

Board of Commissioners and Drainage Authority Agenda

August 9, 2022

Commissioners: Marie Dranttel- Board Chair; Jack Kolars- Vice Chair; John Luepke; Terry Morrow; Dave Haack

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

1. Pledge of Allegiance
2. Silence Your Cell Phones
3. Approval of Agenda
4. Approval of Consent Agenda:
 - a. [July 26, 2022 Board Minutes](#)
 - b. [Contract with St. Peter Schools for Truancy Agent Position](#)
 - c. Approval of Bills
 - d. [End of Probations](#)
5. Public Appearances

- 9:05 a.m.**
6. Human Resources
 - a. [Employee Recognition Event Resolution](#)

- 9:15 a.m.**
7. Public Works
 - a. [Consider Award of Bid for Project SAP 052-599-027](#)

- 9:25 a.m.**
8. County Attorney Update
 9. Chair's Report
 10. Commissioner Committee Reports
 11. Commissioner Meetings & Conferences
 12. Approve Per Diems and Expenses
 13. Adjourn Board of Commissioners Meeting

9:30 a.m. Call Drainage Authority Meeting to Order: Chair Dranttel

1. Approval of Agenda
2. Approval of Consent Agenda:
 - a. [July 26, 2022 Drainage Authority Minutes](#)
3. Public Appearances

4. Adjourn Drainage Authority Meeting

Mission Statement

Providing efficient services
with innovation and
accountability.

Vision Statement

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

Core Values

Leadership. Integrity.
Accountability.
Efficiency. Innovation.

Board of Commissioners and Drainage Authority Agenda

August 9, 2022

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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 Administrator, at 507-934-7074 or mandy.landkamer@co.nicollet.mn.us.

August 2022:

August 3 - SWCD Board Meeting, 8:30 a.m., Nicollet, MN
August 9 - Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter*
August 9 - Drainage Authority Meeting, 9 a.m.; Nicollet County Board Room, St. Peter*
August 15 - Board of Adjustment and Appeals/Planning & Zoning Advisory Commission Meeting, 7 p.m.; Nicollet County Board Room, St. Peter *
August 16 - Individual Department Head Meeting – County Attorney, 8:15 a.m.; Nicollet County Board Room, St. Peter*
August 16 - County Board Workshop, 9:30 a.m.; Nicollet County Board Room, St. Peter*
August 16 - County Employee Recognition Event – 11 a.m. – 1 p.m.; HHS Garage/Parking Lot, St. Peter
August 17 - MnDOT Road Tour with Commissioners; Time TBD; Courtland Truck Station
August 17 - MN Connected and Automated Vehicle (CAV) Drive MN Event; 4 – 5 p.m.; 2151 Basset Dr, Mankato, MN
August 23 - Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter*
August 23 - Drainage Authority Meeting, 9 a.m.; Nicollet County Board Room, St. Peter*
August 25 - Budget Workshop #1, 8:30 a.m. – Noon; Nicollet County Board Room, St. Peter*
August 31 - Budget Workshop #2, 8:30 a.m. – Noon; Nicollet County Board Room, St. Peter*

NOTICE REGARDING NICOLLET COUNTY BOARD OF COMMISSIONERS MEETING AND DRAINAGE AUTHORITY MEETING AUGUST 9, 2022 9:00 A.M.

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

The Nicollet County Board and Drainage Authority meetings will be conducted under Minnesota Statute 13D.02 – Meetings by Interactive Technology. County Board and Drainage Authority members will participate by means of Interactive Technology. Commissioner Terry Morrow will be participating in the meeting virtually at 39 Walton Heath Way, Mashpee, MA, 02649.

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How members of the public can participate in the meeting:

Join Zoom Meeting At:

<https://us02web.zoom.us/j/86547631866>

Meeting ID: 865 4763 1866

One tap mobile

+16465588656,,86547631866# US (New York)

+16469313860,,86547631866# US

The meeting can be viewed live at:

www.co.nicollet.mn.us/642/County-Board-Meeting-Videos.

A copy of the meeting agenda and packet is available at:

<https://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 Mandy Landkamer, County Administrator, at 507-934-7074 or by email at mandy.landkamer@co.nicollet.mn.us

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JULY 26, 2022
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Board of Commissioners met in regular session on Tuesday, July 26, 2022, at 9:00 a.m. Commissioners Marie Dranttel, Jack Kolars, John Luepke, Terry Morrow and David Haack were present. Also present were County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

Approval of Agenda

Motion by Commissioner Haack and seconded by Commissioner Luepke to approve the agenda. Motion carried with all voting in favor on a roll call vote.

Consent Agenda

Motion by Commissioner Kolars and seconded by Commissioner Haack to approve the consent agenda items as follows:

1. July 12, 2022 Board Meeting Minutes;
2. Acknowledgement of the Auditor's Warrants, and approval of the Commissioner Warrants as presented for the following amounts:
 - a. General Revenue Fund - \$105,656.72;
 - b. Road & Bridge Fund - \$101,476.54;
 - c. Human Services Fund - \$204,996.37

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

Public Appearances:

There were no public appearances.

Administration

Capital Highway Investment Plan (CHIP) Outreach Presentation - MnDOT

Samuel Parker and Zak Tess of MnDOT came before the Board to present information on the CHIP Highway Investment Plan. Mr. Parker provided a breakdown of how dollars are allocated, as well as area highway and bridge performance data. Mr. Tess discussed current and planned MnDOT construction projects, such as the Highway 14 expansion project and the interchanges at New Ulm and Courtland. They also gave an overview of the longer-term transportation improvement plans. Budgets for these projects will need to be more fluid than in years past due to cost increases in materials. Finally, they discussed the CHIP projects being planned for 2027-2032. One of the projects, the corridor area north of US Highway 169, was moved to the long-term improvement plan due to the recent improvements made. MnDOT would like to continue working with local partners to get funding in place for future projects.

Finance

2022 Quarter Two Donations

Finance Director McCormick appeared before the Board to request approval of the following 2022 Quarter Two donations:

FROM WHOM	AMOUNT	PURPOSE
Various Donations	\$ 300.00	Van Services
Various Donations	<u>\$ 635.00</u>	Loan Closet
Total:	\$ 935.00	

Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve the Resolution for the Acceptance of Donations as presented. Motion carried with all voting in favor on a roll call vote.

Public Works

Consider Award of Contract for SAP 052-623-027

Public Works Director Greenwood appeared before the Board to request approval of the contractor's bid for Project SAP 052-623-027. The two bids received were over the original engineer's estimate. The severity of the eroded slopes has increased the difficulty of the project, which in turn has increased the cost. Delaying the project would increase the cost even more, however, as both the slope erosion and cost of materials will continue to increase. Because of the immediate need of the project, Director Greenwood recommended moving forward with awarding the contract to the lowest bidder.

Motion by Commissioner Luepke and seconded by Commissioner Haack to award the contract to Holtmeier Construction in the amount of \$1,731,897.96. Motion carried on a roll call vote. After further discussion of the project, Commissioner Morrow motioned to amend the previous motion to include authorizing Director Kopet to sign contract SAP 052-623-027 on behalf of the County in Administrator Landkamer's absence. This motion was seconded by Commissioner Kolars. The amended motion carried with all voting in favor on a roll call vote.

Consider Financial Participation in TH 22 Corridor Study

Director Greenwood discussed the planned TH 22 corridor study being led by the City of St. Peter. There are two county road intersections in the study, CSAH 20 and CSAH 15, so the County has a vested interest in the project and would ultimately benefit from the study. Director Greenwood recommended County participation in the TH 22 corridor study and providing financial support in the amount of \$5,000.

Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve financial support of the TH 22 corridor study in the amount of \$5,000. Motion carried with all voting in favor on a roll call vote.

Consider Cooperative Construction Agreement for CSAH 5/Sunrise Dr./Broadway Ave. Roundabout Project

Public Works Director Greenwood appeared before the Board to request approval of the Cooperative Construction Agreement for CSAH 5/Sunrise Dr./Broadway Ave. Roundabout Project. The City of St. Peter submitted a grant application to fund improvements at the intersection due to both the anticipated population growth on the west side of St. Peter as well as increased traffic from the new fire station. The City presented their findings from the ICE study at the Nicollet County Board meeting on January 25, 2022, and they shared that a roundabout was determined to be the best solution for intersection improvements.

Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve the Cooperative Construction Agreement for CSAH 5/Sunrise Dr./Broadway Ave. Roundabout Project. Motion carried with all voting in favor on a roll call vote.

After further discussion, Commissioner Morrow motioned to amend the previous motion and approve the agreement as well as authorize Director Kopet to sign on behalf of the County in Administrator Landkamer's absence. The motion was seconded by Commissioner Luepke. Motion carried with all voting in favor on a roll call vote.

Board Recess

There was a short recess at 9:58 a.m. as the Drainage Authority opened the continued public Hearing of CD87A. The regular Board of Commissioners meeting was resumed at 10:14 a.m.

County Attorney Update:

County Attorney Zehnder Fischer shared that their office continues to focus on community outreach efforts and is attending tonight's "Night to Unite" event in Courtland. They will be sharing information on fraud prevention. Attorney Zehnder Fischer also presented information regarding truancy and the juvenile justice system at last Friday's Town Hall meeting in North Mankato. Participants received information on drug trends from the Drug Taskforce, and representatives from the Health and Human Services Department shared resources on children's mental health. The meeting was well attended, with about 30 community members in attendance.

Chair's Report

- State Auditor meeting via Zoom
- Planning & Zoning Commission
- Department Head
- County Board Workshop
- Region 9 Revolving Loan Fund
- County Board
- Union Negotiations

Commissioner Committee Reports

The Commissioners reported on various meetings and activities, including:

Commissioner Terry Morrow

- Highway 169 Corridor Coalition via Zoom
- LAC meeting
- Department Head
- County Board Workshop
- Community Health Board

Commissioner John Luepke

- SWCD
- County Board Workshop
- Department Head

- BNEH
- Public Health meeting – New Ulm
- MN Rural Energy Board

Commissioner Jack Kolars

- Personnel Committee
- MVAC
- County Board Workshop
- Traverse de Sioux
- Mediation
- County Board
- Comp Study

Commissioner David Haack

- Department Head
- County Board Workshop
- BNEH

Approve Per Diems and Expenses

Motion by Commissioner Kolars 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 on a roll call vote.

Adjourn

Motion by Commissioner Morrow and seconded by Commissioner Kolars to adjourn the meeting. Motion carried with all voting in favor on a roll call vote. The meeting adjourned at 10:21 a.m.

MARIE DRANTTEL, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER, CLERK TO THE BOARD

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: Contract with St. Peter Schools for Truancy Agent Position						
Primary Originating Division/Dept.: Community Corrections Contact: Rich Molitor Title: Director Amount of Time Requested: minutes Presenter: Title:	Meeting Date: 08/09/2022 Item Type: Consent 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: Renewing Truancy Agent Contract with St. Peter Schools for a 2 year period.						
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) May 2020						
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A						
ACTION REQUESTED: Signature of Contract						
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> FISCAL IMPACT: Other <small>(Select One)</small> If "Other", specify: </td> <td style="width: 50%; vertical-align: top;"> FUNDING County Dollars = State <small>(Select One)</small> Total: </td> </tr> <tr> <td style="vertical-align: top;"> FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments: </td> <td></td> </tr> </table>			FISCAL IMPACT: Other <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = State <small>(Select One)</small> Total:	FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	
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FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:						

**COOPERATIVE AGREEMENT BETWEEN
NICOLLET COUNTY PROBATION AND
ST. PETER PUBLIC SCHOOLS**

This agreement is made and entered into by and between the County of Nicollet, State of Minnesota, (hereinafter "County"), on behalf of Nicollet County Community Corrections, St. Peter, Minnesota 56082, (hereinafter "Agency"), and Independent School District 508 – St. Peter Public Schools, St. Peter, Minnesota 56082, hereinafter referred to as the "School." This agreement is entered into for the period from July 1, 2022 to June 30, 2024.

WITNESSETH

WHEREAS, the Agency and the School both recognize the importance of students attending school each and every day and the permitting of absences only with legal justification;

WHEREAS, both the Agency and the School recognize that early intervention with those students who are beginning to demonstrate attendance issues is effective to eliminate continuing absences and the need to petition the student as truant;

WHEREAS, both the Agency and the School recognize that students who are petitioned to Court as truant are in need of more intensive services as school attendance issues are generally a symptom of other underlying issues;

WHEREAS, both the Agency and School recognize that a collaborative effort to address attendance issues is mutually beneficial to both organizations;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth herein, the Agency and School agree as follows:

1. COUNTY/AGENCY DUTIES

County will employ an individual in the position of a truancy liaison officer. The individual will be an employee of Nicollet County, assigned to the Agency. The individual will be deemed a Nicollet County employee (in a grant-funded position) for purposes of employment benefits including health care coverage, vacation and sick time, holiday designations and pay, and other Nicollet County employee-related benefits. The individual will be subject to the Nicollet County Employee Policies and Procedures as set forth in Nicollet County's Personnel Rules and Regulations, as may be amended from time to time. Provided, however, it is understood by all parties to this agreement that this position is a grant-funded position. In the event funds are no longer available for this position, this Agreement will be null and void and the Agency shall have no obligation to employ a person in the position of a truancy liaison officer.

The Agency will provide supervision for the position, with the assistance of and input from the School.

The County will provide the individual with mileage reimbursement for meetings held at sites other than Nicollet County offices or the School facilities, and for other trips not including to the facilities of the School or Agency. The County will provide the individual with a cellular phone.

2. SCHOOL DUTIES

The School will be responsible for providing the individual with office space, office supplies, and a computer. It is expected by the parties that the truancy liaison officer will spend at least an average of a full-time equivalent .6 position on School related matters during the months school is in session.

3. PAYMENT OF SERVICES

A. The parties to this Agreement understand that the funding for this position is dependent upon grants received by Nicollet County from the Family Services Collaborative. Other available grants, and the State of Minnesota Community Corrections Act. In the event that Nicollet County does not receive funding from these grant sources or from State of Minnesota Community Corrections Act, the Agency's obligations under this Agreement are null and void and it will have no obligation to provide any funds for this position or provide the services set forth herein.

B. The School shall be responsible for the hourly wage cost for a full-time equivalent .6 position. The County shall generate an invoice to the School setting forth the School's payment obligation. The School agrees to pay its share on a quarterly basis commencing October 1, 2022. The School shall review the invoice and make payment of the approved charges within thirty-five (35) working days of the receipt of the invoice from the County, or upon approved by the School Board, whichever is earlier. The School's financial obligation for the first 12 month period is \$40,774.04. Provided, however, this amount shall be increased by the same percentage used to adjust teacher salaries as a result of their current union negotiations for 2022-2023 and 2023-2024 school years.

The second term of the contract shall be from July 1, 2023 to June 30, 2024. The School's minimum obligation for the second term of the contract shall be \$21,189.52.

The School agrees to act in good faith to seek additional funding resources for the second term of the contract and the School will discuss the additional funding sources with the Agency by June 30, 2023. Should the School not secure additional funding resources to meet or exceed the funds paid during the 2022-2023 contract year, the County reserves the right to modify the allocation of resources dedicated to the School to proportionately match the funds provided.

4. SAFEGUARD OF STUDENT INFORMATION

The School, its officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (MGDPA); the Health Insurance Portability and

Accountability Act (HIPAA) and implementing regulations, if applicable; and Title 42, part 2, of the Code of Federal Regulations and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, except upon written consent of such student, the student's parent or guardian, or the student's attorney, in connection with these laws and regulations. If the School creates, collects, receives, stores, uses, maintains or disseminates data because it performs functions of the County pursuant to this Agreement, then the School must comply with the requirements of the MGDPA, HIPAA, or other laws and regulations as if it were a government entity, and may be held liable under these Acts and statutes for noncompliance. The School agrees to defend, indemnify and hold harmless the County, its officials, officers, agents, employees, and volunteers from any claims resulting from the School's officers', agents', owners', partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of such protected data, or other noncompliance with the requirements of this section. The School agrees to promptly notify the Agency if it becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA, HIPAA or other regulations. The terms of this section shall survive the cancellation or termination of this Agreement.

5. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS AND NONDISCRIMINATION

The School agrees that it shall neither exclude any person from full employment rights nor prohibit participation in or the benefits of any program, service or activity on the grounds of any protected status or class, including but not limited to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to, public assistance status, sexual orientation, and age. No person who is protected by applicable Federal or State laws against discrimination shall be subjected to discrimination.

6. BONDING, INDEMNITY, AND INSURANCE CLAUSE

A. Indemnity: The School does hereby agree that it will indemnify, hold harmless, and the County, its commissioners, officers, agents, employees, and volunteer workers against claims, losses, expenses, damages or lawsuits for damages any and all which such parties or individuals may hereafter sustain, incur, or be required to pay;

1. By reason of any person suffering personal injury, death or property loss or damage either while participating in or receiving from the School the care and services to be furnished by School under this Agreement, or while on premises owned, leased or operated by School, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered or otherwise contracted for by the School or any officer, agent, or employee thereof; or
2. By reason of any person employed or allegedly employed by the School, for any claim or cause of action in equity or for damages arising out of the employment or alleged employment, or discrimination; or

3. By reason of any intentional or negligent act or omission of the School, its agents, officers, or employees in the performance of services provided herein.
4. Provided, nevertheless, the School shall not be responsible for the act or omission of any providers who are not under its direction and control.

B. Insurance: The School does further agree that in order to protect itself, as well as the Agency and County under the indemnity agreement provision hereinabove set forth, the School will at all times during the term of this agreement, have and keep in force a general liability insurance policy in the amount of not less than One Million, Five Hundred Thousand Dollars (\$1,500,000.00) per occurrence. Nicollet County shall be named an additional insured under such policy.

The School agrees that it shall not cancel or materially change said policy without thirty (30) days prior notice to the Agency. A certificate of insurance will be provided to the Agency within ten (10) days of the signing of this Agreement.

7. CONDITIONS OF THE PARTIES' OBLIGATIONS

- A. This agreement may be canceled by either party at any time with or without cause upon thirty (30) days' written notice to the other party. In such event, the County shall be entitled to payment for all services provided through the date of the written notice on a prorated basis.
- B. Any alteration, variation, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.

8. RECORDS—AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes Section 16C.05, subd. 5, the School agrees that the Agency, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the School and involve transactions relating to this Agreement and for six (6) years after its termination or cancellation.

9. MISCELLANEOUS

- A. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the School and Agency relating to the subject matter hereof.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties.

- B. Health Insurance Portability and Accountability Act: The School and Agency agree to comply with the Health Insurance Portability Accountability Act (HIPPA) and, if necessary, sign a business associate contract with the Agency.

Chairperson, Nicollet County Board of Commissioners

Date

Chairperson, Independent School District 508 – St. Peter Public Schools

Date

APPROVED AS TO FORM AND EXECUTION:

Nicollet County Attorney

Date

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: End of Probations	
Primary Originating Division/Dept.: Human Resources	Meeting Date: 08/09/2022
Contact: Kristy Larson Title: HR Director	Item Type: (Select One) Consent Agenda
Amount of Time Requested minutes	
Presenter: Kristy Larson Title: HR Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: (Select One) Facilities and Space - preserve, maintain and build our assets	
BACKGROUND/JUSTIFICATION: <p>Sheriff's Office Sheriff Dave Lange has requested the end of probation for Drew Link, Deputy Sheriff, effective August 1, 2022, and Amy McGuire, Correctional Officer, effective August 13, 2022.</p> <p>Property & Public Services Assistant Property & Public Services Director Pete Otterness has requested the end of probation for Benjamin Rosburg, Environmental Specialist, effective August 9, 2022.</p>	
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	
ACTION REQUESTED: Grant end of probationary status	
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

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
Employee Recognition Event Resolution		
Primary Originating Division/Dept.: Human Resources	Meeting Date: 08/09/2022	
Contact: Kristy Larson Title: HR Director	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 10 minutes		
Presenter: Kristy Larson Title: HR Director	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>Per Minnesota Statute and the Nicollet County Employee Handbook, Nicollet County has established an Employee Wellness and Recognition Program, which allows the County to hold employee recognition events and, with permission from the Board of Commissioners, use County funds to help pay for such events. Nicollet County would like to hold an Employee Recognition event the week of August 15-19. Funds we receive from the South Central Service Cooperative for employee wellness programming will cover much of the cost of this event. Today, we are requesting approval to use County funds to pay for the remainder of the expenses.</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) April 2022 Board Workshop		
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
ACTION REQUESTED:		
Approve County funds for Employee Recognition Event		
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify	FUNDING County Dollars = Other (Select One)	\$1,300
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	\$1,300



RESOLUTION AUTHORIZING AN EMPLOYEE RECOGNITION EVENT



WHEREAS, Minn. Stat. §15.46, Preventive Health Services for Public Employees, and Nicollet County Employee Handbook Chapter 7, Employee Recognition and Wellness, state that Nicollet County may establish and operate a program of preventive health and employee recognition services for County employees and may expend funds as necessary to achieve the goals of the program; and

WHEREAS, the Nicollet County Employee Handbook Chapter 7 states that the Nicollet County Board may approve employee recognition events as appropriate; and

WHEREAS, the Nicollet County Board wishes to hold a recognition event for employees the week of August 15-19, 2022.

THEREFORE, be it resolved, that the Nicollet County Board of Commissioners hereby authorizes an employee recognition event during the week of August 15-19, 2022; and

BE IT FURTHER RESOLVED that the Nicollet County Board of Commissioners approves the expenditure of County funds to hold said event.

Dated this 9th day of August, 2022

Marie Dranttel, Chair
Nicollet County Board of Commissioners

ATTEST:

Mandy Landkamer
County Administrator/Clerk to the Board

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item:

Consider Award of Bid for Project SAP 052-599-027

Primary Originating Division/Dept.: Public Works/Highway

Meeting Date: 08/09/2022

Contact: Seth Greenwood, P.E. Title: PWD/County Engineer

Item Type: Regular Agenda
(Select One)

Amount of Time Requested: 10 minutes

Presenter: Seth Greenwood, P.E. Title: PWD/County Engineer

Attachments: ☐ Yes ☒ No

County Strategy:
(Select One)

Facilities and Space - preserve, maintain and build our assets

BACKGROUND/JUSTIFICATION:

Project SAP 052-599-027 is currently being advertised and bids will be received and opened on August 8, 2022 at 1:30PM at Public Works. Results of those bids will be presented at the August 9, 2022 Board of Commissioner meeting along with a recommendation for action.

Project SAP 052-599-027 involves the removal of old concrete culverts and the installation of a new 12'X9' box culvert. This work will occur on Kern's Drive East in Belgrade Township. Tree removal and utility relocation will occur this fall with box culvert and grading work occurring during the summer of 2023.

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

Prior Board Action Taken on this Agenda 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:

FISCAL IMPACT: Other
(Select One)

If "Other", specify:

FUNDING
County Dollars =

State
(Select One)

FTE IMPACT: No FTE change
(Select One)

Total:

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:



JULY 26, 2022
OFFICIAL PROCEEDINGS OF THE
NICOLLET COUNTY DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in regular session on Tuesday, July 12, 2022, at 10:00 a.m. with Chair Dranttel presiding and Commissioners Terry Morrow, David Haack, John Luepke and Jack Kolars present. Also present were County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

Approval of Agenda

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

Consent Agenda

Motion by Commissioner Haack and seconded by Commissioner Luepke to approve the consent agenda items as follows:

1. July 12, 2022 Board Meeting Minutes

Motion carried with all voting in favor.

Public Appearances

There were no public appearances related to the regular Drainage Authority meeting.

Continued CD79 Public Hearing on the Final Acceptance of the Improvement Project

Director Kopet appeared before the Board to discuss the continuation of the CD79 Improvement Project from the July 12, 2022 Public Hearing. At that meeting, the Drainage Authority had asked ISG to create a proposal for leveling the berm on the Cordes property before moving to close out the project.

Chuck Brandel, Principal Engineer for ISG, gave an overview of the proposal letter he sent to the County regarding the work that had been done. Based on information that was discussed at the last two public hearings, ISG is willing to complete the work of knocking down the berm on the Cordes property. Mr. Brandel stated that he has found a contractor who could complete the work of leveling the berm and seeding the area along Mr. Cordes' property. The ground work could begin as early as two weeks from now and the project could potentially be completed within the month. The contractor would remove the berm that stretches from the road to South of the existing bridge, and the riprap overflow would be left in place. Additionally, Mr. Brandel will ensure Mr. Cordes is on site when the work is being done.

The public comment period was opened at 10:05 a.m., and Mr. Cordes was asked if ISG's proposal was acceptable to him. Mr. Cordes approached the Board and stated that the proposal was acceptable. Mr. Cordes also agreed to be responsible for general yard maintenance of the completed project area, such as watering the newly seeded area and mowing as needed. For future ditch cleanings, Mr. Cordes stated that he would also take care of leveling the ditch material so a new berm doesn't develop and water could continue draining into the ditch. The public portion of the hearing was closed at 10:09 a.m.

There was a motion by Commissioner Morrow and seconded by Commissioner Luepke to accept the final acceptance report presented by ISG and to direct PPSD Director Kopet to prepare findings to be presented at the next Drainage Authority meeting on August 9, 2022. County Zehnder Fischer made a recommendation that due to the outstanding work still needed, it would be best to wait to close the project out after all work is completed. Both Commissioner Morrow and Commissioner Luepke then withdrew their previous motions.

Director Kopet recommended making a motion to accept Engineer Brandel's proposal on finishing the project. She clarified that when the final report is complete, it will be brought before the Board for final acceptance and the project can be closed at that time. Director Kopet also asked for clarification on County billing and if there would be additional charges for the work on Mr. Cordes' property. Mr. Brandel replied that no additional charges would be due by the County, and he also confirmed that no bills have been sent to the County since April of 2022.

Because the previously withdrawn motions were not voted on, they were struck from the record. Commissioner Morrow then amended his original motion to accept the ISG letter of July 20, 2022, and the motion was seconded by Commissioner Kolars. Motion carried with all voting in favor on a roll call vote.

Adjourn

Motion by Commissioner Luepke and seconded by Commissioner Haack to adjourn the Drainage Authority Meeting. Motion carried with all voting in favor on a roll call vote.

Chair Dranttel adjourned the meeting at 10:15 a.m.

MARIE DRANTTEL, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD