

Nicollet County Board of Commissioners Meeting



August 24, 2021

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

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

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

1. Flag Pledge
2. Silence Your Cell Phones
3. Approval of Agenda

Consent Agenda

1. [Approval of August 10, 2021 Board Minutes](#)
2. [Approval of August 18, 2021 Special Board Minutes](#)
3. Approval of Bills

Public Appearances

9:05 a.m. Funding Request

1. [Connecting Nicollet County](#)

9:20 a.m. Health and Human Services

1. [Grant Application and Fiscal Host for Regional ICS Training](#)
2. [COVID-19 Response Update](#)

9:30 a.m. Public Services

1. [Nicollet Conservation Club Inc. Beer and Wine Liquor License](#)

9:35 a.m. County Attorney

1. [Consideration of Amended Policy Against Discrimination and Harassment Based Upon Protected Status](#)

9:40 a.m. County Board

1. County Administrator Position

9:55 a.m. Administration

1. [Re-Appoint David Anderson to SC MN HRA Board](#)

County Attorney Update

Chair's Report

Commissioner Committee Reports

Commissioners Meetings & Conferences

Approve Per Diems and Expenses

Adjourn Board of Commissioners Meeting

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

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- 10:00 a.m.** Call Drainage Authority Meeting to Order: Commissioner Kemp
Drainage Authority Agenda Items
- 10:00 a.m.**
1. Consent Agenda
 - a. Approval of August 10, 2021 Drainage Authority Minutes
 2. Final Public Hearing for Redeterminations for CD4A, CD13A, CD29A, CD33A, CD48A, and CD51A
 3. Set Public Hearing Date for CD32A Clean Out
 4. Set Public Hearing Date for CD86A Regarding Assessments and Levy to Landowners

Adjourn Drainage Authority Meeting

Continued...

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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 (*).

Questions or comments regarding any Nicollet County meeting and requests to participate in any meeting can be directed to Mandy Landkamer, Nicollet County Interim Administrator, at 507-934-7893 or mandy.landkamer@co.nicollet.mn.us.

August 24 – County Board of Commissioners Meeting, 9 a.m., Nicollet County Board Room, St. Peter *

August 24 – County Drainage Authority Meeting, 9 a.m., Nicollet County Board Room, St. Peter *

August 26 – Brown-Nicollet Community Health Executive Committee Meeting, 8:15 a.m.

September 1 – SWCD Board Meeting, 8:30 a.m.

September 2 – Highway 169 Coalition Meeting

September 2 – Budget Workshop, Nicollet County Board Room, St. Peter*

September 9 – Budget Workshop #2, Nicollet County Board Room, St. Peter*

September 14 – County Board of Commissioners Meeting, 9 a.m., Nicollet County Board Room, St. Peter *

September 14 – County Drainage Authority Meeting, 9 a.m., Nicollet County Board Room, St. Peter *

September 15 – Budget Workshop #3, Nicollet County Board Room, St. Peter*

September 16 – AMC Fall Policy Conference, Arrowwood Conference Center, Alexandria, MN

September 20 – Board of Adjustment and Appeals/Planning & Zoning Advisory Commission Meeting, 7 p.m., Nicollet County Board Room, St. Peter*

September 21 – Individual Department Head Meeting with County Attorney, 8:15 a.m., Nicollet Room, St. Peter*

September 21 – County Board Workshop, 9:30 a.m., Nicollet County Government Center, EOC, St. Peter *

September 24 – Brown-Nicollet Community Health Full Board Meeting, 8:15 a.m.

September 28 – County Board of Commissioners Meeting, 9 a.m., Nicollet County Board Room, St. Peter *

September 28 – County Drainage Authority Meeting, 9 a.m., Nicollet County Board Room, St. Peter *

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OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS FOR
NICOLLET COUNTY, MINNESOTA
AUGUST 10, 2021

The Nicollet County Board of Commissioners met in regular session on Tuesday, August 10, 2021, at 9:00 a.m. Commissioners Denny Kemp, Jack Kolars, Marie Dranttel, and John Luepke were present. Also present were Interim County Administrator Mandy Landkamer, Assistant County Attorney Megan Gaudette Coryell and Recording Secretary Abigail Lewis.

Approval of Agenda

Motion by Commissioner Kolars and seconded by Commissioner Kemp to approve the agenda. Motion carried with all voting in favor.

Consent Agenda

Motion by Commissioner Kemp and seconded by Commissioner Luepke to approve the consent agenda items as follows: July 27, 2021 Board Meeting minutes, end of probation for Kalli Clark, effective August 10, 2021, and approval of the Commissioner Warrants as presented for the following amounts: General Revenue Fund - \$110,951.10, Road & Bridge Fund - \$37,846.92, Human Services Fund - \$202,439.86, and acknowledge review of the Auditor's Warrants. Motion carried with all voting in favor.

Public Appearances

There were no public appearances.

Board Engagement Presentation

Southern Minnesota Initiative Foundation

Philanthropy Officer, Alissa Oeltjenbruns, with Southern Minnesota Initiative Foundation provided an overview on the impact SMIF has had in Nicollet County over the past year through various projects and resources available for the community.

Finance

Quarter 2 2021 Donations

Motion by Commissioner Kemp and seconded by Commissioner Luepke to approve the Quarter 2 2021 Donations. Motion carried with all voting in favor on a roll call vote.

Commissioner Committee Reports

The Commissioners reported on various meetings and activities including:

Commissioner Marie Dranttel

Commissioner Denny Kemp

- Brown Nicollet Community Health

Commissioner Jack Kolars

- Bridges Over Poverty
- Traverse des Sioux Finance Meeting
- Diversity Council

Commissioner John Luepke

- National Night Out
- South Central Energy

Health and Human Services Update

COVID-19 Update

Director Cassie Sassenberg provided an update on COVID-19 and the Delta variant in Nicollet County.

Approve Per Diems and Expenses

Motion by Commissioner Kemp and seconded by Commissioner Luepke 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.

At 9:27 a.m., Vice Chair Dranttel called for a break.

At 9:59 a.m., Vice Chair Dranttel called the meeting back to order.

Public Services

Public Hearing for Detachment and Annexation of School District 508 to 2310

At 10:00 a.m., Vice Chair Dranttel opened the public hearing for detachment and annexation of School District 508 to 2310. Manager Kopet provided an overview of the petition.

At 10:03 a.m., Vice Chair Dranttel opened the public comment portion of the meeting. With no public comment made, Vice Chair Dranttel closed the public comment portion of the hearing at 10:04 a.m.

Motion by Commissioner Luepke, and seconded by Commissioner Kemp to approve the petition to annex parcel 08.013.0520 into Sibley East School District. Motion carried with all voting in favor.

Motion by Commissioner Kemp, and seconded by Commissioner Luepke to approve the Resolution Authorizing the Detachment and Annexation from One School District to Another School District. Motion carried with all voting in favor on a roll call vote.

Adjourn

Motion by Commission Kolars and seconded by Commissioner Kemp to adjourn the meeting. Motion carried with all voting in favor. The meeting adjourned at 10:05 a.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

JACI KOPET
CLERK TO THE BOARD

OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS FOR
NICOLLET COUNTY, MINNESOTA
AUGUST 18, 2021

The Nicollet County Board of Commissioners met in special session on Tuesday, August 18, 2021, at 1:05 p.m. Commissioners Denny Kemp, Terry Morrow, Jack Kolars, Marie Dranttel, and John Luepke were present. Also present was Recording Secretary Abigail Lewis.

Chair Morrow called the Special Board meeting to order at 1:05 p.m.

County Administrator Interviews

Gary Weiers, with David Drown Associates (DDA), provided instruction and overview of the interview process. The County Board conducted interviews with Chuck Whiting and Mandy Landkamer, respectively.

Deliberation

Motion by Commissioner Kolars and seconded by Commissioner Kemp to extend the offer the position of County Administrator to candidate Mandy Landkamer, subject to successful completion of any pre-employment steps, and authorize Commissioners Morrow and Dranttel to work with DDA on negotiations for the contract of the position. Motion carried with all voting in favor on a roll call vote.

Adjourn

Motion by Commissioner Kolars and seconded by Commissioner Luepke to adjourn the meeting. Motion carried with all voting in favor. The meeting adjourned at 3:08 p.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

JACI KOPET
CLERK TO THE BOARD

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
Funding Request: Connecting Nicollet County		
Primary Originating Division/Dept.: Administration	Meeting Date: 8/24/2021	
Contact: Mandy Landkamer Title: Interim County Admin.	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 15 minutes		
Presenter: Jean Gansen Title:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Financial Security - prudent use of taxpayer resources (Select One)		
BACKGROUND/JUSTIFICATION: Connecting Nicollet County will be requesting funding for their annual leadership program for 2022.		
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		
ACTION REQUESTED:		
Consideration in the 2022 Budget		
FISCAL IMPACT: Other (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One)	\$10,500
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: Grant Application and Fiscal Host for Regional ICS Training	
Primary Originating Division/Dept.: Health and Human Services Contact: Cassandra Sassenberg Title: HHS Director Amount of Time Requested 5 minutes Presenter: C. Sassenberg Title: HHS Director	Meeting Date: 8/24/2021 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>	
BACKGROUND/JUSTIFICATION: <p>Minnesota was awarded federal grant funding from the CDC that is intended to establish, train, and sustain state, tribal, and local public health workforce to support COVID-19 prevention, preparedness, response, and recovery initiatives. A portion of this funding is intended to directly support Local Public Health and Tribal Public Health. The Minnesota Department of Health (MDH) is employing an application process to distribute funds. Applications are due to MDH on August 24.</p> <p>Nicollet County Health and Human Services is requesting approval to apply for and fiscally manage a Public Health Workforce Development Grant in the amount of approximately \$120,000.00. The purpose of this grant would be to strengthen and build our regional public health and healthcare workforce for emergency prevention, preparedness, response, and recovery. The South Central Healthcare Coalition would coordinate with partners to create regional trainings to build ICS capacity, which will strengthen our region's ability to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing future incidents and protecting life, property, and the environment. Local healthcare partners including hospitals, long-term care, EMS, and others will be invited to the trainings along with emergency management, fire and rescue, and local public health. Our role as fiscal host would be to apply for the grant and manage the funds that will be used as payment to a vendor for the regional trainings, use of facilities, and any other related costs.</p>	
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	
ACTION REQUESTED: Approval to apply for and manage a public health workforce development grant.	
FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify	FUNDING County Dollars = Other <small>(Select One)</small> Total
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify: Related Financial/FTE Comments:	

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: COVID-19 Response Update	
Primary Originating Division/Dept.: Health and Human Services Contact: Cassandra Sassenberg Title: HHS Director Amount of Time Requested 5 minutes Presenter: C. Sassenberg Title: HHS Director	Meeting Date: 08/24/21 Item Type: <small>(Select One)</small> Regular Agenda
Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No	
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>	
BACKGROUND/JUSTIFICATION: 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	
ACTION REQUESTED:	
FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify	FUNDING County Dollars = Other <small>(Select One)</small>
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
Nicollet Conservation Club Inc Beer and Wine Liquor License		
Primary Originating Division/Dept.: Public Services	Meeting Date: 08/24/2021	
Contact: Jaci Kopet Title: Public Services	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5 minutes		
Presenter: Jaci Kopet Title: Public Services	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
BACKGROUND/JUSTIFICATION: <p>Attached is an application for a Beer and Wine License for the Nicollet Conservation Club Inc. This license has been approved by Nicollet Township as well as the Nicollet County Attorney and County Sheriff.</p> <p>If the county board approves, Public Services will send this application to the State of Minnesota for further approval.</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		
ACTION REQUESTED: Consider approval of liquor license		
FISCAL IMPACT: Other (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7510 Fax 651-297-5259 TTY 651-282-6555

APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE

(Not to exceed 24% of alcohol by volume)

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name Superior Point Policy Number 115291802

Licensee's MN sales and Use Tax ID # 9554216 Licensee's Federal Tax ID # 41-152-6165

Business Name (Business, Partnerships, Corporation) <u>Nicollet Conservation Club Inc.</u>		Trade Name or DBA <u>Nicollet Conservation Club</u>	
Business Address <u>46045 471st Ln</u>		Business Phone <u>507 232-3366</u>	Applicant's Home Phone <u>507-381-2496</u>
City <u>Nicollet</u>	County <u>Nicollet</u>	State <u>MN</u>	Zip Code <u>56074</u>
Is this application <input checked="" type="checkbox"/> New		License Period From <u>7/1/21</u> To <u>6/30/22</u>	
If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.			
Partner/Officer Name and title <u>Jason Hoffman Pres</u>	Home Address <u>605 2nd St Apt 203 Nicollet MN</u>	DOB <u>2/2/1970</u>	SSN <u>977-826684</u>
Partner/Officer Name and title <u>Travis Otto VP</u>	Home Address <u>808 Hillside Ct Nicollet, MN</u>	DOB <u>11/8/1970</u>	SSN <u>469-02-9082</u>
Partner/Officer Name and title <u>Thomas Neubert Sec</u>	Home Address <u>617 Cornelia St North Mankato MN</u>	DOB <u>11/25/1959</u>	SSN <u>469-745217</u>
Partner/Officer Name and title <u>Jake Zins Treasurer</u>	Home Address <u>825 Hillside Court Nicollet MN</u>	DOB <u>5/12/55</u>	SSN <u>472-52-3596</u>
CORPORATIONS			
Date of incorporation <u>1943</u>	State of incorporation	Certificate Number	Is corporation authorized to do business in Minnesota? <input type="checkbox"/> Yes <input type="checkbox"/> No
If a subsidiary of another corporation, give name and address of parent corporation			
BUILDING AND RESTAURANT			
Name of building owner <u>Nicollet Conservation Club Inc.</u>		Owner's address <u>46045 471st Ln Nicollet, MN 56074</u>	
Are property taxes delinquent? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the building owner any connection, direct or indirect with the applicant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Restaurant seating capacity <u>200 people</u>	Hours food will be available <u>the duration of each event</u>
Number of restaurant employees <u>Volunteers</u>	Number of months per year restaurant is open <u>12 months</u>	Will food service be the principal business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the premises to be licensed <u>Conservation Club House - holding scheduled events throughout the year with full course meals available</u>			
If the restaurant is in conjunction with another business (resort etc.), describe business <u>Not in conjunction with any other business</u>			
NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED			

- ☒ Yes ☐ No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?
- ☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity?
(if the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- ☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.
- ☐ Yes ☒ No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

- ☐ Yes ☒ No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.
- ☐ Yes ☒ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Signature of Applicant


Date

The licensee must have one of the following:

☒ Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "CERTIFICATE OF INSURANCE" to this form.


☐ A surety bond from a surety company with minimum coverage as specified above in.


☐ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.


Signature County Attorney


County



Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:


Signature


Department and Title


Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Community Insurance Agency of Nicollet 620 2nd Street Nicollet, MN 56074	CONTACT NAME: Jeff Grommersch PHONE (A/C, No, Ext): 507-232-3701 E-MAIL ADDRESS: jeff@cianicollet.net FAX (A/C, No): 507-232-3144
INSURED Nicollet Conservation Club PO Box 138 Nicollet, MN 56074	INSURER(S) AFFORDING COVERAGE INSURER A: Secura INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTIONS <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
A	Liquor Liability		20-CP-003194666	07/01/2021	07/01/2022	Each Occurrence \$1,000,000 Aggregate Limit \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RLH

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5/14/2021

**TOWN BOARD APPROVAL REQUEST FORM
FOR THE ISSUANCE OF LIQUOR LICENSES
In NICOLLET COUNTY, MN**

Licensee: Nicollet Conservation Club

Trade Name: Nicollet Conservation Club

License Location Address: 46045 471st Lane, Nicollet MN 56074
Applying for the following license: (check all that apply)

☐ On-Sale Intoxicating Liquor

☐ On Sale 3.2% Malt Liquor

☐ Off-Sale Intoxicating Liquor

☐ Off Sale 3.2% Malt Liquor

☐ Sunday Liquor

☒ Wine/Strong Beer

**CONSENT OF THE TOWN BOARD
For the County of Nicollet to Issue a Liquor License**

The town board of the Town of Nicollet, County of
Nicollet, State of Minnesota, at their meeting held the 12 day of July,
2021, with a quorum of the board being present, consented to the issuance of the following
license(s): (check all that apply)

☐ On-Sale Intoxicating Liquor

☐ On Sale 3.2% Malt Liquor

☐ Off-Sale Intoxicating Liquor

☐ Off Sale 3.2% Malt Liquor

☐ Sunday Liquor

☒ Wine/Strong Beer

for the above named licensee within this township for the license period beginning July 1, 2021

Date 7/12/2021

Bernie Laven
Signature of Chair of the Town Board

Date 7/12/2021

Ed Darling
Signature of Town Clerk

- Complete this section ONLY if Sunday Liquor has been requested -

Certification of Approval to Issue a License to Sell Liquor on Sunday

Furthermore, we consent to the issuance of a license to sell liquor on Sundays. The question regarding the sale of liquor on Sundays was placed on a ballot and approved by the voter's of this town at an election held on _____.

Date _____

Signature of the Town Clerk _____

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:	
Consideration of Amended Policy Against Discrimination and Harassment Based Upon Protected Status	
Primary Originating Division/Dept.: County Attorney	Meeting Date: August 24, 2021
Contact: Michelle Zehnder Fischer Title: County Attorney	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5 minutes	
Presenter: Michelle Zehnder Fischer Title: County Attorney	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Collaborative Workplace - sustain the core values of our culture (Select One)	
BACKGROUND/JUSTIFICATION: <p>The attached Policy Against Discrimination and Harassment Based Upon Protected Status is an amendment to the current policy found in the Nicollet County Handbook. The amended policy updates the language within the policy consistent with statutory changes regarding protected class status.</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 checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
ACTION REQUESTED: <p>Approve the amended Policy Against Discrimination and Harassment Based Upon Protected Status with the further direction that the numbering of the policy be updated when placed in the Nicollet County Handbook.</p>	
FISCAL IMPACT: No fiscal impact (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total

.0 POLICY AGAINST DISCRIMINATION AND HARASSMENT BASED UPON PROTECTED STATUS

.1 Policy

General Statement of Policy

It is the policy of Nicollet County (hereinafter "County") to maintain an environment that is free from discrimination, harassment, offensive conduct, violence and bias based on sex, race, national origin, gender, religion, disability, age, marital status, familial status, status with regard to public assistance, sexual orientation, or membership or activity in a local human rights commission (hereafter "protected class status"). The County prohibits any form discrimination or harassment based upon protected class status.

It shall be a violation of this policy for any employee, agent, officer, commissioner or other elected official of County to engage in offensive or harassing verbal or physical conduct of a sexual nature or regarding race, national origin, gender, religion, disability, age, sex, status with regard to public assistance, marital status, pregnancy, familial status, sexual orientation towards any County employee, officer, agent, or member of the public seeking public services or public accommodations.

The County will act to investigate all complaints, either formal or informal, verbal or written, of offensive, harassing conduct based upon protected class status, and to discipline or take appropriate action against any employee, agent, officer, commissioner or other elected official who is found to have violated this policy.

Sexual Harassment

Sexual Harassment is a Violation of the Law

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as Amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-14, the Minnesota Human Rights Act.

Sexual Harassment is a Violation of Nicollet County Policy

1. It is the policy of Nicollet County to maintain a working environment that is free from sexual harassment.
2. It shall be a violation of this policy for any employee to harass another employee through conduct or communication of a sexual nature as defined by this policy.
3. Nicollet County will act to investigate all complaints, whether formal or informal, verbal or written, on sexual harassment and to discipline any employee who sexually harasses another employee of Nicollet County.

Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or harassing, offensive, violent or biased conduct based upon any other protected class status by an employee, agent, official, commissioner or other elected official of the County, or any person with knowledge or belief of conduct which may constitute such harassment or bias toward an employee, official or member of the public seeking or receiving public services or accommodations, shall report the alleged conduct immediately to an appropriate County official designated by this policy.

The County encourages the reporting party or complainant to put the complaint or concern in writing, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment to the County Human Resource Director, County Administrator, or Alternate, as set forth in this policy.

1. In each County Department

- a. The Department Head of each department is the person responsible for receiving oral or written reports of all types of harassment and bias described above, at the department level.
- b. Any supervisory employee, whether or not the person is a Department Head, who receives a formal or informal, oral or written report of offensive or harassing conduct, bias or violence as defined in this policy shall inform the Department Head immediately without screening or investigating the report, unless the Department Head is involved in the alleged harassment or bias. In the event that the Department Head is involved, the report shall be made directly to the County Human Resource Director, County Administrator or Alternate as described below. Failure of a supervisory employee to forward such a report to the appropriate party shall be grounds for discipline, including immediate discharge of employment.
- c. Upon receipt of a report, the Department Head must notify the County Human Resource Director or Alternate immediately, without screening or investigating the report. The Department Head may request, but may not insist upon, a written complaint by the complainant. A written statement of the alleged facts will be forwarded as soon as practicable by the Department Head to the Human Resource Director or Alternate. If the report was given verbally, the Department Head shall personally reduce it to written form and forward it to the Human Resource Director or Alternate. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Department Head.
- d. If the complaint involves the Department Head, the complaint shall be made or filed directly with the County

Human Resource Director, County Administrator or Alternate, by the reporting party or complainant.

2. County-Wide

- a. The County Board hereby designates the County Human Resource Director to receive reports of offensive or harassing conduct based upon protected class status under this policy.
 - b. If the complaint involves the Human Resource Director, or the Human Resources Director is a witness or has a conflict of interest, the complaint shall be directly filed with the County Administrator.
 - c. If the complaint involves the County Administrator, or the County Administrator is a witness or has a conflict of interest, the complaint shall be the County Attorney.
 - d. If the complaint involves more than one of the above-named (a-c) individuals, the complaint shall be filed with the Board Chair in addition to any one of the individuals not involved or conflicted.
3. Submission of a good faith complaint or report of offensive or harassing conduct, bias, or violence based on sex, race, national origin, gender, religion, disability, age, marital status, familial status, status with regard to public assistance or sexual orientation shall not affect the reporter's future employment or access to public services or public accommodations.
4. The County will process complaints made under this policy as discreetly as possible, consistent with the County's legal obligations and the necessity to investigate allegations of discriminatory harassment and violence and take disciplinary action when it is determined that the conduct has occurred.

Investigation

1. The Human Resource Director, or other appropriate County official as set forth in this policy, upon receipt of a report or complaint of discriminatory, offensive or harassing conduct, bias or violence based on protected class status shall undertake or authorize an investigation. The investigation may be conducted by County officials or by a third party designated by the County.
2. The investigation may consist of personal interviews with the complainant(s), the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the County may consider the surrounding circumstances, the nature of the behavior, past incidents or past continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all

the facts and the surrounding circumstances.

4. In addition, the County may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.
5. The Human Resource Director, or other appropriate County official as set forth in this policy, will report to the County Administrator or County Board as may be appropriate to the circumstances. If the complaint involves the Human Resources Director, Elected Official, Department head or the County Administrator, the report will be made to the Board.

Reprisal

The County will discipline or take appropriate action against any employee, officer, commissioner, agent or other elected official who retaliates against any person who reports alleged harassment, bias or violence under this policy or any person who testifies, assists or participates in an investigation, or who testifies, assist or participates in a proceeding or hearing relating to such harassment, bias or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, directly, via electronic or written communication, or through a third party.

County Action/Discipline

The County will take such action as appropriate based on the results of the investigation. The County will take such disciplinary action it deems necessary and appropriate, including warnings, suspension, immediate discharge or other appropriate action to end discriminatory harassment and prevent its recurrence.

Definitions

1. Discrimination. Conduct or comments that treat an individual or group of individuals adversely because of protected class status.
2. Nicollet County defines other protected class harassment as:

Unwelcome, offensive verbal or physical conduct, including written and electronic communication, based upon an individual's sex, race, national origin, gender, religion, disability, age, marital status, pregnancy, familial status, status with regard to public assistance or sexual orientation, when:

- A. Submission to such offensive and unwelcome conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining access to public services or public accommodations;
- B. Submission to or rejection of conduct or communication based on the protected status by an individual is used as a factor in decisions affecting that individual's employment or access to public services or public accommodations; or
- C. Such conduct or communication based on the protected status has the purpose or effect of substantially interfering with an individual's employment or access to public services/accommodations or creating an intimidating, hostile or offensive employment or public service/accommodation environment.

3. Sexual Harassment.

- A. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment, access to public services or accommodations; or
 2. Submission to or rejection of such conduct or communication by an individual is used as for a factor in decisions affecting such individual's employment or access to public services or public accommodations; or
 3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive working environment, public services or public accommodations.

B. Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse;
 2. Subtle pressure for sexual activity;
 3. Inappropriate patting or pinching;
 4. Intentional brushing against an employee's body;
 5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment status;
 6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment;
 7. Any sexually motivated unwelcome touching; or
 8. Distribution or display of written materials; pictures or other graphics of a sexual nature.
4. Protected Class. Protection under federal/state laws from discrimination, including because of race, color, creed, religion, national origin, gender, pregnancy, sex, age, disability, sexual orientation, marital status, familial status, or receipt of public assistance, or membership on a local human rights commission.
5. Offensive Behavior. Patterns of actions that have a negative impact on the work environment such as inappropriate joking, vulgar language, name calling or disrespectful language.

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
Re-appoint David Anderson to the SC MN HRA Board		
Primary Originating Division/Dept.: Administration	Meeting Date: 8/24/2021	
Contact: Mandy Landkamer Title: Interim County Admin	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5 minutes		
Presenter: Mandy Landkamer Title: Interim County Admin	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
BACKGROUND/JUSTIFICATION: David Anderson's term on the South Central Minnesota Multi-County HRA Board ends on September 30, 2021. Mr. Anderson is interested in serving another term.		
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) August 27, 2019		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
ACTION REQUESTED: Re-appoint David Anderson to the South Central MN Multi-County HRA Board effective October 1, 2021		
FISCAL IMPACT: Other (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



422 Belgrade Ave, Suite 102, North Mankato, MN 56003-3874 / Phone 507-345-1977 / Fax 507-345-5908

Providing affordable housing in Martin, Nicollet, Sibley, Waseca & Watonwan Counties

July 26, 2021

Mrs. Mandy Landkamer
Nicollet County Property and Public Services Director
501 South Minnesota Avenue
St. Peter, Minnesota 56082-2533

Dear Mrs. Landkamer,

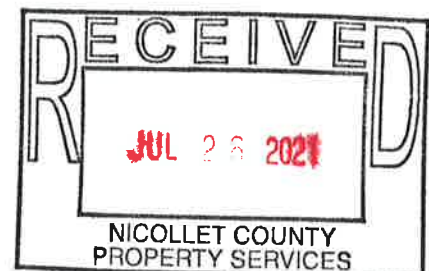
David Anderson currently serves on the South-Central Minnesota Multi-County HRA Board as an HRA Commissioner. David Anderson's term will expire on September 30, 2021.

Please verify in writing, by letter or email to our HRA office by September 3, 2021 if David Anderson's term will be extended or if a new member will be appointed to this position starting September 30, 2021.

Thank you for your time and assistance.

Sincerely,

Megan Davis
HRA Administrative Assistant
scmmchra@hickorytech.net



OFFICIAL PROCEEDINGS OF THE NICOLLET
COUNTY DRAINAGE AUTHORITY
AUGUST 10, 2021

The Nicollet County Drainage Authority met in regular session on Tuesday, August 10, 2021 at 9:12 a.m. with Vice Chair Marie Dranttel presiding. Commissioners John Luepke, Jack Kolars, and Denny Kemp were present. Also present were Interim County Administrator Mandy Landkamer, Recording Secretary Abigail Lewis and Assistant County Attorney Megan Gaudette Coryell.

Consent Agenda

Motion by Commissioner Kemp and seconded by Commissioner Luepke to approve the consent agenda items as follows: approval of the July 27, 2021 Drainage Authority minutes. Ditch Motion carried with all voting in favor.

Adjourn

Motion by Commissioner Luepke and seconded by Commissioner Kemp to adjourn the Drainage Authority Meeting. Motion carried with all voting in favor.

Vice Chair Dranttel adjourned the meeting at 9:13 a.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

JACI KOPET
CLERK TO THE BOARD

**Nicollet County Drainage
Authority Meeting
Agenda Item**



Agenda Item:

Final Public Hearing for Redeterminations for CD 4A, CD13A, CD29A, CD33A, CD48A, and CD51A

Primary Originating Division/Dept.: Public Services

Meeting Date: 08/24/2021

Contact: Jaci Kopet

Title: Public Services Manager

Item Type: Regular Agenda
(Select One)

Amount of Time Requested 40 minutes

Presenter: Jaci Kopet

Title: Public Services Manager

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Programs and Services - deliver value-added quality services

BACKGROUND/JUSTIFICATION:

At the 10:00 am public hearing, the final redetermination reports will be presented by the lead viewer, Mark Behrends for CD4A, CD13A, CD29A, CD33A, CD48A, and CD51A.

Copies of the draft redetermination reports were sent to all landowners and commissioners prior to this public hearing. The viewers will bring the final viewers reports to the meeting.

Mark Behrends, the lead viewer, will be in attendance to present the reports and answer any questions.

The meeting agenda is attached. We will be addressing each ditch individually.

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

Prior Drainage Authority Action Taken on this Item: ☐ Yes ☒ No

If yes, when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approval of the new benefits for said county ditches.

FISCAL IMPACT: Other
(Select One)

If "Other", specify

FUNDING

Drainage Authority Dollars =

Grant

(Select One)

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease" specify:

Total

Related Financial/FTE Comments:

Nicollet County Drainage
Authority Meeting
Agenda Item



Agenda Item:

Set Public Hearing Date for CD86A Regarding Assessments and Levy to Landowners

Primary Originating Division/Dept.: Public Services

Meeting Date: 08/24/2021

Contact: Jaci Kopet

Title: Public Services Manager

Item Type: Regular Agenda
(Select One)

Amount of Time Requested 5 minutes

Presenter: Jaci Kopet

Title: Public Services Manager

Attachments: ☐ Yes ☒ No

County Strategy: Facilities and Space - preserve, maintain and build our assets
(Select One)

BACKGROUND/JUSTIFICATION:

I would like to set the date for a public hearing for CD86A in regards the assessments and levy to landowners for expenses for the improvement project.

I would like to have the public hearing on September 14, 2021 at 10:30 am in the Nicollet County Board Room.

Supporting Documents: ☐ Attached ☐ In Signature Folder ☒ None

Prior Drainage Authority Action Taken on this Item: ☐ Yes ☒ No

If yes, when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approval of public hearing date and time.

FISCAL IMPACT: Other
(Select One)

If "Other", specify

FUNDING

Drainage Authority Dollars =

Grant

(Select One)

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease" specify:

Total

Related Financial/FTE Comments:

Nicollet County Drainage
Authority Meeting
Agenda Item



Agenda Item:

Set Public Hearing Date for CD32A Clean Out

Primary Originating Division/Dept.: Public Services

Meeting Date: 08/24/2021

Contact: Jaci Kopet

Title: Public Services Manager

Item Type: Regular Agenda
(Select One)

Amount of Time Requested 5 minutes

Presenter: Jaci Kopet

Title: Public Services Manager

Attachments: ☐ Yes ☒ No

County Strategy:
(Select One)

Facilities and Space - preserve, maintain and build our assets

BACKGROUND/JUSTIFICATION:

I would like to set the date for a public hearing for a ditch cleaning for CD32A

I would like to have the public hearing on September 14, 2021 at 10:00 am in the Nicollet County Board Room.

Supporting Documents: ☐ Attached

☐ In Signature Folder

☒ None

Prior Drainage Authority Action Taken on this Item:

☐ Yes

☒ No

If yes, when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office:

☐ Yes

☐ No

☒ N/A

ACTION REQUESTED:

Approval of public hearing date and time.

FISCAL IMPACT: Other
(Select One)

If "Other", specify

FUNDING

Drainage Authority Dollars =

Grant

(Select One)

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease" specify:

Total

Related Financial/FTE Comments: