\$10.00

Handling Fee	\$5.00
Copy of Plat – Electronic PDF	\$10.00
Expedite Fee	\$25.00
Research Fee	\$25.00
<b><i>Passport Book</i></b>	
Adults (age 16 and over)	\$145.00
Children	\$115.00
Passport Photo	\$15.00
<b><i>Passport Card</i></b>	
Adults (Age 16 and over)	\$65.00
Children	\$50.00
<b><i>RecordEASE – Web Access</i></b>	
Setup Fee	\$50.00
Monthly Access Fee	\$50.00
Each Image Viewed	\$2.00
View Certificate of Title (Torrens)	\$3.00 per certificate
View Tract Card	\$5.00 per tract
View Recorded Plat	\$10.00 per plat
Web Access Fee Occasional User	\$10.00
Web Data Search Occasional User	\$.50 per search

<b>SHERIFF</b>	
<b><i>Jail</i></b>	
Huber Daily Fee	\$20.00/day
Booking Fee	\$15.00/booking
Medical Co-Pay	\$5.00/visit
Prescription Co-Pay	\$5.00/RX
Drug Test	\$20.00
PBT Test	\$5.00
Board of Prisoners: for other counties	\$60.00/day
<b><i>Civil Process</i></b>	
Service of Civil Papers:	
First 3 attempts includes mileage	\$65.00/person
More than 3 attempts	\$20.00
Not Found Return	\$30.00
Duplicate Return of Service	\$10.00
Posting Sale Notice	\$65.00/location
Sales (conduct sale and prep of Certificate)	\$100.00
Mortgage Foreclosure Sale	\$100.00
Cancel Foreclosure Sale (w/o 24 hr notice)	\$65.00
Issuance of Certificate of Redemption	\$250.00
Levy & Re-Levy Services	\$65.00
Levy	\$5.00
Collection of Execution	6%
Execution Unsatisfied	\$65.00
Miscellaneous Execution	\$10.00
Receiving Notice of Intent to Redeem	\$100.00
Taking Bond	\$8.00

<b><i>Other Fees</i></b>	
Photos (old Case)	\$25.00
Photo CD/USB	\$15.00
In Car Video	\$15.00
Copy of telephone calls	\$15.00
Permits to Carry	\$100.00 new
Permit to Carry Renewal (90 days prior to exp)	\$75.00
Permit to Carry (within 30 days of exp)	\$85.00
Duplicate Permit to Carry/Address Change	\$10.00
Civil Fingerprints	\$10.00/card
Vehicle Storage	\$5.00/day
Deputy Security at Lockout (1st 1/2 hr no fee)	\$65.00/hr (after 1st 1/2 hour)
Deputy Security – (2 hr minimum)	\$100.00/hr
Wedding Dance Security (at Johnson Hall)	\$150.00/event

## HEALTH and HUMAN SERVICES

<b><i>Family Child Care Licensing Fees</i></b>	
Background study and fingerprinting	\$50 to outside vendors
Potential Fire Marshal Fee	\$20 fee per minor in the household
Step-parent Adoption	\$50.00
	\$100/family, plus \$25 for each out of state residency in the last five years
<b><i>Licensed Corporate Adult Foster Care</i></b>	
Initial application fee	\$500.00
Re-license fee (every 2 years)	\$500.00
<b><i>Out of Home Placement</i></b>	
Parental Fee	Sliding Fee
<b><i>Detoxification Services</i></b>	
Detoxification Fee	Sliding Fee
<b><i>Chemical Dependency Services</i></b>	
Chemical Health Assessments	\$195.00. Funding options available to those who request and qualify.
<b><i>Mental Health Services</i></b>	
Medication Management	Sliding Fee at the Blue Earth County Mental Health Center
Diagnostic Assessments	Sliding Fee at Counseling Services of Southern Minnesota
Outpatient Therapy	Sliding Fee at Counseling Services of Southern Minnesota
Outpatient Rehabilitation Services	Sliding Fee at Counseling Services of Southern Minnesota
<b><i>Loan Closet</i></b>	
Wheelchair or Knee Walker	\$25.00
Single Item	\$10.00
2-3 items	\$20.00
4 or more items	\$30.00





**RESOLUTION**  
**2021 Nicollet County Fee Schedule Adoption**

WHEREAS, pursuant to Minnesota Statute 373.41, the County Board of Commissioners may charge fees for services provided by any county office, official, department, court or employee; and

WHEREAS, a committee was formed to create and recommend the Nicollet County Fee Schedule which includes mandated fees and fees to be set by the county; and,

WHEREAS, the Department Heads have reviewed all of their fees and presented recommended changes along with the complete proposed Fee Schedule in a Public Hearing on December 15, 2020; and,

WHEREAS, the Nicollet County Board reviewed the proposed Fee Schedule and changes;

NOW, THEREFORE, BE IT RESOLVED, by the Nicollet County Board of Commissioners that the 2020 Nicollet County Fee Schedule as presented has been approved and adopted, effective January 1, 2021.

Date: December 15, 2020

\_\_\_\_\_  
John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ryan Krosch, County Administrator  
Clerk to the County Board



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>		
Consider Final Payment for 2020 Highway Striping Project		
Primary Originating Division/Dept.: Public Works-Highway  Contact: Seth Greenwood, P.E. Title: PWD/Co. Eng.  Amount of Time Requested 5 minutes  Presenter: Seth Greenwood, P.E. Title: PWD/Co. Eng.	Meeting Date: 12/15/2020  Item Type: (Select One) Regular Agenda  Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No	
County Strategy: (Select One) Facilities and Space - preserve, maintain and build our assets		
<b>BACKGROUND/JUSTIFICATION:</b> The 2020 Highway Striping Project is an annual contract where we restripe a portion of the County's paved road system.  Final Payment Amount: \$9,346.29  Total Contract Value: \$120,978.00		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Approve final payment amount of \$9,346.29 to Traffic Marking Services for the 2020 Highway Striping Project.		
<b>FISCAL IMPACT:</b> Other (Select One)  If "Other", specify	<b>FUNDING</b> County Dollars = \$9,346.29  Grant (Select One)	
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	<b>Total</b> \$9,346.29	

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>	
Consider Final Acceptance for Government Center Parking Lot Project	
Primary Originating Division/Dept.: Public Works-Highway	Meeting Date: 12/15/2020
Contact: Seth Greenwood, P.E. Title: PWD/Co. Eng.	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5 minutes	
Presenter: Seth Greenwood, P.E. Title: PWD/Co. Eng.	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> <p>The new Nicollet County Government Center Parking Lot has been completed and all required final documents have been received from the Contractor. During final quantity review of work items it was discovered that an overpayment had been made to the Contractor in the amount of \$2,225.53. The Contractor has already sent a check to the County for this overage amount and the project can now be accepted.</p> <p>Final Contract Value: \$592,518.83</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b> <p>Accept Government Center Parking Lot Project as completed.</p>	
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = Grant (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>		
Motion for Approval of Committing Funds for Road & Bridge Fund		
Primary Originating Division/Dept.:	Meeting Date: 12/15/20	
Contact: Heather McCormick      Title: Finance Director	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5      minutes		
Presenter: Heather McCormick      Title: Finance Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Financial Security - prudent use of taxpayer resources (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> <p>In 2020, the County received funds for TH 14 Turnback Agreements totaling \$3,053,000. These are funds that the County and MnDOT agreed upon in May 2015 as compensation to repair two old segments of TH 14 that were turned back to the County when TH 14 was expanded and rerouted past North Mankato and Nicollet. These MNDOT agreements were approved at Board on May 26, 2015. These funds are not restricted, however they will be needed for these roads in the future.</p> <p>Following GASB 54 and Nicollet County Fund Balance Policy, Committed Funds are amounts that can be used only for specific purposes determined by a formal action of a government's highest level of decision-making authority. The Nicollet County Policy is attached.</p> <p>We would request a Motion to Commit these funds on the 2020 Nicollet County Financial Statement, to be spent on TH 14 Road Segment repairs, now CSAH 6 and CSAH 42.</p>		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)    05/26/2015		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b>		
Motion to Approve Commitment of TH 14 Turnback Agreement Funds totaling \$3,053,000.00 on the 2020 Nicollet County Financial Statement		
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = State      \$3,053,000.00 (Select One) <b>Total</b>	
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		





## Fund Balance Classifications

**BE IT RESOLVED**, fund balance refers to the difference between assets and liabilities in the governmental funds balance sheet. This information is one of the most widely used elements of state and local government financial statements.

**BE IT FURTHER RESOLVED**, the Governmental Accounting Standards Board (GASB), in February 2009 issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

**BE IT FURTHER RESOLVED**, Governments are required to implement Statement 54 for fiscal years first ending June 30, 2011 or calendar year December 31, 2011.

**BE IT FURTHER RESOLVED**, the objective of the standard is to enhance the usefulness of fund balance information included in the financial report through clearer fund balance classifications that can be more consistently applied, and to clarify existing governmental fund type definitions.

**BE IT FURTHER RESOLVED**, the Statement 54 establishes new fund balance classifications based on constraints imposed on how resources can be spent. The existing components of fund balance are reserved, unreserved, designated, and undesignated. Statement 54 replaces these components with non-spendable, restricted, committed, assigned, and unassigned as defined below:

- **Non-spendable** - amounts that cannot be spent because they are either not in spendable form (for example, inventory or prepaid items) or legally or contractually required to be maintained intact (such as the corpus of a permanent fund).
- **Restricted** - amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- **Committed** - amounts that can be used only for specific purposes determined by a formal action of a government's highest level of decision-making authority.
- **Assigned** - amounts a government intends to use for a specific purpose that do not meet the criteria to be classified as restricted or committed.
- **Unassigned** - amounts not contained in the other classifications.

**BE IT HEREBY RESOLVED**, the Nicollet County Board of Commissioners gives authority to the Nicollet County Auditor-Treasurer to assign fund balance classifications, in accordance with GASB Statement 54 for the Nicollet County Financial Statement year ending December 31, 2011 and future Nicollet County Financial Statements.

Date: January 24, 2012

  
Dr. Bruce Beatty, Chair  
Nicollet County Board of Commissioners

ATTEST

  
Robert Podhradsky  
County Administrator and Clerk to the Board

## COUNTY OF NICOLLET

### FUND BALANCE POLICY IN ACCORDANCE WITH GASB #54

#### Background

In February 2009, the Governmental Accounting Standards Board (GASB) issued *GASB #54 Fund Balance Reporting and Governmental Fund Type Definitions*. The statement substantially changes how fund balances are categorized. It clarifies and modifies how some of the governmental funds are presented and classified.

This policy will provide a cross reference between the Pre-GASB #54 Fund Balance Classifications and the Post-GASB #54 Fund Balance Classifications.

#### Fund Balance Classifications: Current and GASB #54

*Pre-GASB #54 Classifications of Fund Balance (shown in italics)*

**Post-GASB #54 Classifications of Fund Balance** requires that the fund balances be classified into categories based upon the type of restrictions imposed on the use of the funds.

<i>Reserved</i>	<i>Not available for appropriation</i>	
<b>Non-spendable</b>	<b>Not available for spending, either now or in the future. (e.g. debt retirement, inventory, &amp; pre-pays)</b>	
<i>Reserved</i>	<i>Available for appropriation but intended for a specific use</i>	
<b>Restricted</b>	<b>Fund Balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers (for example, grant providers) conditionally or through enabling legislation (that is, legislation that creates a new revenue source &amp; restricts its use effectively). Restrictions may be changed or lifted only with the consent of the resource providers.</b>	
<b>Unrestricted</b>	<i>Designated</i>	<i>Not available for appropriation</i>
	<b>Committed</b>	<b>Constraints on spending that the government imposes upon itself by the highest-level formal action. Funds must be Committed prior to the close of the fiscal period. Commitments may be changed or lifted only by the government taking the same action that imposed the constraints originally.</b>
	<i>Undesignated</i>	<i>Available for appropriation</i>
	<b>Assigned</b>	<b>Resources intended for spending for a purpose set by the governing body itself. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.</b>
	<b>Unassigned</b>	<i>Residual</i>
		<b>Fund Balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report positive unassigned fund balance.</b>



## **Purpose**

To provide a stable financial environment for Nicollet County operations that allow the County to provide quality services to its citizens in a fiscally responsible manner designed to keep services as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

## **Policies**

- At the end of each fiscal year, Nicollet County will maintain spendable – Unassigned portions of fund balance for Cash Flow, at a minimum, in a range equal to 35 – 50 percent of the following year's General Fund budgeted expenditures; however, this need could fluctuate with each year's budget objectives.
- Annual proposed General Fund budgets shall include this benchmark policy. The Nicollet County Board of Commissioners shall review the amounts in fund balance in conjunction with the annual budget approval, and make adjustments as necessary to meet expected cash-flow needs of the County.
- In the event the Unassigned General Fund balance will be calculated to be less than the minimum requirement (35 – 50 percent of the next year's General Fund budget expenditures) at the completion of any fiscal year, the County Board shall create a plan to restore to the appropriate levels.
- The Nicollet County Board may consider appropriating (for authorized expenditures only) fund balance in excess of the policy level or increasing the minimum fund balance (35 – 50 percent). An example of appropriating fund balance would be for one-time expenditures, which do not result in recurring operating costs. Each appropriation, except an appropriation within the Capital Projects Fund, Debt Service Fund, Private-Purpose Trust Funds, Agency Funds, or Permanent Fund, lapses at the close of the fiscal year to the extent that it has not been expended or encumbered.
- Appropriation from the minimum fund balance (35 percent) shall require the approval of the County Board and shall be used only for non-recurring expenditures, unforeseen emergencies or immediate needs that cannot be accommodated through current budget year savings. Replenishment recommendations will accompany the decision to utilize minimum fund balance.
- At the discretion of the County Board, fund balance may be Committed for specific purposes by resolution designating the specific use of fund balance and its projected amount. The projected amount of the Committed funds will be determined by its estimated year end fund balance for that particular department/program or estimated cost of a project. The resolution will be approved no later than the close of the current fiscal year ending on December 31 and will remain binding unless removed in the same manner.
- The County Board hereby authorizes the County Auditor-Treasurer, the authority to evaluate, classify and assign fund balance in accordance with GASB Statement 54. In the governmental funds other than the General fund, the assignment must follow Nicollet County's intent for the specific purposes of the individual funds. Therefore, all remaining positive fund balances in the Special Revenue, Capital Projects, Debt Service, Private-Purpose Trust, Agency, & Permanent Funds already are classified as assigned.



- Nicollet County uses "Restricted" amounts to be spent first when both Restricted and Unrestricted fund balance is available. Additionally, the County would first use Committed, then Assigned, and lastly Unassigned amounts of Unrestricted fund balance when expenditures are made.
- Any unspent balances of grants which extend into the following fiscal year will be carried forward into the next year's budget as an increase to that revenue and expenditure line item(s).
- The County Board authorizes department heads to spend within their respective department(s) budget(s), as long as their total budget amount is not over spent. No salary budget(s) may be used for any other purpose without prior Board approval.
- Increases to the original governmental funds and departments' revenue and expenditure budgets cannot be made without County Board approval.

## **Definitions**

### **Fund Balance**

Fund Balance is the difference between assets and liabilities in governmental funds.

### **Non-spendable Fund Balance**

Describes the amount of a fund balance that cannot be spent because it is either not in spendable form or there is a legal or contractual requirement for the funds to remain intact.

*Spendable Fund Balance (Overview)* - Describes the amount of fund balance that is available for appropriation based on the constraints that control how specific amounts can be spent. Typically, a significant portion of a government's spendable resources can be spent only for specified purposes. The following categories define the revenue source and the level of force of the constraint on spending.

Categories should be supported by actual plans approved by either the governing body, an appropriate officer, grant providers or enabling legislation.

### **Restricted Fund Balance**

The restricted fund balance category includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties (e.g., encumbrances for goods or services, grantors outstanding at the end of the year). Also, any legal restrictions based on state statutes or grant requirements placed on the use for specific purposes.

### **Unrestricted Fund Balance**

The total of Committed, Assigned, and Unassigned fund balances.

**Committed Fund Balance:** The committed fund balance classification includes the portion of the spendable fund balance that reflects constraints that Nicollet County has imposed upon itself by a formal action of the County Board. For example, an ordinance or resolution passed by the Nicollet County Board of Commissioners. Commitments may be changed or lifted only by taking the same formal action that imposed the constraint originally.

**Assigned Fund Balance:** The assigned fund balance is the portion of the spendable fund balance that reflects funds intended to be used by Nicollet County for specific purposes assigned by more informal operational plans (e.g. use is not imposed by external parties or by formal board action). In governmental funds other than the general fund (special revenue funds, debt service funds and permanent funds) assigned fund balance represents the amount that is not restricted or limited. The authority to "assign" fund balance is delegated to the County Board as well as the County Auditor-Treasurer.

**Unassigned:** This is the residual classification for Nicollet County's General Fund and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as unassigned can be used to cover expenditures for revenues not yet received.

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>		
Ag BMP Low Interest Loan Project - Septic Liens		
Primary Originating Division/Dept.: PPSPD - Property Services		Meeting Date: 12/15/20
Contact: Mandy Landkamer	Title: PPSPD Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5	minutes	
Presenter: Mandy Landkamer		Title: PPSPD Director
		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Consideration of lien attachments on parcels that utilized the AgBMP loan program for septic activities. The total loan amount is \$26,509.00. The attached resolution identifies the parcels and the loan amounts.		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Approval of the lien attachments to the identified parcels on the attached resolution.		
<b>FISCAL IMPACT:</b> Other (Select One)		<b>FUNDING</b> County Dollars = 0
If "Other", specify AgBMP Loan Program		State 26,509.00 (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One)		<b>Total</b> 26,509.00
If "Increase or "Decrease" specify:		
Related Financial/FTE Comments:		



**RESOLUTION  
OF THE NICOLLET COUNTY BOARD OF COMMISSIONERS  
REGARDING AGBMP LOAN PROGRAM LIENS**

**WHEREAS**, Nicollet County has agreed to execute a program whereby the Minnesota Department of Agriculture AgBMP Loan Program funds are made available to residents of Nicollet County with the loan amount being repaid to the County through the attachment of a lien on the property benefiting, and;

**WHEREAS**, certain loans have been finalized and the liens have been processed to be assigned to the properties:

**NOW, THEREFORE BE IT RESOLVED** that the Nicollet County Board of Commissioners do hereby authorize the placement of a lien on the properties listed below:

<b>PARCEL #</b>	<b><u>AgBMP LIEN ATTACHMENT #5</u></b>	<b>LIEN DATE</b>
07.036.0400	<b>ACTUAL COST</b> \$15,080.00	August 12, 2020
04.022.0300	\$11,429.00	October 30, 2020

Dated: December 15, 2020

\_\_\_\_\_  
John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ryan Krosch  
County Administrator/Clerk to the Board



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> Comprehensive Plan Adoption Resolution	
Primary Originating Division/Dept.: PPSP - Property Services  Contact: Mandy Landkamer      Title: PPSP Director  Amount of Time Requested 5      minutes  Presenter: Mandy Landkamer      Title: PPSP Director	Meeting Date: 12/15/2020  Item Type: Regular Agenda <small>(Select One)</small>  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>	
<b>BACKGROUND/JUSTIFICATION:</b> The attached resolution is for your consideration concerning the adoption of the comprehensive plan and the effective date.	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)    11/24/2020	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b> Approval of the Comprehensive Plan adoption resolution.	
<b>FISCAL IMPACT:</b> No fiscal impact <small>(Select One)</small> If "Other", specify	<b>FUNDING</b> County Dollars = 0  Other <small>(Select One)</small>
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	<b>Total</b>

**A RESOLUTION FOR THE ADOPTION  
OF THE NICOLLET COUNTY COMPREHENSIVE PLAN**

**WHEREAS**, Minnesota Statutes Section 394.21 grants a county the authority to carry out planning and zoning activities; and

**WHEREAS**, Minnesota Statutes Section 394.23 grants a county board the authority to prepare and adopt by ordinance a comprehensive plan which is the basis for official controls; and

**WHEREAS**, the original Nicollet County Comprehensive Plan was adopted in 1985;

**WHEREAS**, in 2018, the Nicollet County Board of Commissioners (Board) authorized the review and update of the 1985 Comprehensive Plan; and

**WHEREAS**, the 2040 Comprehensive Plan reflects a community planning process conducted in the years 2018 through 2020, involving elected officials, appointed officials, city staff, community organizations, the public at large, developers, and other stakeholders; and

**WHEREAS**, pursuant to the requirements of Minnesota Statutes Sections 394.26 and 375.51, following a public hearing on November 16, 2020 during the Planning and Zoning Advisory Commission (Commission) meeting, the Commission unanimously recommended approval for adoption of the proposed 2040 Comprehensive Plan; and

**WHEREAS**, pursuant to the requirements of Minnesota Statutes Sections 394.26 and 375.51, following a public hearing on November 24, 2020, during the Board meeting per the, the Board recommended approval of the proposed 2040 Comprehensive Plan following publication in the St. Peter Herald, the official paper; and

**WHEREAS**, the legal notice stating the adoption of the 2040 Comprehensive Plan occurred in the December 3, 2020 edition of the St. Peter Herald; and

**NOW, THEREFORE, BE IT RESOLVED** that based upon the hearing record, the Nicollet County 2040 Comprehensive Plan is adopted and is effective as of the date of this resolution.

Dated: December 15, 2020

\_\_\_\_\_  
John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ryan Krosch  
County Administrator/Clerk to the Board

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>	
911 Address Special Assessments for Hunting Shacks	
Primary Originating Division/Dept.: PPSP - Property Services	Meeting Date: 12/15/20
Contact: Mandy Landkamer Title: PPSP Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5 minutes	
Presenter: Mandy Landkamer Title: PPSP Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> <p>The attached resolution is for your consideration concerning the 911 addresses for the hunting shacks. The attached list identifies the remaining shack locations that need an assessment attached to the property for the 911 sign and post. The fee for the sign is \$30 and the post is \$11.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b> <p>Approval of the resolution attaching the special assessment fee to the specific parcel.</p>	
<b>FISCAL IMPACT:</b> NOT in current budget (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = 0 Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>

**RESOLUTION ADOPTING ASSESSMENT FOR 911 ADDRESSES**

**WHEREAS**, the Nicollet County Board of Commissioners adopted an amendment to the Nicollet County Enhanced 911 Ordinance on June 25, 2019; and

**WHEREAS**, the amendment included provisions for the addressing of recreational structures such as hunting shacks; and

**WHEREAS**, the addresses have been finalized and the special assessments have been processed to be assigned to the properties pursuant to Minnesota Statutes Chapter 429; and

**WHEREAS**, properties are charged a fee of thirty dollars (\$30.00) for the 911 address sign and eleven dollars (\$11.00) for the metal post based on the number of signs and posts per property; and

**NOW, THEREFORE BE IT RESOLVED BE IT RESOLVED** that the Nicollet County Board of Commissioners does hereby authorize the placement of a special assessment on the properties as listed below:

PARCEL #	# SIGNS/# POSTS	ACTUAL COST
03.014.2600	1/1	\$ 41.00
03.014.1800	1/1	\$ 41.00
05.019.0100	31/10	\$ 1,040.00
05.020.0700	14/14	\$ 574.00
05.029.0100	18/18	\$ 738.00
04.302.0405	1/1	\$ 41.00
04.126.0205	6/6	\$ 246.00
05.031.0100	1/1	\$ 41.00
04.136.0500	1/1	\$ 41.00
04.136.0400	1/1	\$ 41.00
04.301.0100	1/1	\$ 41.00
03.013.0201	1/1	\$ 41.00
03.014.3000	1/1	\$ 41.00
03.023.0900	1/1	\$ 41.00
04.127.0800	1/1	\$ 41.00
04.127.0300	1/1	\$ 41.00

Dated: December 15, 2020

\_\_\_\_\_  
John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ryan Krosch  
County Administrator/Clerk to the Board



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> 2021 Elected Officials Compensation and Per Diem Resolution	
Primary Originating Division/Dept.: Administration  Contact: Ryan Krosch                      Title: County Administrator  Amount of Time Requested 5              minutes  Presenter:                                      Title:	Meeting Date: 12/15/2020  Item Type: (Select One) Regular Agenda  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: (Select One) Financial Security - prudent use of taxpayer resources	
<b>BACKGROUND/JUSTIFICATION:</b> Minnesota State Statute requires the County Board to establish by resolution the salary and per diem rate for elected officials for the coming year. The proposed resolution includes a 2.5% wage increase (same as applied to the county staff wage scale) for county commissioners, a 3.5% increase (1% over the wage scale increase and equal to the county department average increase) for elected department heads and a per diem rate of \$70/day (same as 2020).	
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
<b>ACTION REQUESTED:</b> Approve the 2021 Elected Officials Compensation and Per Diem Resolution as presented.	
<b>FISCAL IMPACT:</b> Included in current budget (Select One)  If "Other", specify  <b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	<b>FUNDING</b> County Dollars =  Grant (Select One)  <b>Total</b>





## 2021 NICOLLET COUNTY ELECTED OFFICIALS COMPENSATION AND PER DIEM RESOLUTION



WHEREAS, the Nicollet County Board of Commissioners annually establishes compensation and per diems for elected officials; and

WHEREAS, Minnesota Statute 375.055 states that the county commissioners in all counties, except Hennepin and Ramsey, shall receive as compensation for services rendered by them for their respective counties, annual salaries and in addition may receive per diem payments and reimbursement for necessary expenses in performing the duties of the office as set by resolution of the county board with the salary and schedule of per diem payments not being effective until January 1 of the next year; and

WHEREAS, Minnesota Statute 387.20 and 388.18 states that the county board annually shall set by resolution the salary of the county sheriff and county attorney; and

WHEREAS, the proposed 2021 Nicollet County budget includes a 2.5% general wage scale increase.

NOW, THEREFORE, BE IT RESOLVED, that the Nicollet County Board of Commissioners does hereby adopt the following for 2021:

1. The Nicollet County Board of Commissioners salary will be \$35,659.73 in 2021 with the chairperson of the Board receiving an additional \$1,500 annually for duties related to that position.
2. The Nicollet County Board and lay persons serving on County committees, which have been approved by the County Board, are approved to receive per diems in the amount of \$70.00/day.
3. The salary for the Nicollet County Attorney in 2021 is set at \$132,401.75.
4. The salary for the Nicollet County Sheriff in 2021 is set at \$133,311.45.

Dated this 15th day of December, 2020.

---

John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

---

Ryan Krosch  
County Administrator and Clerk to the Board

# Nicollet County Board of Commissioners Board Meeting Agenda Item



<b>Agenda Item:</b> 2021 Tax Levy Resolution		
Primary Originating Division/Dept.: Administration		Meeting Date: 12/15/2020
Contact: Ryan Krosch	Title: County Administrator	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5	minutes	
Presenter: Ryan Krosch	Title: County Administrator	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Financial Security - prudent use of taxpayer resources (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Attached is a resolution setting the 2021 Nicollet County net property tax levy at \$23,782,117, or a 2.99% increase from the 2020 net property tax levy.		
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Approve the 2021 Nicollet County Property Tax Levy Resolution as presented.		
<b>FISCAL IMPACT:</b> Included in current budget (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = Grant (Select One) <b>Total</b>	\$23,782,117    \$23,782,117
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		



**2021 NICOLLET COUNTY  
PROPERTY TAX LEVY RESOLUTION**



WHEREAS, the Nicollet County Board annually adopts a budget; and

WHEREAS, property tax revenues are needed to balance said budget; and

WHEREAS, the 2021 Nicollet County budget was prepared with input from all department heads and Nicollet County Board members; and

WHEREAS, on September 22, 2020, the County Board set a 2021 preliminary property tax levy of \$23,782,117, which is a 2.99% increase of the 2020 property tax levy; and

WHEREAS, a budget meeting was held on December 3, 2020, to take public comment on the proposed 2021 budget and tax levy.

THEREFORE, BE IT RESOLVED, that on December 15, 2020, the Nicollet County Board of Commissioners hereby approves the 2021 net property tax levy for Nicollet County, as follows:

	2021
<b>Revenue Fund:</b>	
Administrative Services	\$3,679,188
Property & Public Services	\$2,641,205
Criminal Justice Services	\$7,128,343
Economic Development/Service Appropriations	\$271,808
Special Levy: HRA	\$123,202
Special Levy: Library	\$110,088
<b>Total Revenue Fund</b>	<b>\$13,953,834</b>
<b>Road &amp; Bridge Fund</b>	<b>\$1,724,861</b>
<b>Health &amp; Human Services Fund</b>	<b>\$5,880,451</b>
<b>Bonded Debt Fund</b>	<b>\$2,222,971</b>
<b>TOTAL</b>	<b>\$23,782,117</b>

Dated this 15th day of December, 2020.

\_\_\_\_\_  
John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Ryan Krosch,  
County Administrator and Clerk to the Board



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> 2021 Budget Resolution		
Primary Originating Division/Dept.: Administration  Contact: Ryan Krosch                      Title: County Administrator  Amount of Time Requested 5              minutes  Presenter: Ryan Krosch                      Title: County Administrator	Meeting Date: 12/15/2020  Item Type: Regular Agenda <small>(Select One)</small>  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Financial Security - prudent use of taxpayer resources <small>(Select One)</small>		
<b>BACKGROUND/JUSTIFICATION:</b> Attached is a resolution setting the 2021 Nicollet County Budget at \$46,295,129.		
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Approve the 2021 Nicollet County Budget Resolution as presented.		
<b>FISCAL IMPACT:</b> Included in current budget <small>(Select One)</small>  If "Other", specify	<b>FUNDING</b> County Dollars = 23,782,117  Other 22,513,012 <small>(Select One)</small>  <b>Total</b> 46,295,129	
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:		



## 2021 NICOLLET COUNTY BUDGET RESOLUTION



WHEREAS, the Nicollet County Board annually adopts a budget; and

WHEREAS, the 2021 Nicollet County budget was prepared with input from all department heads and Nicollet County Board members; and

WHEREAS, a budget meeting was held on December 3, 2020, to take public comment on the proposed 2021 budget and tax levy.

THEREFORE, BE IT RESOLVED, that on December 15, 2020, the Nicollet County Board of Commissioners hereby approves the 2021 Nicollet County budget in the amount of \$46,295,129.

### REVENUES

Tax Levy-Property	23,782,117
Tax Levy-(County Program Aid)	1,861,620
Taxes-Delinquent & Misc	254,700
Taxes-Wheelage & Add'l Sales Tax	1,970,000
Special Assessment-(Recycling)	292,000
Licenses and Permits	65,558
Intergovernmental	
Federal	6,158,047
State	7,592,179
Other	693,573
Charges for Services	1,196,790
Fines and forfeits	20,500
Interest and Investments	195,300
Gifts and Donations	1,000
Miscellaneous	1,597,982

### OTHER SOURCES

Budgeted Use of Unrestricted Fund Balance	70,382
Budgeted Use of Restricted Fund Balance	543,381

### TOTAL REVENUES

AND OTHER SOURCES	<u>46,295,129</u>
-------------------	-------------------



EXPENDITURES

General Public	10,942,305
Public Safety	7,395,718
Highway And Streets	10,567,206
Sanitation	315,500
Health & Human Services	13,761,188
Culture and Recreation	123,297
Conservation/Natural Resources	587,259
GO Debt Service	2,117,163
Transit	33,150
Economic Development	113,245
Housing Redevelopment Authority	123,202
Intergovernment-Regional Library	110,088

OTHER SOURCES:

Designated Future Funds-Debt Services	<u>105,808</u>
---------------------------------------	----------------

TOTAL EXPENDITURES  
AND OTHER SOURCES

46,295,129

Dated this 15th day of December, 2020.

---

John Luepke, Chair  
Nicollet County Board of Commissioners

ATTEST:

---

Ryan Krosch  
County Administrator and Clerk to the Board

OFFICIAL PROCEEDINGS OF THE NICOLLET  
COUNTY DRAINAGE AUTHORITY  
November 24, 2020

The Nicollet County Drainage Authority met in regular session on Tuesday, November 24, 2020 at 9:50 a.m. with Chair John Luepke presiding. Commissioners Marie Dranttel, Terry Morrow, Jack Kolars, Denny Kemp and John Luepke were present. Also present were County Administrator Ryan Krosch, Recording Secretary Sarah Frahm and County Attorney Michelle Zehnder Fischer.

The meeting was held via teleconference pursuant to Minnesota Statute 13D.021 due to the coronavirus pandemic. Zoom meeting technology was used to conduct the meeting. Chair Luepke, Administrator Krosch and Recording Secretary Frahm were in attendance at the County Board Room. All other commissioners, staff and public participated via Zoom. The meeting was recorded and broadcasted live online.

**Approval of Agenda**

Motion by Commissioner Morrow and seconded by Commissioner Kemp to approve the agenda with the following change: add Public Appearances to the agenda. Motion carried with all voting in favor on a roll call vote.

**Consent Agenda**

Motion by Commissioner Kemp and seconded by Commissioner Dranttel to approve the consent agenda items as follows: approval of the November 10, 2020 Drainage Authority minutes. Motion carried with all voting in favor on a roll call vote.

**Public Appearances**

Lynn Fluegge appeared by Zoom and expressed his support for the CD 86A project.

**2020 Annual Maintenance Levies**

Public Services Manager, Jaci Kopet, appeared before the Board and gave an overview of the ditch fund balances. All landowners have been notified of the potential levy. Property owners will have until the end of the year to pay the levies with no interest. Balances not paid by December 31, 2020 will accrue interest at 4 percent with the following repayment schedule: Balance of \$0-\$500 – 1 year; \$501-\$1,000 – 2 years and \$1,001 and over – 3 years.

Motion by Commissioner Kemp and seconded by Commissioner Morrow to approve the annual assessment of maintenance levies as stated in the Findings of Fact and Order. Commissioner Luepke recused himself from the vote as he is a property owner on County Ditch 83. On a roll call vote, Commissioners Kolars, Morrow, Dranttel and Kemp voted yes and Commissioner Luepke abstained. Motion carried 4-0-1.

**BEFORE THE NICOLLET COUNTY DRAINAGE AUTHORITY  
FOR ASSESSING ANNUAL MAINTENANCE LEVIES**

Findings and Order of the Board  
Regarding Drainage System  
Assessments, Installment Schedules  
Interest Rates and Maintenance Funds

The Drainage Authority, having completed its deliberations, its examination of all files and records herein, and its consideration of all reports, makes the following:

**FINDINGS OF FACT**

1. Minn. Stat. § 103E.725 provides all fees and costs incurred relating to a drainage system, including repairs, inspections, engineering, viewing, and publications, are costs of the drainage system and must be assessed against the property and entities benefited.

2. Some drainage system accounts for systems administered by the Nicollet County Board of Commissioners, the Board, carry negative balances and others will benefit from establishment of a maintenance fund. The negative-balance system accounts have benefited from inter-fund loans from the general fund of the county. If the Board transfers money from another account or fund to a drainage system account, the money, plus interest, must be reimbursed from the proceeds of the drainage system that received the transfer.
3. If there is not enough money in the drainage system account to pay drainage system costs, the Board must assess the costs on all property and entities that have been assessed benefits for the drainage system.
4. If assessments are to be paid in installments, the Board may set an interest rate not to exceed the rate determined by the state court administrator for judgments under section 549.09.
5. Minn. Stat. § 103E.735 allows the creation of a repair fund for each drainage system. The repair fund is intended to create a positive balance in a drainage system account to pay routine costs of inspection and minor maintenance and to eliminate the need for inter-fund loans to drainage system accounts.
6. To create a repair fund, the drainage authority may apportion and assess an amount against all property and entities assessed for benefits. The fund may not exceed 20 percent of the assessed benefits of the drainage system or \$100,000, whichever is greater.
7. The drainage authority's staff has investigated the current drainage system funds and made a recommendation for assessments, installment schedules, interest rates, and maintenance funds.

#### **ORDER**

Based on the foregoing Findings and the entire record of proceedings before the Nicollet County Board of Commissioners, the Board, acting as the drainage authority for all Nicollet County drainage systems, hereby adopts the following drainage system assessments, installment schedules, interest rates, and maintenance funds and direct certification thereof to the County Public Services office for collection:

<b>Ditch</b>	<b>Amount to Levy</b>
CD 8A	17,932.20
CD 16A	28,115.20
CD 24A	29,019.68
CD 30A	106,952.00
CD 86A	118,477.12
CD96	21,802.20
<b>Totals</b>	<b>322,298.40</b>

#### **CD 86A Improvement Project Bid Recommendation**

Director Kopet presented the CD 86A improvement project bid results. Bid Package 1 covers the high capacity stormwater pump station and Bid Package 2 covers the drain tile. A total of five bids were received for Bid Package 1, ranging from \$1,769,017.00 to \$2,428,027.50. A total of five bids were received for Bid Package 2, ranging from \$49,900.00 to \$91,456.00. Engineer Chuck Brandel from ISG gave a brief overview on the bids that were received. One of the requirements of the bid documents was that any contractor must have five references in the last five years of work related to agricultural tile installation, cleaning, deepening and widening. Engineer Brandel recommended approval of the bids and awarding Bid Package 1 to Lametti and Sons, Inc. including the base bid and bid alternate 5 and Bid Package 2 to Pfarr Away Trucking LLC.

Jaci Kopet, Director of Public Services, read emails from both Lynn Fluegge and Tim Waibel, and both are in favor of getting this project completed as soon as possible. Repairs are urgently needed.

ISG Engineer Chuck Brandel mentioned that a couple of the items in the bids might be able to get sent to local contractors, but they would need to gather information after the main bids are granted. Commissioner Morrow asked what the process would be. Mr Brandel stated that they would issue a request for information and ask more local contractors if they have resources available to provide a bid for the work. Doing a re-bid would be a big process and wouldn't be worth it, as there was only one other local contractor that may have wanted it but did not submit a bid. The demo of the old station is the last step of the project, so they could get a bid from a local contractor after the project is built.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to award Nicollet County Ditch No. 86A Bid Package 1 to the low bidder, Lametti & Sons, Inc., for the low bid amount of \$1,769,017.00 and the Bid Alternate 5 bid amount of \$40,000.00 and award Bid Package 2 to the low bidder, Pfarr Away Trucking LLC, for the low bid amount of \$49,900.00 with the option to amend the bid work and remove the common borrow and pump station work from the approved bids. Contracts may be signed with Lametti & Sons, Inc. and Pfarr Away Trucking, LLC pending contract language approval by the County Attorney. Commissioner Luepke recused himself from the vote as he is a property owner on County Ditch 86A. On a roll call vote, Commissioners Kolars, Morrow, Dranttel and Kemp voted yes and Commissioner Luepke abstained. Motion carried 4-0-1.

Motion by Commissioner Luepke and seconded by Commissioner Kemp to adjourn the meeting. The meeting adjourned at 10:17 a.m.

---

JOHN LUEPKE, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

---

RYAN KROSCH  
CLERK TO THE BOARD



Nicollet County Drainage  
Authority Meeting  
Agenda Item

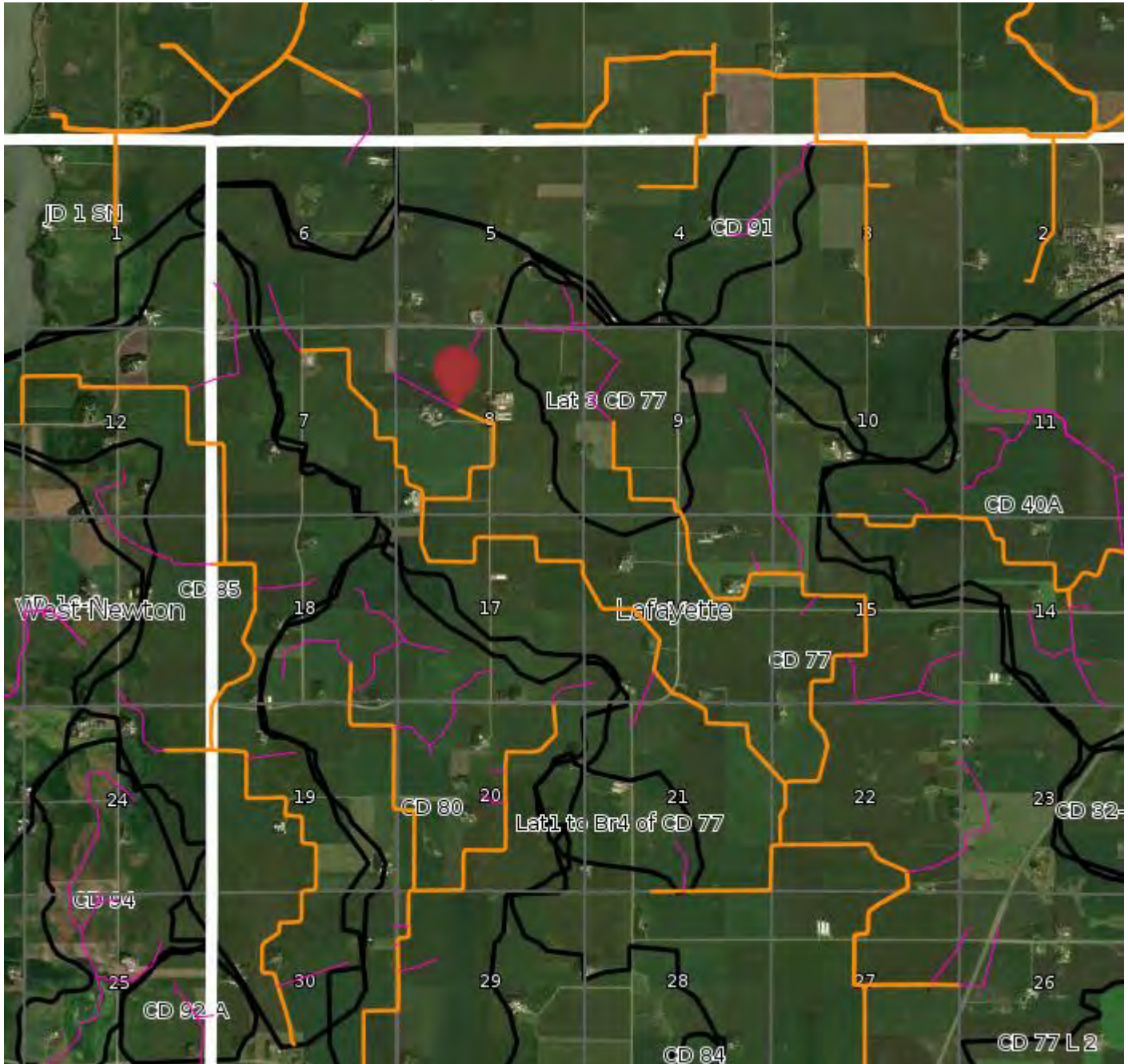


<b>Agenda Item:</b> Consider ditch repair report 20-033 through 20-048						
Primary Originating Division/Dept.: Public Works  Contact: Nate Henry                      Title: Drianage Inspector  Amount of Time Requested 0            minutes  Presenter: Nate Henry                      Title: Drianage Inspector	Meeting Date: 12/15/2020  Item Type: Consent Agenda <small>(Select One)</small>  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No					
County Strategy: <small>(Select One)</small> Facilities and Space - preserve, maintain and build our assets						
<b>BACKGROUND/JUSTIFICATION:</b> See attached ditch repair reports						
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None						
Prior Drainage Authority Action Taken on this Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If yes, when? (provide year; mm/dd/yy if known)						
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A						
<b>ACTION REQUESTED:</b> Approve ditch repair report 20-033 through 20-048						
<b>FISCAL IMPACT:</b> Other <small>(Select One)</small>  If "Other", specify	<b>FUNDING</b> Drainage Authority Dollars =  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Other <small>(Select One)</small></td> <td style="width: 50%; text-align: right;">\$58,300.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$58,300.00</b></td> </tr> </table>		Other <small>(Select One)</small>	\$58,300.00	<b>Total</b>	<b>\$58,300.00</b>
Other <small>(Select One)</small>	\$58,300.00					
<b>Total</b>	<b>\$58,300.00</b>					
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:						

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 77 Repair #20-033



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## OVERVIEW

Date Repair Was Created:	2020-10-08	Branch:	Lat 1 to branch 1
Problem/Proposed Work:	A 10" county tile outlet pipe is rusted off and needs to be repaired.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

## REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	8	Qtr-Qtr Section:	
Latitude:	44.426288	Longitude:	-94.454441
Parcel Number:	0408100003		
Location Details:			

## PERSON REQUESTING REPAIR

Name	Address	Phone

## LANDOWNER

Name	Address	Phone
ANN M FRANTA	35512 595TH AVE LAFAYETTE MN 56054	

## STATUS LOG

Action	Date	Initials	Notes
For Review	10/08/2020	nhenry	

## DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

## REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-08	Lafayette Excavating	500.00	

## REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

## INSPECTION LOG

Date	Initials	Notes
------	----------	-------

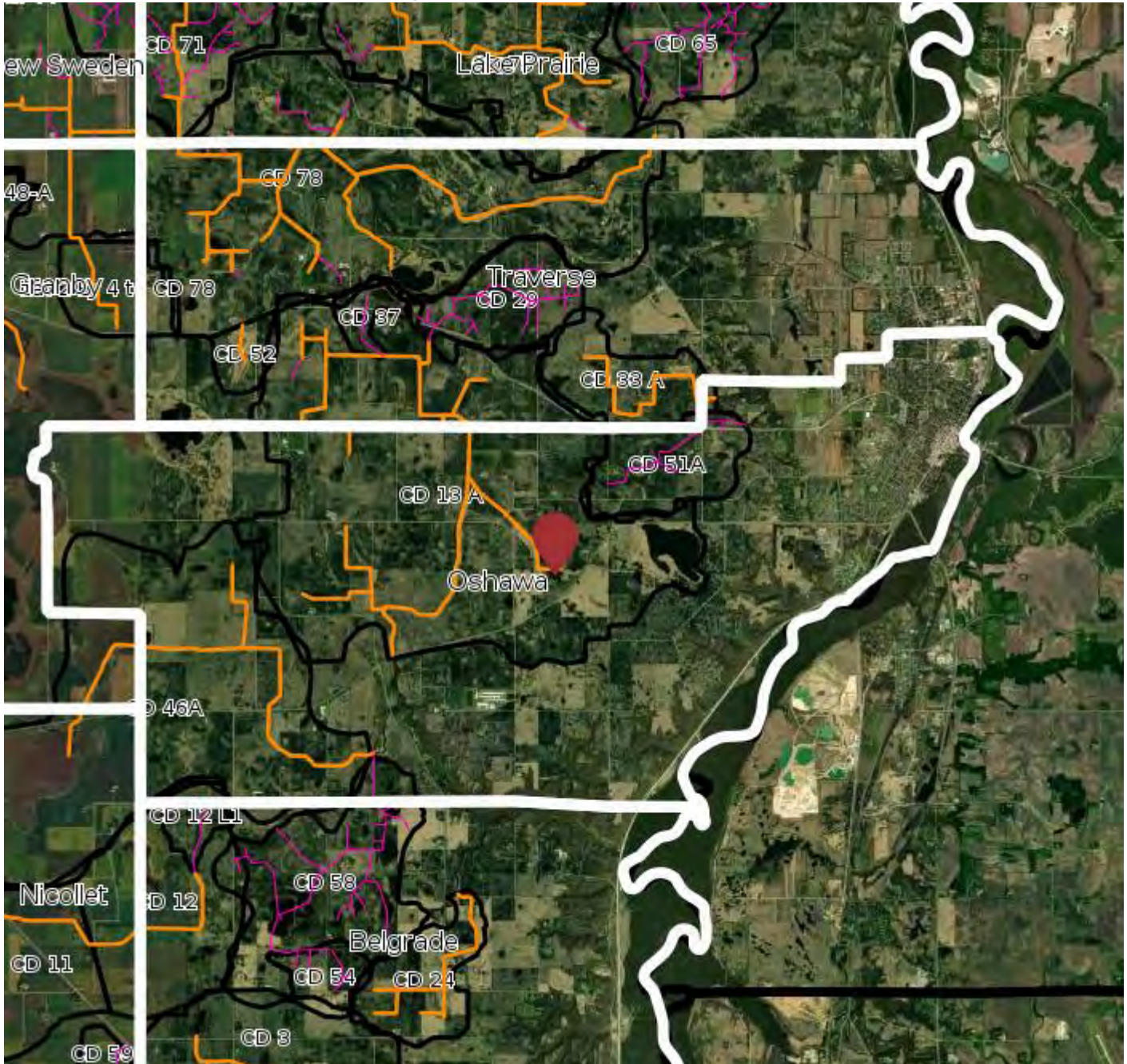
## INSPECTION PHOTOS



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 13-A Repair #20-034



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-10-08	Branch:	Main
Problem/Proposed Work:	A beaver has built a dam in the county ditch. The landowner is requesting the beavers be destroyed and the dam removed.		
Ditch Repair:	Beaver Dam		
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Oshawa
Twp:	110N	Range:	27W
Section:	26	Qtr-Qtr Section:	
Latitude:	44.309964	Longitude:	-94.039255
Parcel Number:	1326300008		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
DONALD R WOLFE	41175 COUNTY ROAD 20 SAINT PETER MN 56082	

### LANDOWNER

Name	Address	Phone
DONALD R WOLFE	41175 COUNTY ROAD 20 SAINT PETER MN 56082	

### STATUS LOG

Action	Date	Initials	Notes
For Review	10/08/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-08	Lafayette Excavating	500.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

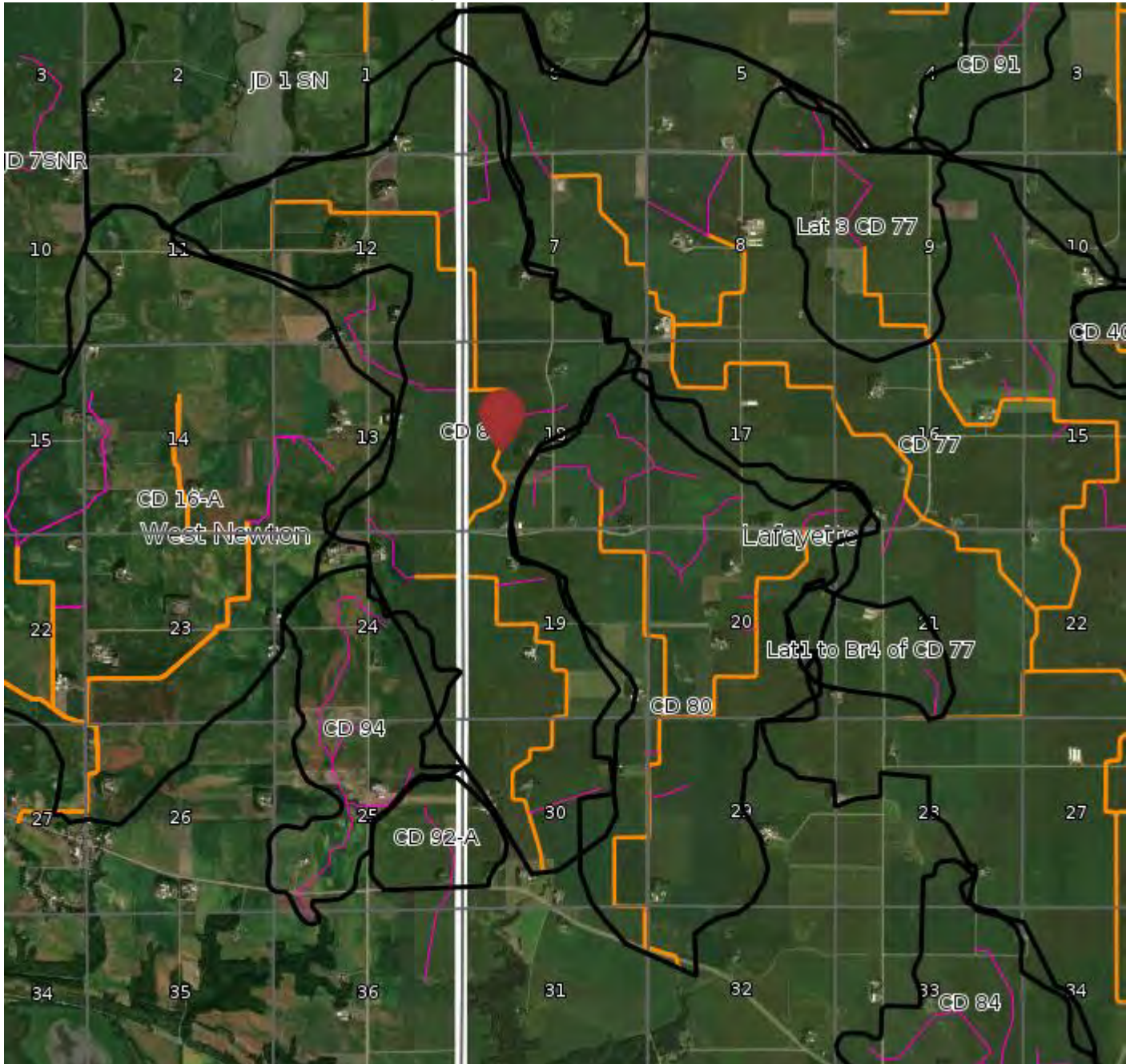
### INSPECTION LOG

Date	Initials	Notes
------	----------	-------

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 85 Repair #20-035



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## OVERVIEW

Date Repair Was Created:	2020-10-09	Branch:	main
Problem/Proposed Work:	A very deep 60" metal ditch crossing pipe is rusted through and falling apart. The landowner is requesting the ditch system repair the crossing with new concrete pipe.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

## REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	18	Qtr-Qtr Section:	
Latitude:	44.412896	Longitude:	-94.481209
Parcel Number:	0418300008		
Location Details:			

## PERSON REQUESTING REPAIR

Name	Address	Phone
DENNIS WILSON	60033 412TH LN NEW ULM MN 56073	

## LANDOWNER

Name	Address	Phone
DENNIS WILSON	60033 412TH LN NEW ULM MN 56073	

## STATUS LOG

Action	Date	Initials	Notes
For Review	10/09/2020	nhenry	

## DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

## REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-09	Lafayette Excavating	24000.00	

## REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

## INSPECTION LOG

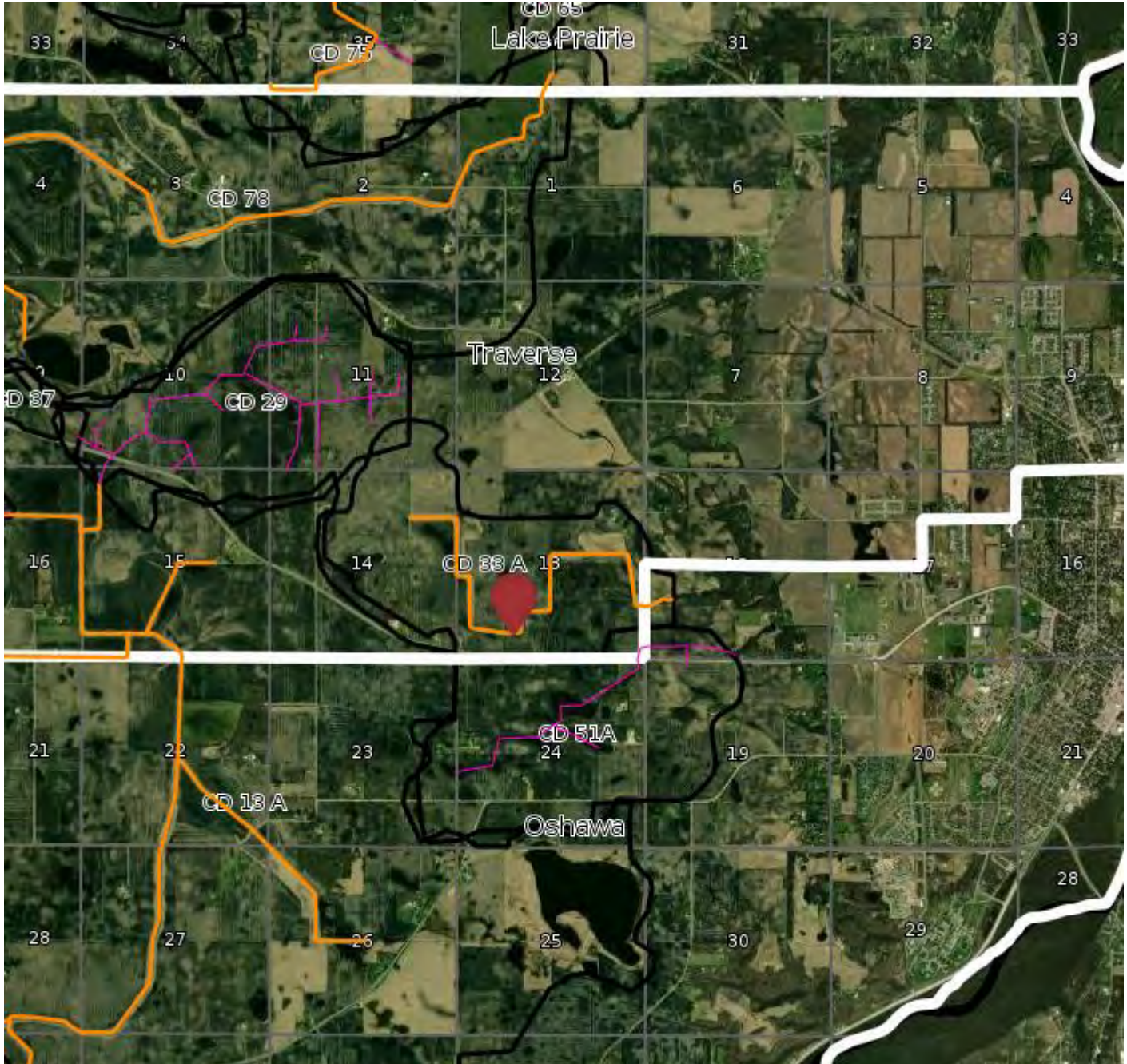
Date	Initials	Notes
------	----------	-------



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 33-A Repair #20-036



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-10-14	Branch:	main
Problem/Proposed Work:	Water running over the bank has created a washout. The landowner is requesting the ditch system install and 24" pipe to allow the water to enter the ditch.		
Ditch Repair:			
Tile Repair:	Surface Intake		
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	1	Township:	Traverse
Twp:	110N	Range:	27W
Section:	13	Qtr-Qtr Section:	
Latitude:	44.335851	Longitude:	-94.018292
Parcel Number:	1313400003		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
ROBERT E II MEYER	37237 FORT RD SAINT PETER MN 56082	

### LANDOWNER

Name	Address	Phone
ROBERT E II MEYER	37237 FORT RD SAINT PETER MN 56082	

### STATUS LOG

Action	Date	Initials	Notes
For Review	10/14/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-14	Lafayette Excavating	2000.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

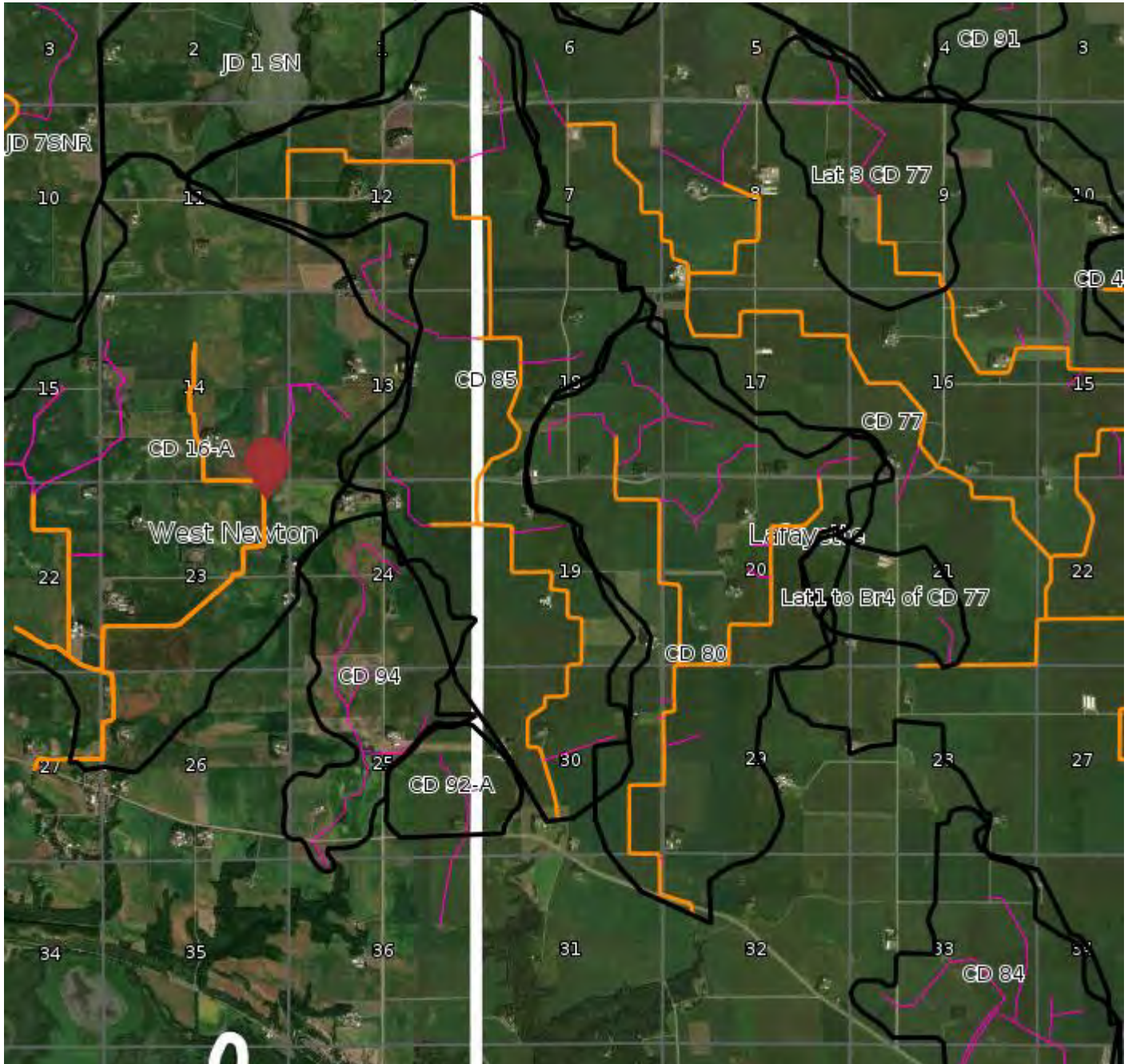
### INSPECTION LOG

Date	Initials	Notes
------	----------	-------

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 16-A Repair #20-037



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-10-14	Branch:	main
Problem/Proposed Work:	Water running over the ditch crossing has created a washout. The renter is requesting the ditch system repair the washout with class 3 rip rap.		
Ditch Repair:	Culvert/Crossing		
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	West Newton
Twp:	111N	Range:	31W
Section:	23	Qtr-Qtr Section:	
Latitude:	44.408905	Longitude:	-94.482949
Parcel Number:	0323200006		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
Brian Forst	GIBBON MN 55335	

### LANDOWNER

Name	Address	Phone
NICKOLAS J FORST	62606 376TH ST GIBBON MN 55335	

### STATUS LOG

Action	Date	Initials	Notes
For Review	10/14/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-14	Lafayette Excavating	4000.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

### INSPECTION LOG

Date	Initials	Notes
------	----------	-------



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## Judicial Ditch 15 Repair #20-038



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-10-23	Branch:	1
Problem/Proposed Work:	A concrete ditch crossing is separating and leaking fill. The renter is requesting the ditch system repair the crossing.		
Ditch Repair:	Culvert/Crossing		
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	New Sweden
Twp:	111N	Range:	28W
Section:	5	Qtr-Qtr Section:	
Latitude:	44.450877	Longitude:	-94.177110
Parcel Number:	0605200003		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
Grant Annaxstad		

### LANDOWNER

Name	Address	Phone
HERMEL FARMS LLC	524 N 7TH ST SAINT PETER MN 56082	

### STATUS LOG

Action	Date	Initials	Notes
For Review	10/23/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-23	Lafayette Excavating	5000.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

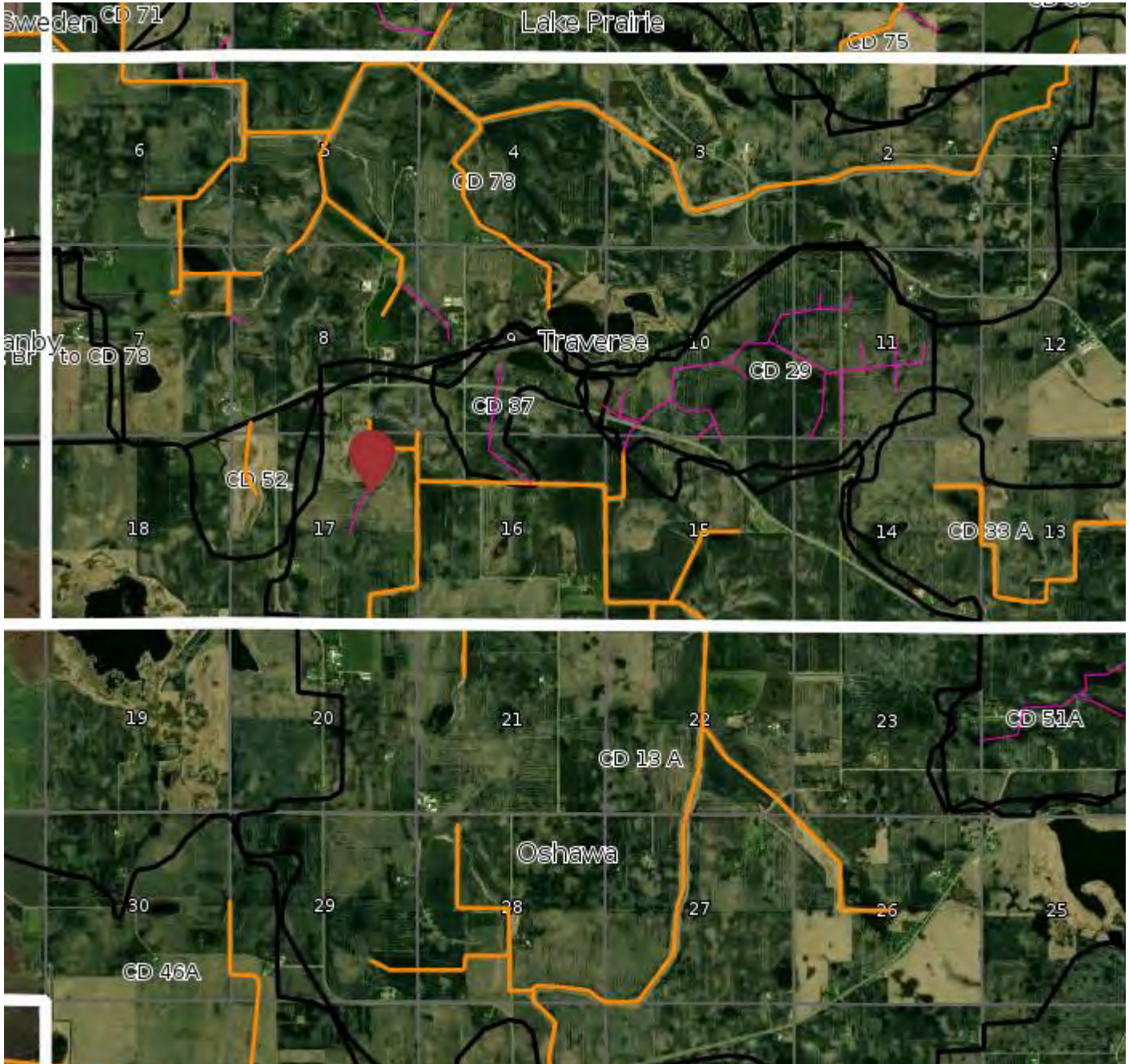
### INSPECTION LOG

Date	Initials	Notes
------	----------	-------

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 13-A Repair #20-039



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-10-26	Branch:	main
Problem/Proposed Work:	A county tile outlet pipe has rusted and failed. The landowner is requesting the ditch system repair the outlet pipe with dual wall plastic.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	1	Township:	Traverse
Twp:	110N	Range:	27W
Section:	17	Qtr-Qtr Section:	
Latitude:	44.333412	Longitude:	-94.074441
Parcel Number:	1317200002		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
JEFFREY E LEONARD	41232 FORT RD SAINT PETER MN 56082	

### LANDOWNER

Name	Address	Phone
JEFFREY E LEONARD	41232 FORT RD SAINT PETER MN 56082	

### STATUS LOG

Action	Date	Initials	Notes
For Review	10/26/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-26	Sample Vendor	700.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

### INSPECTION LOG

Date	Initials	Notes
------	----------	-------



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 77 Repair #20-040



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
	Open Ditch	
	Shallow Ditch	
	Tile	
▼ Townships	▼ Streams	▼ Roads
	Protected Natural	Interstate
	Protected Altered	U.S. and State Hwy
	Other Perennial/Intermittent	CSAH
▼ Sections		County Road
	▼ Private Drainage	Township Road
▼ County Boundary	Drainage Outlet	City Street
	Open Ditch	
▼ Parcels		



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-10-30	Branch:	1
Problem/Proposed Work:	There is a hole in the field above a county tile line. The renter is requesting the ditch system repair the tile.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	8	Qtr-Qtr Section:	
Latitude:	44.438042	Longitude:	-94.458817
Parcel Number:	0408100001		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
Mike Hoffmann		

### LANDOWNER

Name	Address	Phone
ANNA M HACKER	1001 N GARDEN ST APT 103 NEW ULM MN 56073	

### STATUS LOG

Action	Date	Initials	Notes
For Review	10/30/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-10-30	Lafayette Excavating	1000.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

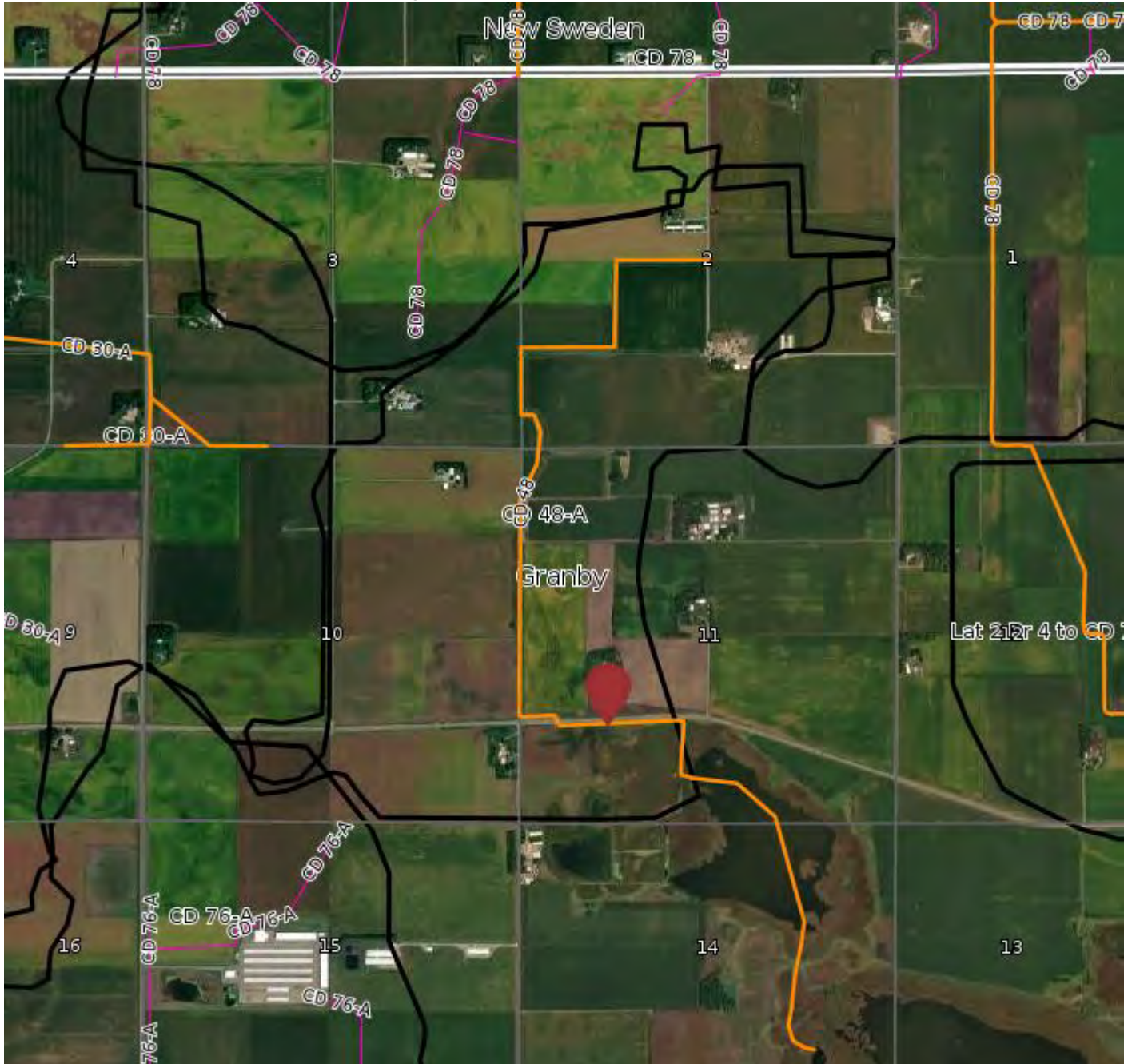
### INSPECTION LOG

Date	Initials	Notes
------	----------	-------

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 48-A Repair #20-041



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
	Open Ditch	
	Shallow Ditch	
	Tile	
▼ Townships	▼ Streams	▼ Roads
	Protected Natural	Interstate
	Protected Altered	U.S. and State Hwy
	Other Perennial/Intermittent	CSAH
▼ Sections		County Road
	▼ Private Drainage	Township Road
▼ County Boundary	Drainage Outlet	City Street
	Open Ditch	
▼ Parcels		

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-13	Branch:	main
Problem/Proposed Work:	Beavers have created a dam and are blocking the ditch. The ditch inspector is requesting the beavers be removed and the dam be taken out.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Granby
Twp:	110N	Range:	28W
Section:	11	Qtr-Qtr Section:	
Latitude:	44.351995	Longitude:	-94.168003
Parcel Number:	1211300004		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
ditch inspector		

### LANDOWNER

Name	Address	Phone
MN DNR	500 LAFAYETTE RD SAINT PAUL MN 55155	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/13/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-13	Lafayette Excavating	500.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

### INSPECTION LOG

Date	Initials	Notes
------	----------	-------



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 58-A Repair #20-042





# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-13	Branch:	main
Problem/Proposed Work:	There is a hole in the field above a county tile. The landowner is requesting the ditch system repair the tile.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Belgrade
Twp:	109N	Range:	27W
Section:	9	Qtr-Qtr Section:	
Latitude:	44.259984	Longitude:	-94.087021
Parcel Number:	1809300013		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
NICHOLAS J PETERS	45047 417TH AVE SAINT PETER MN 56082	

### LANDOWNER

Name	Address	Phone
NICHOLAS J PETERS	45047 417TH AVE SAINT PETER MN 56082	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/13/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-13	Lafayette Excavating	1000.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

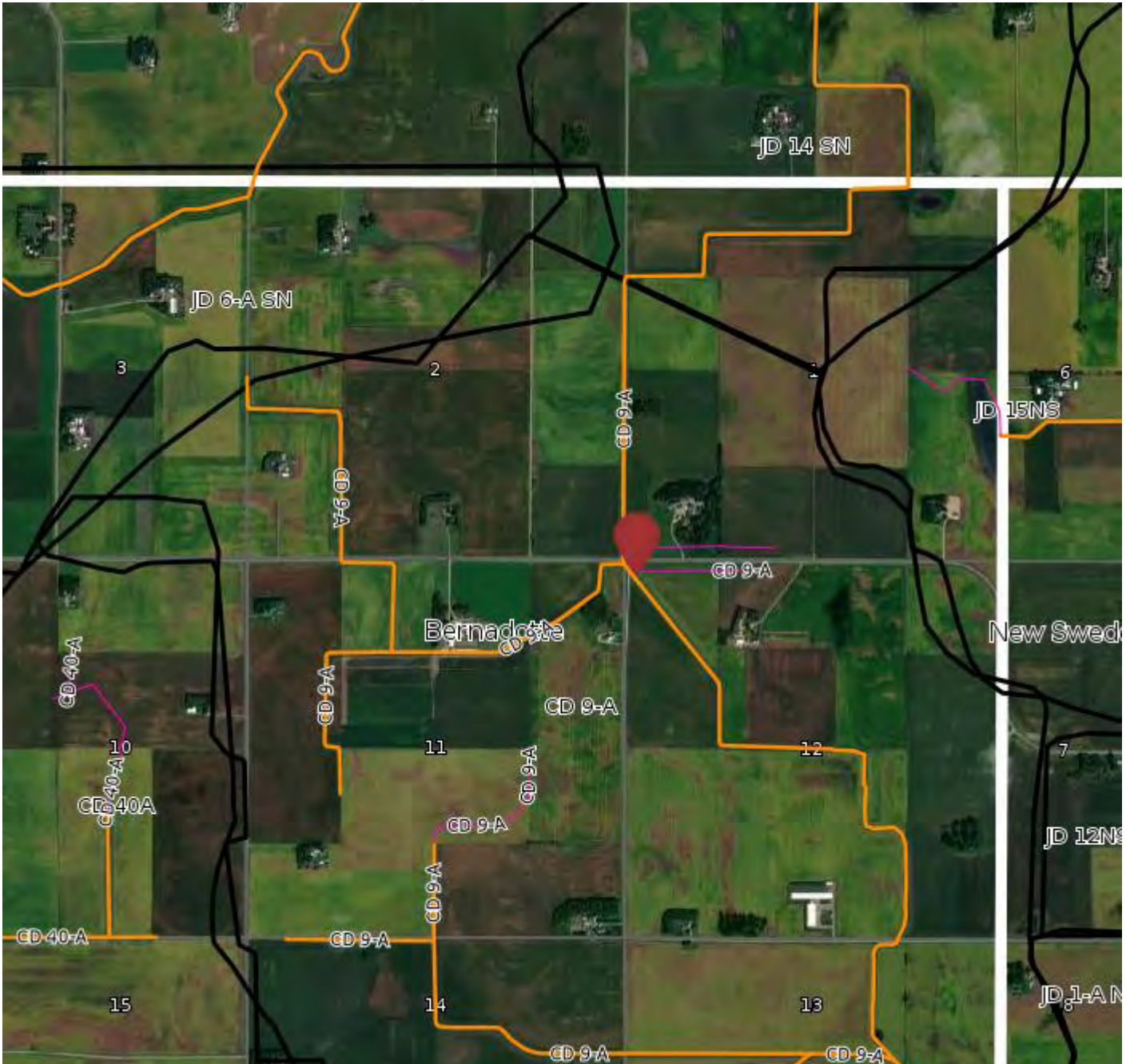
### INSPECTION LOG

Date	Initials	Notes
------	----------	-------

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 9-A Repair #20-043



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
	Open Ditch	
	Shallow Ditch	
	Tile	
▼ Townships	▼ Streams	▼ Roads
	Protected Natural	Interstate
	Protected Altered	U.S. and State Hwy
	Other Perennial/Intermittent	CSAH
▼ Sections		County Road
		Township Road
▼ County Boundary	▼ Private Drainage	City Street
	Drainage Outlet	
▼ Parcels	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-25	Branch:	spur 4
Problem/Proposed Work:	A county tile outlet pipe is rusted off and bent down into the dirt. The landowner is requesting the ditch system replace the outlet pipe.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Bernadotte
Twp:	111N	Range:	29W
Section:	12	Qtr-Qtr Section:	
Latitude:	44.443187	Longitude:	-94.274463
Parcel Number:	0512100002		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
MOLNAU FAMILY LIMITED PARTNERSHIP, STEVEN and CAROL	49966 350TH AVE LAFAYETTE MN 56054	

### LANDOWNER

Name	Address	Phone
MOLNAU FAMILY LIMITED PARTNERSHIP, STEVEN and CAROL	49966 350TH AVE LAFAYETTE MN 56054	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/25/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-25	Lafayette Excavating	800.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

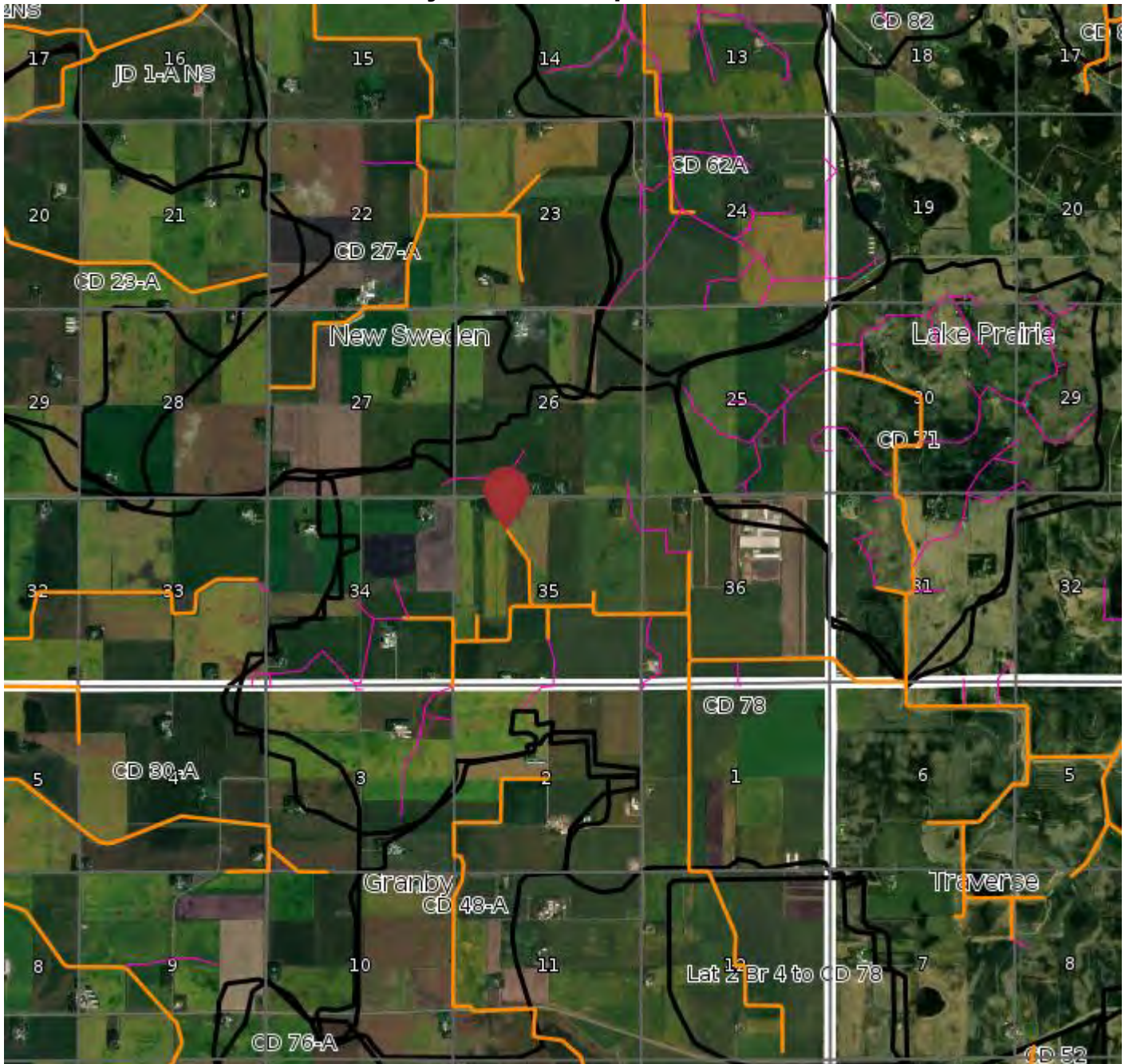
### INSPECTION LOG



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 78 Repair #20-044



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-25	Branch:	2
Problem/Proposed Work:	A county tile outlet pipe is rusted off. The landowner is requesting the ditch system replace the outlet pipe.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	New Sweden
Twp:	111N	Range:	28W
Section:	35	Qtr-Qtr Section:	
Latitude:	44.381271	Longitude:	-94.158657
Parcel Number:	0635100009		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
HERMANSON REVOCABLE TRUST DAVID L	45209 COUNTY ROAD 15 NICOLLET MN 56074	

### LANDOWNER

Name	Address	Phone
HERMANSON REVOCABLE TRUST DAVID L	45209 COUNTY ROAD 15 NICOLLET MN 56074	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/25/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-25	Lafayette Excavating	800.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

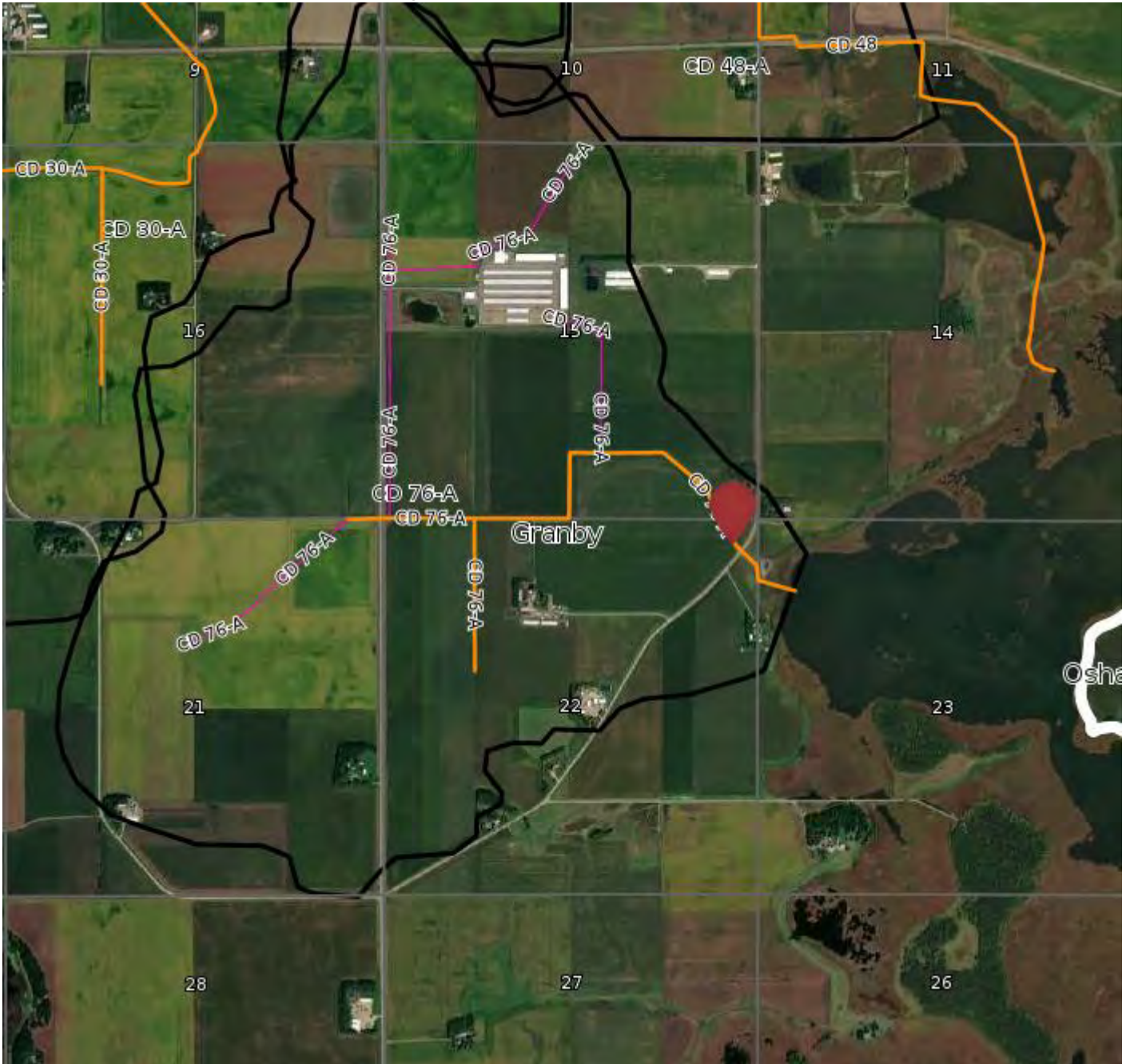
### INSPECTION LOG



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 76-A Repair #20-045



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-25	Branch:	main
Problem/Proposed Work:	Beavers are building a dam in the county ditch. The landowner is requesting the ditch system destroy the beaver and remove the dam.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Granby
Twp:	110N	Range:	28W
Section:	22	Qtr-Qtr Section:	
Latitude:	44.325997	Longitude:	-94.181006
Parcel Number:	1222200004		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
WILLS DALE F LIVING TRUST	46850 MAPLE DR MADISON LAKE MN 56063	

### LANDOWNER

Name	Address	Phone
WILLS DALE F LIVING TRUST	46850 MAPLE DR MADISON LAKE MN 56063	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/25/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-25	Lafayette Excavating	500.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

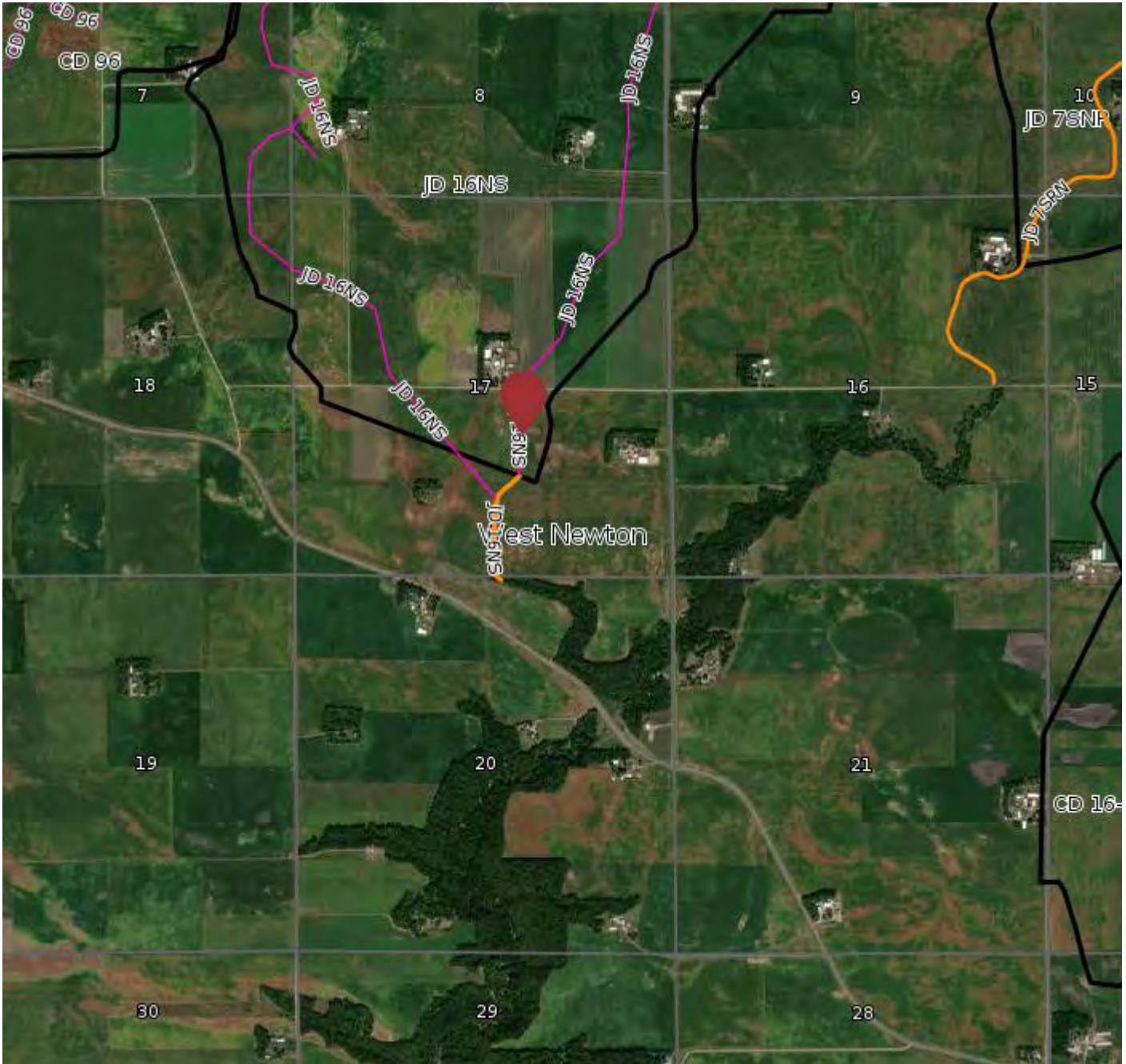
### INSPECTION LOG

Date	Initials	Notes
------	----------	-------

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## Judicial Ditch 16 Repair #20-046



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-25	Branch:	main
Problem/Proposed Work:	The landowner is requesting the ditch system repair several rock check dams in the ditch and to remove the trees growing in the ditch. The landowner has agreed to dispose of the trees on his own.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	West Newton
Twp:	111N	Range:	31W
Section:	17	Qtr-Qtr Section:	
Latitude:	44.414368	Longitude:	-94.578901
Parcel Number:	0317400002		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
RONALD J SCHWAB	419 9TH ST N NEW ULM MN 56073	

### LANDOWNER

Name	Address	Phone
RONALD J SCHWAB	419 9TH ST N NEW ULM MN 56073	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/25/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-25	Lafayette Excavating	8000.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

### INSPECTION LOG

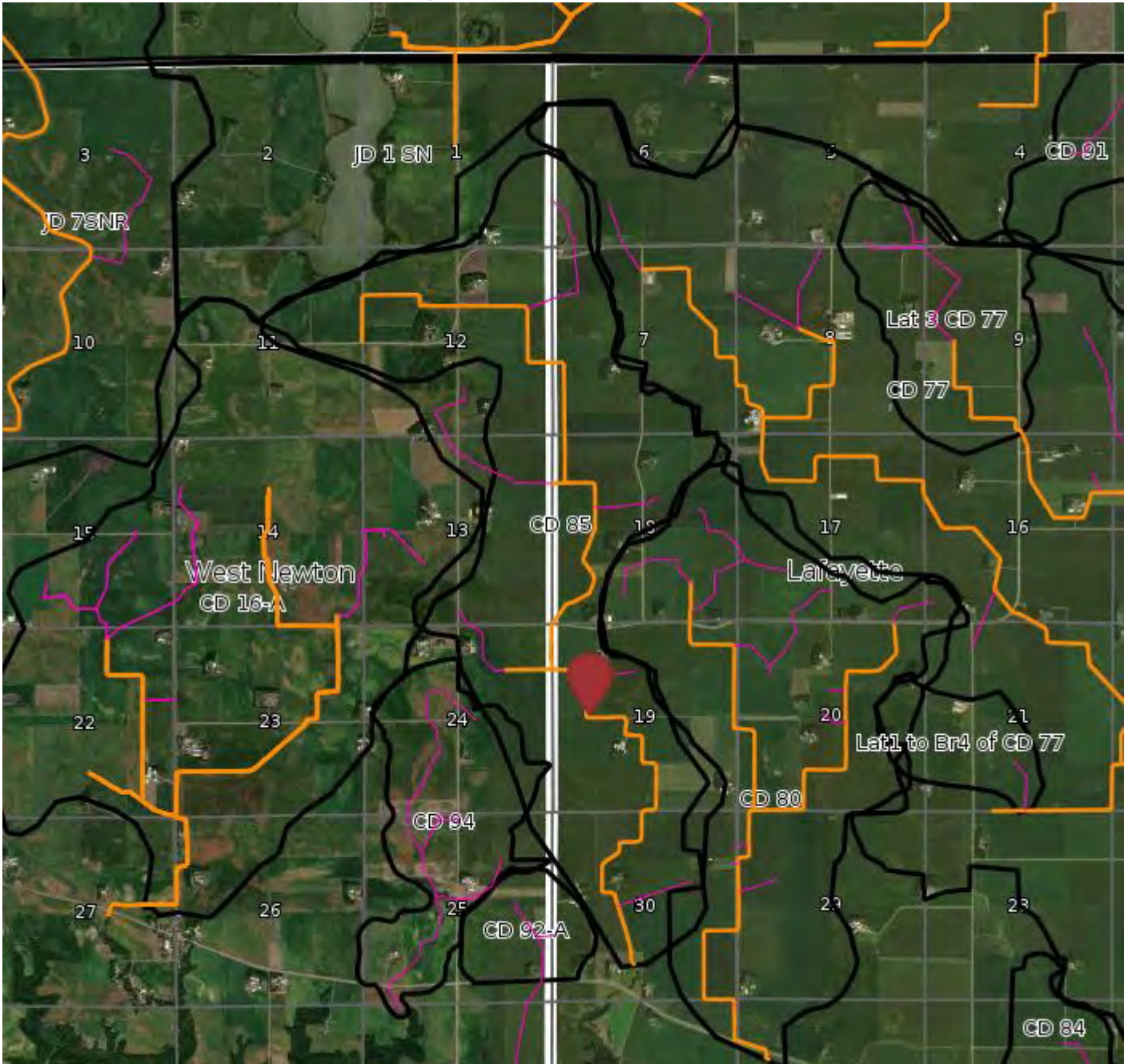
Date	Initials	Notes
------	----------	-------



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 85 Repair #20-047



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	

# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-25	Branch:	main
Problem/Proposed Work:	A large bank slide is holding back water. The landowner is requesting the ditch system remove the slide.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	19	Qtr-Qtr Section:	
Latitude:	44.419988	Longitude:	-94.490962
Parcel Number:	0419100005		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
BRADLEY A FRANTA	60781 370TH ST NEW ULM MN 56073	

### LANDOWNER

Name	Address	Phone
BRADLEY A FRANTA	60781 370TH ST NEW ULM MN 56073	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/25/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-25	Lafayette Excavating	500.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

### INSPECTION LOG

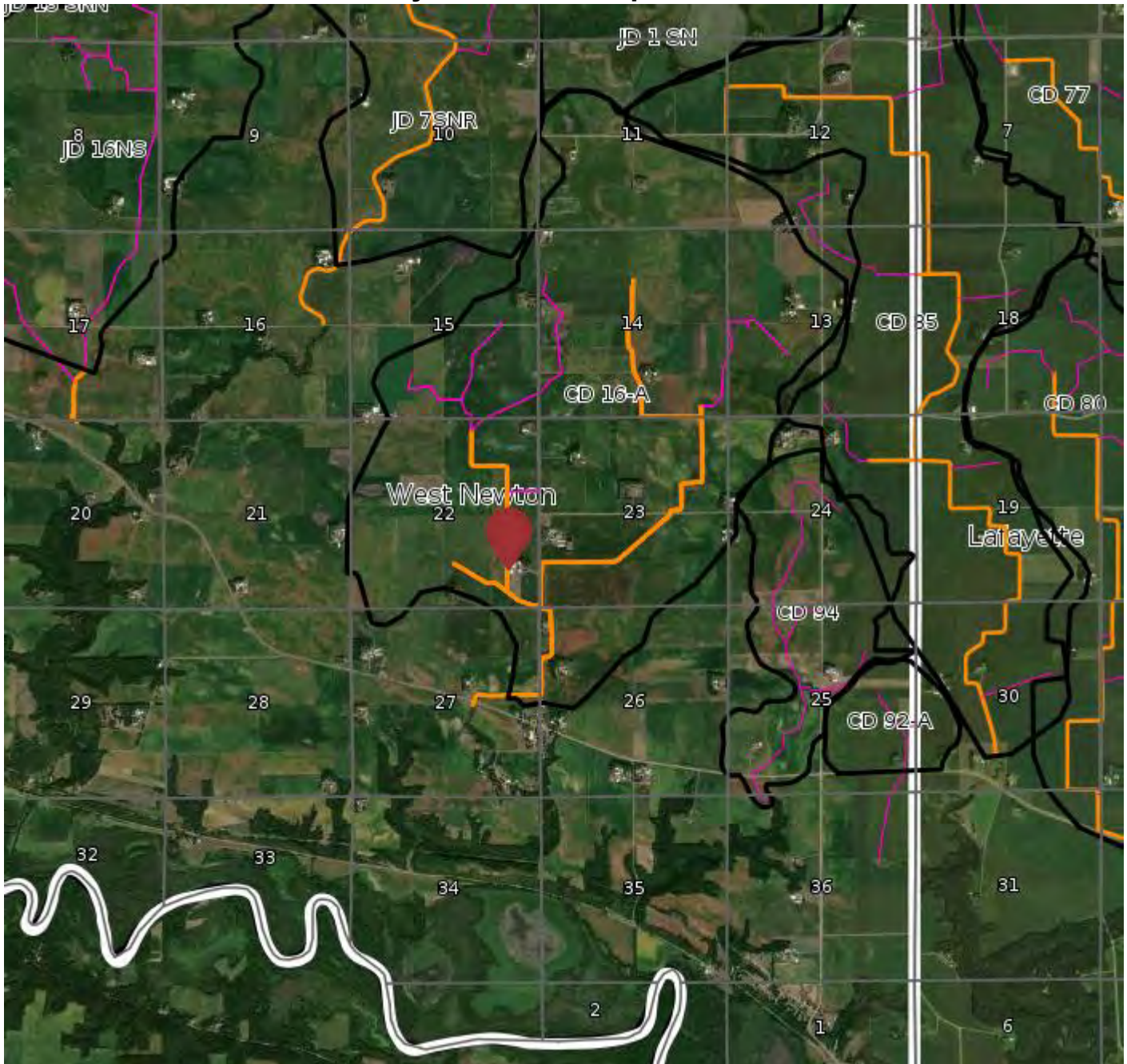
Date	Initials	Notes
------	----------	-------



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 16-A Repair #20-048



▼ Municipalities	▼ Public Drainage Systems	▼ Drainage System Watersheds
▼ Townships	Open Ditch	▼ Roads
▼ Sections	Shallow Ditch	Interstate
▼ County Boundary	Tile	U.S. and State Hwy
▼ Parcels	▼ Streams	CSAH
	Protected Natural	County Road
	Protected Altered	Township Road
	Other Perennial/Intermittent	City Street
	▼ Private Drainage	
	Drainage Outlet	
	Open Ditch	



# NICOLLET COUNTY DRAINAGE DEPARTMENT REPAIR REPORT

## For Staff Documentation & Contractor Information

### OVERVIEW

Date Repair Was Created:	2020-11-25	Branch:	main
Problem/Proposed Work:	A ditch crossing is separated and leaking fill. The landowner is requesting the crossing be repair and also to cut the trees out of the ditch bank that are growing in the slop just north of the crossing.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	False	FEMA Date:	

### REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	West Newton
Twp:	111N	Range:	31W
Section:	22	Qtr-Qtr Section:	
Latitude:	44.403986	Longitude:	-94.530015
Parcel Number:	0322400007		
Location Details:			

### PERSON REQUESTING REPAIR

Name	Address	Phone
WENDINGER DAVID E REVOCABLE LIVING TRUST	37848 631ST AVE NEW ULM MN 56073	

### LANDOWNER

Name	Address	Phone
WENDINGER DAVID E REVOCABLE LIVING TRUST	37848 631ST AVE NEW ULM MN 56073	

### STATUS LOG

Action	Date	Initials	Notes
For Review	11/25/2020	nhenry	

### DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
--------	------	------------	----------	-------

### REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2020-11-25	Lafayette Excavating	8500.00	

### REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
-------	------	------------	-----------	------------	-------

### INSPECTION LOG

Nicollet County Drainage  
Authority Meeting  
Agenda Item



<b>Agenda Item:</b> County Ditch 62A Improvement Project		
Primary Originating Division/Dept.: County Attorney's Office		Meeting Date: 12/15/2020
Contact: Michelle Zehnder Fischer	Title: County Attorney	Item Type: Regular Agenda (Select One)
Amount of Time Requested 30 minutes		
Presenter: Roger Justin		Title: Attorney
		Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Pursuant to Minn. Stat. § 13D.05, subd. 3(b), a closed meeting of the Nicollet County Drainage Authority is needed to discuss litigation regarding the improvement project on Nicollet County Ditch 62A and the costs associated with the litigation.		
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None		
Prior Drainage Authority Action Taken on this Item: <input type="radio"/> Yes <input checked="" type="radio"/> No		
If yes, when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Authorize the payment of bills associated the improvement project and the litigation.		
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify		<b>FUNDING</b> Drainage Authority Dollars =  Grant (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify:  Related Financial/FTE Comments:		<b>Total</b>