

## Board of Commissioners Agenda

January 24, 2023

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

Commissioners: Jack Kolars - Board Chair; Terry Morrow - Vice Chair; Marie Dranttel; Mark Dehen; Kurt Zins

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

1. Pledge of Allegiance
2. Silence Your Cell Phones
3. Approval of Agenda
4. Approval of Consent Agenda:
  - a. [January 3, 2023 Board Minutes](#)
  - b. [2022 Natural Resources Block Grant Financial Reports](#)
  - c. [2023 Natural Resources Block Grant SSTs Grant Execution](#)
  - d. [2023 St. Peter Library Contract](#)
  - e. [End of Probations](#)
  - f. Approval of Bills
5. Public Appearances

- 9:05 a.m.**
6. Finance
    - a. [2022 Quarter Four Donations](#)
    - b. [Public Hearing Notice – Capital Improvement Plan 2023-2027](#)

- 9:15 a.m.**
7. Public Works
    - a. [Consider Final Acceptance and Payment of 2022 Highway Striping Project](#)

- 9:20 a.m.**
8. Administration
    - a. [Border-to-Border Grant Application Letter of Support](#)

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

(continued)

#### 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.

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Commissioners: Jack Kolars - Board Chair; Terry Morrow - Vice Chair; Marie Dranttel; Mark Dehen; Kurt Zins

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

1. Approval of Agenda
2. Approval of Consent Agenda:
  - a. [December 30, 2022 Special Drainage Minutes](#)
  - b. [January 3, 2023 Drainage Authority Minutes](#)
  - c. [Consider Ditch Repair Reports 22-014 through 22-017](#)
3. Public Appearances

### 9:35 a.m. 4. Adjourn Drainage Authority Meeting

### **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.

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](mailto:mandy.landkamer@co.nicollet.mn.us).

#### **January 2023**

January 24 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter  
 January 24 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter  
 January 23 – Personnel Committee – Closed Meeting, 11 a.m. – 1 p.m.; Nicollet County Board Room, St. Peter  
 January 25 - 27 – Newly Elected Officials Conference; InterContinental Hotel, St. Paul, MN

#### **February 2023**

February 8 – Tri-County Board Meeting; 8-11 a.m.; Nicollet County Board Room  
 February 8 & 9 – Drainage Conference; Arrowwood Conference Center; Alexandria, MN  
 February 14 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter  
 February 14 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter  
 February 20 – *President's Day (Holiday); Nicollet County Offices Closed*  
 February 21 – Individual Dept. Head Meeting (Finance), 8:15 a.m.; Nicollet County Board Room, St. Peter  
 February 21 – Board Workshop, 9:30 a.m.; Nicollet County Board Room, St. Peter  
 February 22 – AMC Legislative Conference; February 22-23; InterContinental Hotel, St. Paul  
 February 23 – BNCH Board Meeting, 8:15 a.m.; 1900 Franklin St, New Ulm, MN  
 February 28 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter  
 February 28 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter

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**JANUARY 3, 2023**  
**OFFICIAL PROCEEDINGS OF THE**  
**BOARD OF COUNTY COMMISSIONERS**

The Nicollet County Board of Commissioners met in regular session on Tuesday, January 3, 2023, at 9:00 a.m. Commissioners Jack Kolars, Terry Morrow, Marie Dranttel, Mark Dehen, and Kurt Zins were present. Also present were County Administrator Mandy Landkamer, County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

**Election of Officers**

Commissioner Dranttel asked for nominations for 2023 Board Chair. Motion by Commissioner Morrow and seconded by Commissioner Zins to nominate Commissioner Kolars for the position of Chair of the Nicollet County Board for 2023. No other nominations were made and the motion carried unanimously.

Chair Kolars then asked for nominations for Board Vice Chair. Motion by Commissioner Dranttel and seconded by Commissioner Dehen to nominate Commissioner Morrow for the position of Vice Chair of the Nicollet County Board for 2023. No other nominations were made and the motion carried unanimously.

**Approval of Agenda**

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

**Consent Agenda**

Motion by Commissioner Dehen and seconded by Commissioner Morrow to approve the consent agenda items as follows:

1. December 13, 2022 Board Meeting Minutes;
2. 2023 Solid Waste Collection and Transportation License Applicants
3. CVSO Operational Enhancement Grant Program Resolution for FY 2023
4. Resolution to Delegate EFT Authority
5. Legal Services Contracts January 1, 2023 – December 31, 2023
6. 2023 Brown County Evaluation Center, Inc. Purchase of Service Agreement
7. 2023 North Mankato Library and Bookmobile Contracts
8. Resolution Approving the Official Newspaper for Publications in 2023
9. Publication of Transportation Advertisement Bids on the Nicollet County Website
10. 2023 Gopher Bounty
11. 2023 Board Meetings and Workshop Schedules
12. Approval of Bills
13. Acknowledgement of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
  - a. General Revenue Fund - \$89,079.94;
  - b. Road & Bridge Fund - \$58,664.70;
  - c. Human Services Fund - \$13,174.79

Motion carried with all voting in favor.

## **Public Appearances:**

Jim Stenson (Oshawa Township) approached the Board with questions regarding the Historic Preservation Ordinance. He requested an updated copy of the Ordinance, as well as the names of the committee members and any recent updates. There may be citizens interested in joining the committee and he'd like the updated information shared with members of the public.

## **Health and Human Services**

### ***2023 Health and Human Services: Execution of Contracts and Agreements***

Motion by Commissioner Dranttel and seconded by Commissioner Morrow to approve the resolution delegating contract authority to the Health and Human Services Director. Motion passed with all voting in favor on a roll call vote.

### ***Community Resources of Southern Minnesota: Relocation Request***

Motion by Commissioner Dehen and seconded by Commissioner Zins to authorize Health and Human Services to submit approval for the requested location change of Community Resources of Southern Minnesota. Motion carried with all voting in favor.

## **Public Works**

### ***CSAH 13 Concrete Overlay Project-National Concrete Pavement Award Presentation***

Director Greenwood shared that the Nicollet County Public Works Department recently attended the American Concrete Pavement Association's annual banquet and awards ceremony in Nashville, Tennessee to accept a National Concrete Paving award for their work on the CSAH 13 concrete overlay project. Matt Zeller, Executive Director of MN Concrete Paving Association, presented the award to Seth Greenwood, Joel Hawbaker, John Bethke and Matt Hackett during the Board meeting.

### ***Consider Adoption of Final Report for Lookout Drive/CSAH 13 Corridor Study***

Director Greenwood presented the final report of the CSAH 13/Lookout Dr Corridor Study. The purpose of the study was to understand the transportation needs of the area and implement a plan. The final study provides all recommendations for the corridor improvement plan.

Motion by Commissioner Kolars and seconded by Commissioner Dehen to approve adoption of the final report for the Lookout Dr./CSAH 13 Corridor study. Motion carried with all voting in favor.

### ***Consider MNDOT Agreement 1052224 & Resolution***

Motion by Commissioner Morrow and seconded by Commissioner Dehen to accept the revised DCP Agreement and the attached resolution that authorizes the County Board Chair and County Administrator to execute agreement 1052224 and the attached resolution. Motion carried with all voting in favor.

## **Administration**

### ***Consideration of Community Supervision Workgroup New Funding Formula for Probation Resolution***

Administrator Landkamer shared with the Board a resolution endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriations during the 2023 legislative session.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the attached resolution. Motion carried with all voting in favor on a roll call vote.

***Consideration of Termination of Lease Agreement with the MN Department of Human Services***

Administrator Landkamer shared that Nicollet County and DHS had been in a contract to provide space for Community Services of Southern MN in the basement of the County's Health and Human Services building. A new space that fits the needs of the clients has been located, and the contract to rent space from the County is no longer needed.

Motion by Commissioner Dranttel and seconded by Commissioner Zins to approve the State of Minnesota Termination of Lease No. 12238. Motion carried with all voting in favor.

***Resolution Establishing the 2023 Committee and Board Assignments and Meetings that Qualify for a Per Diem Payment***

The 2023 Committee and Board Assignments were discussed and new Commissioners were added to various Committees. Motion by Commissioner Dehen and seconded by Commissioner Zins to approve the 2023 Committee and Board Assignments. Motion carried with all voting in favor on a roll call vote.

**County Attorney**

Attorney Zehnder Fischer shared with the Board that one of her main priorities this year is addressing school truancy and attendance issues. She has been working on truancy policy updates as well as brochures to share in the community.

**Chair's Report**

- Brown Nicollet Community Health Board
- CD 86A meeting

**Commissioner Committee Reports**

The Commissioners reported on various meetings and activities, including:

**Commissioner Terry Morrow**

- Tri-County Board Meeting
- Brown Nicollet Community Health Board
- AMC
- CD86A Mediation
- Special Drainage meeting

**Commissioner Marie Dranttel**

- Brown Nicollet Community Health Board
- CD86A Mediation
- Special Drainage meeting

**Commissioner Mark Dehen**

- North Mankato City Council
- REDA/GMG
- Brown Nicollet Community Health Board

**Commissioner Kurt Zins**

- Hwy 14 meeting

**Approve Per Diems and Expenses**

Motion by Commissioner Morrow and seconded by Commissioner Zins 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.

**Adjourn**

The meeting adjourned at 10:43 a.m.

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JACK KOLARS, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

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MANDY LANDKAMER, CLERK TO THE BOARD

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>								
2022 Natural Resources Block Grant Financial Reports								
Primary Originating Division/Dept.: PPSD - Property Services  Contact: Loria Rebuffoni                      Title: PSD Manager  Amount of Time Requested                      minutes  Presenter:    Title:	Meeting Date: 01/24/2023  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>								
<b>BACKGROUND/JUSTIFICATION:</b>  Acknowledgment of the 2022 Natural Resources Block Grant Agreements financial reports for Local Water Management, SSTS, Shoreland, And Wetland Conservation Act activities. Signatures needed as they are due in eLink before February 1.  Total grant dollars spent in 2022 - \$55,885.								
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 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>  Acknowledgment of the 2022 NRBG financial reports for the above activities in the amount of \$55,885.								
<b>FISCAL IMPACT:</b> Included in current budget <small>(Select One)</small>  If "Other", specify	<b>FUNDING</b> County Dollars =  <table style="width: 100%;"> <tr> <td style="width: 50%;">Grant</td> <td style="width: 50%; text-align: right;">\$55,885</td> </tr> <tr> <td><small>(Select One)</small></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$55,885</b></td> </tr> </table>		Grant	\$55,885	<small>(Select One)</small>		<b>Total</b>	<b>\$55,885</b>
Grant	\$55,885							
<small>(Select One)</small>								
<b>Total</b>	<b>\$55,885</b>							
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:								





## Financial Report

Septic Treatment Systems Upgrade - NRBG 2021

**Grant Title:** 2021 - Septic Treatment Systems Upgrade - NRBG (Nicollet County)

**Grant ID:** P21-3128

**Organization:** Nicollet County

Grant Revenue	Amount
Total Awarded	\$25,000.00

### Grant Expenditures

Grant Activity Category	Amount
Subsurface Sewage Treatment Systems	\$5,000.00
Total Spent	\$5,000.00
Returned Amount	\$0.00
Balance Remaining	\$20,000.00
Percent Spent	20%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2021 - Septic Treatment Systems Upgrade - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
*Board of Water and Soil Resources*  
*520 Lafayette Road N.*  
*St. Paul, MN 55155*





## Financial Report

SSTS-NRBG 2022

**Grant Title:** 2022 - Septic Treatment Systems - NRBG (Nicollet County)

**Grant ID:** P22-6849

**Organization:** Nicollet County

Grant Revenue	Amount
Total Awarded	\$18,600.00

### Grant Expenditures

Grant Activity Category	Amount
Subsurface Sewage Treatment Systems	\$18,600.00
Total Spent	\$18,600.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2022 - Septic Treatment Systems - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

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***Make checks payable and mail to:***  
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*520 Lafayette Road N.*  
*St. Paul, MN 55155*



## Financial Report

Shoreland-NRBG 2022

**Grant Title:** 2022 - Shoreland-NRBG (Nicollet County)

**Grant ID:** P22-6678

**Organization:** Nicollet County

Grant Revenue	Amount
Total Awarded	\$2,682.00

### Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$2,682.00
Total Spent	\$2,682.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2022 - Shoreland-NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

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***Make checks payable and mail to:***  
***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***



## Financial Report

WCA-NRBG 2022

**Grant Title:** 2022 - Wetland Conservation Act - NRBG (Nicollet County)

**Grant ID:** P22-6505

**Organization:** Nicollet County

Grant Revenue	Amount
Total Awarded	\$16,447.00

### Grant Expenditures

Grant Activity Category	Amount
Regulations/Ordinances/Enforcement	\$16,447.00
Total Spent	\$16,447.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2022 - Wetland Conservation Act - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

***Please complete and upload this form to the grant attachments tab in eLINK.***

***If returning program funds, please use the Returned Check form.***

***Make checks payable and mail to:***  
***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***



## Financial Report

LWM-NRBG 2022

**Grant Title:** 2022 - Local Water Management - NRBG (Nicollet County)

**Grant ID:** P22-6331

**Organization:** Nicollet County

Grant Revenue	Amount
Total Awarded	\$13,156.00

### Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$13,156.00
Total Spent	\$13,156.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

*This is to certify that the information is a true and accurate representation of the grant program accounts for the 2022 - Local Water Management - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

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***Board of Water and Soil Resources***  
***520 Lafayette Road N.***  
***St. Paul, MN 55155***

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>										
2023 Natural Resources Block Grant SSTS Grant Execution										
Primary Originating Division/Dept.: PPSP - Property Services	Meeting Date: 01/24/2023									
Contact: Loria Rebuffoni                      Title: PSD Manager	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: Programs and Services - deliver value-added quality services (Select One)										
<b>BACKGROUND/JUSTIFICATION:</b> Consideration of the FY2023 SSTS Natural Resource Block Grant Agreement. This agreement funds septic systems related work in Nicollet County. With this grant agreement, Nicollet County is set to receive \$18,600.										
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 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> Signature of grant agreement to execute grant.										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>FISCAL IMPACT:</b> Included in current budget (Select One)             If "Other", specify         </td> <td style="width: 50%; vertical-align: top;"> <b>FUNDING</b>            County Dollars =   <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Grant</td> <td style="width: 50%; text-align: right;">\$18,600</td> </tr> <tr> <td style="text-align: center;">(Select One)</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$18,600</b></td> </tr> </table> </td> </tr> </table>			<b>FISCAL IMPACT:</b> Included in current budget (Select One)  If "Other", specify	<b>FUNDING</b> County Dollars =  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Grant</td> <td style="width: 50%; text-align: right;">\$18,600</td> </tr> <tr> <td style="text-align: center;">(Select One)</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$18,600</b></td> </tr> </table>	Grant	\$18,600	(Select One)		<b>Total</b>	<b>\$18,600</b>
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<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify:  Related Financial/FTE Comments:										



**FY 2023 STATE OF MINNESOTA  
BOARD OF WATER and SOIL RESOURCES  
MPCA SSTS PROGRAM GRANT AGREEMENT**

Vendor:	0000197335
PO#:	3000015096

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Nicollet County, 501 South Minnesota Avenue St. Peter Minnesota 56082** (Grantee).

*This grant is for the following Grant Programs:*

P23-2352	2023 - Septic Treatment Systems - NRBG (Nicollet County)	\$18,600
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**Total Grant Awarded: \$18,600**

**Recitals**

1. The Minnesota Pollution Control Agency (MPCA) transferred to the Board funds for their 2023 Subsurface Sewage Treatment System (SSTS) Program.
2. Minnesota Statutes § 103B.101, Subd. 9(1), and Minn. Stat. § 103B.3369, Subd. 5 authorize the Board to award grants.
3. The Grantee has met the criteria established by statute, the Board, and the MPCA and is eligible to receive MPCA SSTS Grant funds.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the State.
5. As a condition of the grant, Grantee agrees to minimize administration costs.

**Authorized Representative**

The State's Authorized Representative is Brandon Montgomery, MPCA Subsurface Sewage Treatment System Program Coordinator, 520 Lafayette Road, St. Paul, MN 55155, (651) 757-2230, or his successor. The State's Authorized Representative has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

**TITLE: Chair, Nicollet County Board of Commissioners  
ADDRESS: 501 S. Minnesota Ave  
CITY: St. Peter, Minnesota, 56082  
TELEPHONE NUMBER: 507-934-7070**

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

**Grant Agreement**

**1. Terms of Grant Agreement**

- 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd.5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
- 1.2. **Expiration date:** **December 31, 2024**, or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Governing Law, Jurisdiction, and Venue; 13. Data Disclosure; and 16. Intellectual Property Rights.



## 2. Grantee's Duties

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the program as follows:

### 2.1 **Reporting:** All data and information provided in a Grantee's report shall be considered public.

- 2.1.1 The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
- 2.1.2 The Grantee must display on its website the previous calendar year's detailed information on the expenditure of grant funds and measurable outcomes as a result of the expenditure of funds according to the format specified by the Board, by March 15 of each year.
- 2.1.3 The Grantee will submit a final progress report to the Board by February 1, 2025. Information provided must conform to the requirements and formats set by the Board.
- 2.1.4 A late or incomplete annual progress or final report will result in the withholding of any future allocations.

### 2.2 **Compliance:** The Grantee will comply with Minnesota Rules Chapter 7082.0040 through 7082.0700; and amendments thereto, for Subsurface Sewage Treatment Systems.

## 3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

## 4. Terms of Payment

- 4.1. Payment of this grant amount will be made in one installment promptly after execution of the Grant Agreement.
- 4.2. Any grant funds remaining unspent after the end of the expiration date stated above must be returned to the Board within one month of that date.
- 4.3. The Board must consult with the state agency responsible for administering the grant program before granting an amendment to the Grant Agreement, or a component thereof.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount stated above for each grant program.
- 4.5. This grant is an advance payment. Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

## 5. Conditions of Payment

All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, State, or local law.

The Minnesota Department of Administration's Office of Grants Management Policy on Grant Closeout Evaluation (Policy 08 – 13) requires the Board to consider a grant applicant's past performance before awarding subsequent grants to them. The Board must consider a grant applicant's performance on prior grants before making a new grant award of over \$5,000. The Board may withhold payment on this grant and grants from other programs if the Grantee is not in compliance with all Board reporting requirements.

Minnesota Statutes §103C.401 (2014) establishes the Board's obligation to assure program compliance. If the noncompliance is severe, or if work under the Grant Agreement is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law, the Board has the authority to require the repayment of grant funds, or an additional penalty. Penalties can be assessed at a rate up to 100% of the Grant Agreement.

## 6. Assignment, Amendments, and Waiver

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 6.2. **Amendments.** Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto.



6.3. **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

**7. Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

**8. State Audits**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

**9. Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State.

**10. Workers' Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

**11. Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

**12. Termination**

12.1. The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

12.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

12.3. The State may immediately terminate this Grant Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**13. Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification

numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

**14. Prevailing Wage**

It is the responsibility of the Grantee or contractor to pay prevailing wages for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

**15. Municipal Contracting Law**

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

**16. Intellectual Property Rights**

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

*IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.*

Approved:

Nicollet County

Board of Water and Soil Resources

By: \_\_\_\_\_  
(print)

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

\_\_\_\_\_  
(signature)

Title: Chair, Nicollet County Board of Commissioners

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> 2023 St Peter Library Contract		
Primary Originating Division/Dept.: Administration	Meeting Date: 01/24/2023	
Contact: Mandy Landkamer      Title: County Administrator	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: Programs and Services - deliver value-added quality services (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Consideration of the attached library contract between the City of St Peter and Nicollet County. The contract is in the amount of \$55,044.		
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)    February 2022		
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 2023 library contract as presented.		
<b>FISCAL IMPACT:</b> Included in current budget (Select One) If "Other", specify	<b>FUNDING</b> County Dollars = \$55,044  Other (Select One)	
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	<b>Total</b>	\$55,044

# **2023 Library Purchase of Services Contract Between Nicollet County and the City of St. Peter**

In an effort to continue to provide library service for residents of Nicollet County and the City of Saint Peter (City), Nicollet County (County) and City hereby enter this contract promoting cooperation and coordination of efforts.

## **I. DEFINITIONS**

For purposes of this contract, the following words shall have the following meanings:

Rural Resident - Rural Resident shall be those persons having a residence located outside the corporate limits of the City of Saint Peter.

Library Services: Library Services shall mean access to physical facilities and materials that provide reading, audio and computer access to information and as defined in Minnesota Statutes 134.001 Subd. 2 and 3.

## **II. NICOLLET COUNTY WILL:**

Provide to the City of Saint Peter the total sum of \$55,044 to be paid quarterly for the provision of library services to the rural areas of Nicollet County.

## **III. THE CITY OF SAINT PETER WILL:**

- Provide for complete access to all services that are available to library patrons that reside within the City of Saint Peter including access to any programs that may be made available for the term of this contract.
- The City will agree to submit quarterly billings to the County and the County will reimburse the City.

## **IV. MONITORING AND REPORTING**

- A. The City agrees to maintain records relating to contractual library services provided.
- B. The City, as deemed necessary by the County shall allow the County or appropriate State Agency, including the Office of the State Auditor, access to the City's contractual library service records at reasonable hours.
- C. The City will furnish information regarding contractual library services as requested by the County.
- D. The City will maintain and make available records pertaining to contractual library services for six years for audit purposes.

**V. RECORDS AND INSPECTION**

The City shall maintain full and accurate records with respect to all matters covered under this Contract. Pursuant to Minn. Statute 16B.06, Subd. 4, the County, and either the Legislature or State Auditor, as appropriate, shall have, at all proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices of the City relevant to this Contract.

**VI. PERSONNEL**

The City shall secure, at its own expense, any and all personnel required in performing the services under this Contract. Any and all personnel engaged in the work shall be fully qualified to perform the services under the Contract.

**VII. INDEMNIFICATION / INSURANCE**

- A. Indemnification. The City shall defend and save the County harmless from any claims, demands, actions, or causes of action arising out of any willful or negligent act, or out of any negligent omission on the part of the City, its agents, assignees, or employees in performance of or with relationship to any of the work or services provided to be performed by the City under the terms of this Contract.
- B. Insurance. The City, further, that in order to protect itself, as well as the County under the indemnity contract set forth above, will, at all times during the term of this Contract, have and keep in force automobile insurance, general liability insurance, and workers' compensation insurance having liability limits which satisfy the requirements of Minn. Statute Chapter 466, entitled Tort Liability of Political Subdivisions, and other applicable statutes requiring insurance coverage.

**VIII. EQUAL EMPLOYMENT OPPORTUNITY**

In fulfilling this Contract, the City will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or status with regard to public assistance. The City will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

**IX. CONDITIONS OF THE PARTIES OBLIGATIONS**

Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

No claim for services furnished by the City, not specifically provided for in the contract, will be allowed by the County, nor shall the City do any work or furnish any materials not covered by this contract unless this is approved in writing by the County. Such approval shall be considered to be a modification of the contract.

**X. MISCELLANEOUS**

Entire Contract - it is understood and agreed that the entire contract of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

**XI. TERM**

The term of this contract shall be from January 1, 2023 until December 31, 2023. Renewal of this contract subsequent to this time period will be at the sole discretion of the County.

**CITY OF SAINT PETER**

  
Shanon Nowell, Mayor

Date: 1/11/2023

  
Todd Prafke, City Administrator

Date: 1/11/23

**NICOLLET COUNTY**

\_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Mandy Landkamer, County Administrator

Date: \_\_\_\_\_



Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b> End of Probations	
Primary Originating Division/Dept.: Human Resources	Meeting Date: 01/24/2023
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	
<b>BACKGROUND/JUSTIFICATION:</b> Health & Human Services Health & Human Services Director Cassie Sassenberg has requested the end of probation for Ana Garza, Community Health Worker, effective January 3, 2023, Derrek Harju, DFC Coordinator, effective January 3, 2023, and Nicholas Devens, Child Protection Social Worker, effective January 18, 2023.	
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> Qtr 4 2022 Donations	
Primary Originating Division/Dept.: Finance	Meeting Date: 01/24/2023
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: Programs and Services - deliver value-added quality services (Select One)	
<b>BACKGROUND/JUSTIFICATION:</b> This is to present the Quarter 4 2022 Donations received for approval by resolution.	
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 Donations	
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify: Donations	<b>FUNDING</b> County Dollars = (1,285.00) Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One)	<b>Total:</b> (1,285.00)
If "Increase or "Decrease," specify: Related Financial/FTE Comments:	



## RESOLUTION APPROVING THE ACCEPTANCE OF DONATIONS



WHEREAS, MN Statute 465.03 states any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.

WHEREAS, the Nicollet County Finance Office has compiled a list of donations made to the County from October 1 through December 31, 2022.

THEREFORE, BE IT RESOLVED that the Nicollet County Board of Commissioners approve the following donations made to the County from October 1 through December 31, 2022:

### **Donations received by Nicollet County October 1 through December 31, 2022**

<u>FROM WHOM</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Various Donations	\$ 380.00	Van Services
N Mankato American Legion #518	300.00	Van Services
American Legion Auxiliary #510	100.00	Van Services
T Miller	50.00	Van Services
 Various Donations	 \$ <u>455.00</u>	 Loan Closet
 Total	 \$ 1,285.00	

Dated this 24th day of January, 2023.

\_\_\_\_\_  
Jack Kolars, Chair  
Nicollet County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mandy Landkamer  
County Administrator and Clerk to the Board

# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b> Public Hearing Notice - Capital Improvement Plan 2023-2027	
Primary Originating Division/Dept.: Finance  Contact: Heather McCormick      Title: Finance Director  Amount of Time Requested: 5    minutes  Presenter: Heather McCormick      Title: Finance Director	Meeting Date: 01/24/2023  Item Type: Regular Agenda (Select One)
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> This agenda item is to set a Public Hearing for the adoption of the 2023-2027 Capital Improvement Plan.  Following MN Statute 373.40, Nicollet County will conduct a public hearing for their 5 year CIP Plan.  I am requesting the Public Hearing to occur on Tuesday, February 28, 2023 at 9:30 a.m. The purpose of the public hearing is the review, discussion and approval of the proposed 2023 – 2027 Capital Improvement Plan for Nicollet County. The plan identifies estimated capital expenditures and funding sources for a five-year period.  Having a CIP allows the County Board, Administration, and Department Heads to make better financial decisions on the County's capital improvement needs.	
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> Set Public Hearing Date	
<b>FISCAL IMPACT:</b> Other (Select One)  If "Other", specify: Donations	<b>FUNDING</b> County Dollars =  Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One)	<b>Total:</b>
If "Increase or "Decrease," specify:  Related Financial/FTE Comments:	

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



**Agenda Item:**

Consider Final Acceptance and Payment of 2022 Highway Striping Project

Primary Originating Division/Dept.: Public Works/Highway

Meeting Date: 01/24/2023

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

Item Type: Regular Agenda  
(Select One)

Amount of Time Requested: 5 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:**

The 2022 Highway Striping Project re-striped a portion of the paved county roads. Project is completed and ready for final acceptance and payment. Traffic Marking Services Inc. was the Contractor.

Final Payment Amount \$1,248.56  
Total Contract Value \$124,856.24

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:**

Accept the 2022 Highway Striping Project as complete and authorize the final payment amount of \$1,248.56 to Traffic Marking Services, INC.

**FISCAL IMPACT:** Included in current budget  
(Select One)

If "Other", specify:

**FUNDING**

County Dollars = \$1,248.56

State

(Select One)

**FTE IMPACT:** No FTE change  
(Select One)

**Total:** \$1,248.56

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:



Nicollet County Public Works  
Contract Bid Abstract

Contract No.: 207

Project No.: 2022 Highway Striping

Bid Opening: 6/27/2022 11:00

Project: 2022 Highway Striping		Engineers Estimate		Traffic Marking Service Inc.		Sir Lines-A-Lot	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	2582.503 6" SOLID LINE WHITE - PAINT	LF	1,168,018.00	\$0.085	\$99,281.53	\$0.089	\$103,953.60
2	2582.503 4" SOLID LINE YELLOW - PAINT	LF	493,903.00	\$0.065	\$32,103.70	\$0.064	\$31,609.79
Totals for Project 2022 Highway Striping					\$131,385.23		\$135,563.39
% of Estimate for Project 2022 Highway Striping						95.35%	103.18%

I hereby certify that this is an exact reproduction of bids received.

Certified By: *Scott M. Puerwerth*

License No. 44184

Date: 6-27-2022

Nicollet County Board of Commissioners  
Board Meeting Agenda Item



<b>Agenda Item:</b>		
Border-to-Border Grant Application Letter of Support		
Primary Originating Division/Dept.: Administration	Meeting Date: 01/24/2023	
Contact: Mandy Landkamer Title: County Administrator	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5 minutes		
Presenter: Mandy Landkamer Title: County Administrator	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Technology Solutions - invest in tools to create efficiencies (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Consideration of the attached Letter of Support for Nuvera's broadband Border to Border grant application to expand broadband service within Nicollet County.		
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> Approval of the broadband Border to Border grant application Letter of Support for Nuvera.		
<b>FISCAL IMPACT:</b> No fiscal impact (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:	<b>Total</b>	
Related Financial/FTE Comments:		
Funded by the American Rescue Plan Act		



January 24, 2023

Office of Broadband Development  
Minnesota Department of Employment and Economic Development  
First National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, Minnesota 55101

To the Minnesota Office of Broadband Development:

Nicollet County would like to express its full support of the Border-to-Border Broadband Development Grant application being submitted by NUVERA. NUVERA has a history of providing state-of-the-art broadband service to many communities in Minnesota and a positive reputation for customer service and community commitment. We are confident in their ability to expand and enhance broadband service in Nicollet County, specifically in the Klossner area along the corridors of County State Aid Highway 5 and State Highway 15.

With funding assistance from the Minnesota Border-to-Border grant program, NUVERA's expanded broadband service will impact many county residents and business. Funding NUVERA's projects will allow for enhanced healthcare, access to educational opportunities through distance learning, improved remote-working conditions, and improved public safety assistance. This project will also enable greater collaboration and teamwork between community service centers, public safety offices, and county and municipal offices. Therefore, it is extremely important that NUVERA obtain state broadband grant funding to provide much needed broadband service to the areas outlined in their grant application.

Nicollet County completed a countywide broadband internet feasibility study in an effort to encourage more private and public investment in our underserved/unserved broadband areas. The funding of this application submitted by NUVERA would fulfill one of the goals of the study.

Nicollet County strongly urges the Office of Broadband Development to fund NUVERA's grant application. These important funds will allow for the expansion of broadband services in underserved/unserved areas, which will help build the future economic stability and prosperity of the entire county.

Sincerely,

Jack Kolars  
Chair, Nicollet County Board of Commissioners

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**Mission Statement**

Providing efficient services with innovation and accountability.

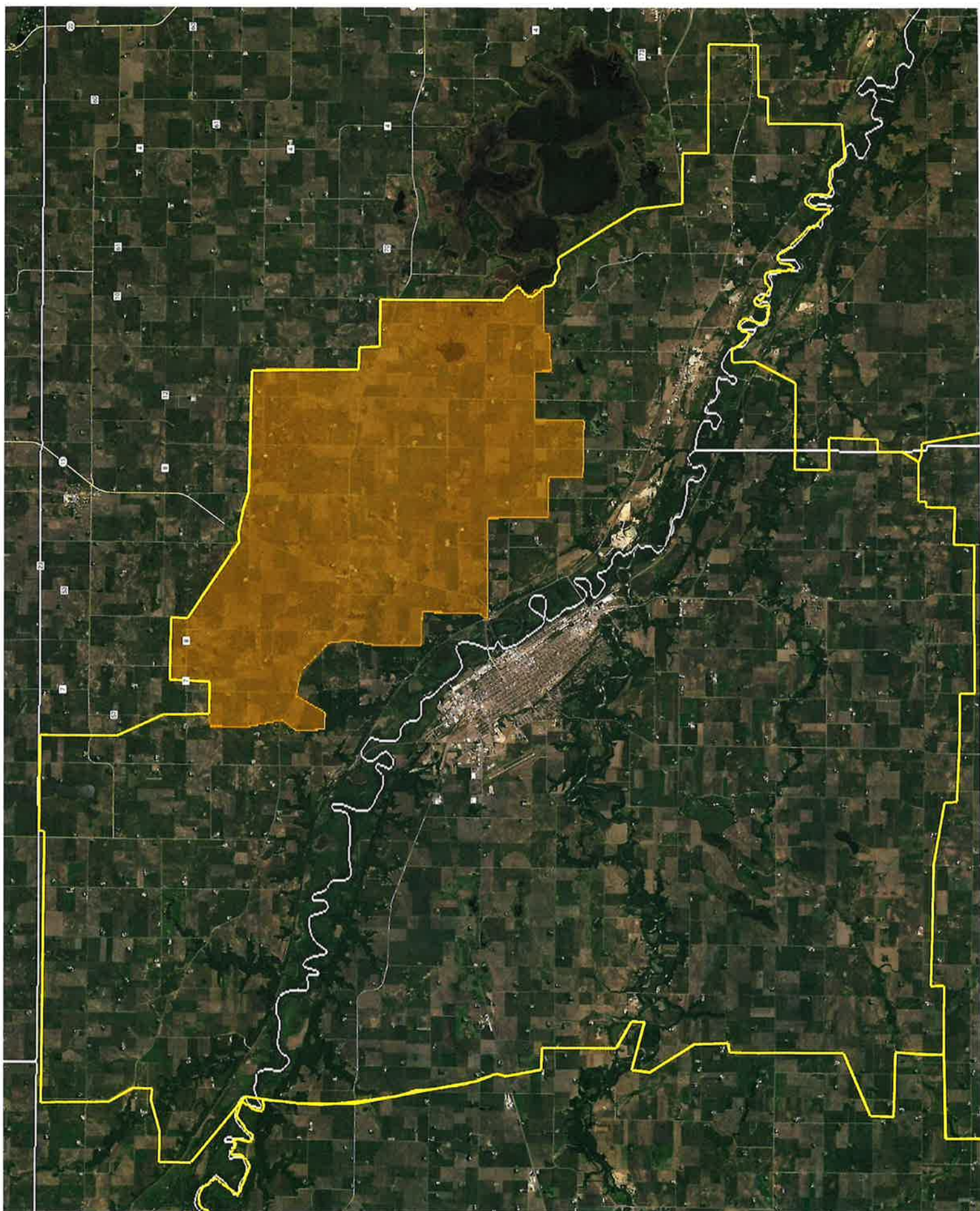
**Vision Statement**

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.







**DECEMBER 30, 2022**  
**SPECIAL MEETING OF THE**  
**NICOLLET COUNTY DRAINAGE AUTHORITY**

The Nicollet County Drainage Authority met in special session on Friday, December 30, 2022 at 9:30 a.m. with Chair Marie Dranttel presiding and Commissioners Morrow, Kolars, and Haack present. Also present were County Administrator Mandy Landkamer and Recording Secretary Sarah Frahm.

**County Ditch 86A Improvement Project**

**Closed Meeting**

At 9:30 a.m., Commissioner Kolars motioned and Commissioner Haack seconded to move into a closed session of the Drainage Authority, as permitted under Minnesota Statute §13D.05, Subdivision 3(b), to discuss potential litigation and legal strategy regarding mediation involving Nicollet County Ditch 86A. Individuals attending the closed meeting were: Commissioners Marie Dranttel, Terry Morrow, Jack Kolars, and David Haack; County Administrator Mandy Landkamer, County Engineer Seth Greenwood, Property and Public Services Manager Jaci Kopet and Attorney Roger Justin.

**Open Meeting**

The meeting was brought back into open session at 9:52 a.m. There was a brief recess due to technology issues, and the meeting was reopened at 9:56 a.m.

Attorney Roger Justin briefly outlined key CD86A project issues. A final payment of \$230,000 to Lametti & Sons was proposed in mediation. Attorney Justin's recommendation was that the authority (Nicollet County) agree to the mediators' proposal of \$230,000 as a final payment to Lametti & Sons. By accepting the agreement, both parties would release their claims and Lametti & Sons would not be required to provide any further work or materials on the project, but the contractual warranties would remain in place.

Motion by Commissioner Kolars and seconded by Commissioner Haack to accept the proposal by the mediator as presented. Motion carried with all voting in favor on a roll call.

**Adjourn**

Motion by Commissioner Morrow and seconded by Commissioner Haack to adjourn the meeting. Motion carried with all voting in favor. The meeting adjourned at 10:07 a.m.

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MARIE DRANTTEL, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

---

MANDY LANDKAMER,  
CLERK TO THE BOARD





**JANUARY 3, 2023**  
**OFFICIAL PROCEEDINGS OF THE**  
**NICOLLET COUNTY DRAINAGE AUTHORITY**

The Nicollet County Drainage Authority met in regular session on Tuesday, January 3, 2023 after the adjournment of the regular Board of Commissioners meeting. Commissioners Jack Kolars, Terry Morrow, Marie Dranttel, Mark Dehen, and Kurt Zins were present. Also present were County Administrator Mandy Landkamer, County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

**Approval of Agenda**

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

**Consent Agenda**

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the consent agenda items as follows:

1. December 13, 2022 Drainage Authority Minutes

Motion carried with all voting in favor.

**Public Appearances**

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

**Property and Public Services**

***Consider Order to Appoint Viewers for Redetermination Purpose to Various County Ditches***

Director Kopet approached the Board to recommend that Mark Behrens and his team be appointed as viewers for the following ditches: CD9A, CD23A, CD27A, CD30A, CD32A, CD32A Lat 1, CD40A, CD87 and CD 80A. The viewers include: Mark Behrens, Robert Hanson, Kendall Langseth, John Thompson, Bruce Ness and Wes Dahl. The order will also appoint Jones, Haugen, Smith as the engineering firm that will determine the watershed districts for each map.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the findings of facts and orders for redetermination of benefits for CD9A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the findings of facts and orders for redetermination of benefits for CD23A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Zins to approve the findings of facts and orders for redetermination of benefits for CD27A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the findings of facts and orders for redetermination of benefits for CD30A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the findings of facts and orders for redetermination of benefits for CD32A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Zins to approve the findings of facts and orders for redetermination of benefits for CD32A Lat 1. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the findings of facts and orders for redetermination of benefits for CD40A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the findings of facts and orders for redetermination of benefits for CD 87. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Zins to approve the findings of facts and orders for redetermination of benefits for CD80A. Motion carried with all voting in favor.

***Consider Findings for Approved Redeterminations for Various Ditches***

On December 13, 2022, a Public Hearing was held and the Drainage Authority approved the redeterminations for CD 8A, CD 39, CD 47A, CD 71, CD 78, CD 78 Lateral 2 Branch 4, CD 82, and CD 84. Director Kopet recommends approval of the findings of fact and order of the above listed ditches.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the findings of fact and order for CD 39. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Zins to approve the findings of fact and order for CD 49A. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the findings of fact and order for CD 71. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the findings of fact and order for CD 78. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the findings of fact and order for CD 78 Lateral 2 Branch 4. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the findings of fact and order for CD 82. Motion carried with all voting in favor.

Motion by Commissioner Morrow and seconded by Commissioner Zins to approve the findings of fact and order for CD 84. Motion carried with all voting in favor.

**Adjourn**

Motion by Commissioner Dranttel and seconded by Commissioner Dehen to adjourn the Drainage Authority Meeting. Motion carried with all voting in favor. Commissioner Kolars adjourned the meeting at 10:44 a.m.

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JACK KOLARS, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

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MANDY LANDKAMER, CLERK TO THE BOARD

Nicollet County Drainage  
Authority Meeting  
Agenda Item



**Agenda Item:**

Consider Ditch Repair Reports 22-014 through 22-017

Primary Originating Division/Dept.: Public Works

Meeting Date: 01/24/2023

Contact: Nate Henry

Title: Drainage Inspector

Item Type: Consent Agenda  
(Select One)

Amount of Time Requested 0 minutes

Presenter: Nate Henry

Title: Drainage Inspector

Attachments: ☒ Yes ☐ No

County Strategy:  
(Select One)

Facilities and Space - preserve, maintain and build our assets

**BACKGROUND/JUSTIFICATION:**

See attached ditch repair reports

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:**

Approve ditch repair reports 22-014 through 22-017

**FISCAL IMPACT:** Other  
(Select One)

If "Other", specify

**FUNDING**

Drainage Authority Dollars =

Other \$2,500.00  
(Select One)

**FTE IMPACT:** No FTE change  
(Select One)

If "Increase or "Decrease" specify:

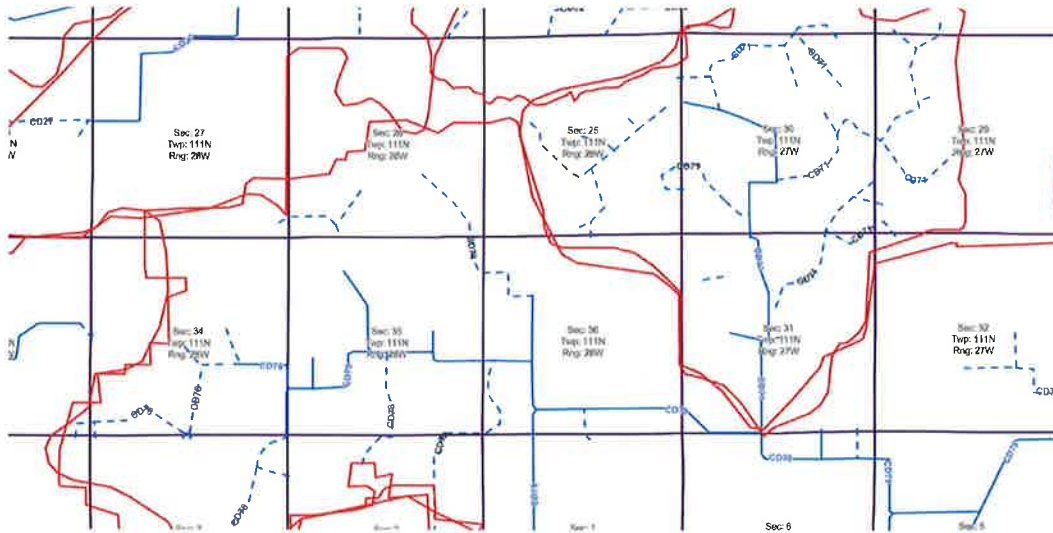
**Total** \$2,500.00

Related Financial/FTE Comments:

# Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 78 Repair #22-014



### OVERVIEW

Date Repair Was Created:	2022-10-12	Branch:	2
Problem/Proposed Work:	There is three holes in the field above the county tile. The renter is requesting the ditch system repair the county tile.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

### REPAIR LOCATION DETAILS

Commissioner District:		Township:	
Twp:		Range:	
Section:		Qtr-Qtr Section:	
Latitude:		Longitude:	
Parcel Number:			
Location Details			

### PERSON REQUESTING REPAIR

**Nicollet County  
DRAINAGE DEPARTMENT  
REPAIR REPORT**

**For Staff Documentation & Contractor Information**

Name	Address	Phone
Scott Annexstad	None	None

**LANDOWNER**

Name	Address	Phone
None	None	None

**STATUS LOG**

Action	Date	Initials	Notes
For Review	10/12/2022	nhenry	None

**DRAINAGE AUTHORITY ACTIONS**

Action	Date	Board Date	Initials	Notes
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**REPAIR ESTIMATES**

Order	Date	Contractor	Total Cost	Notes
1	2022-10-12	Lafayette Excavating	1000	

**REPAIR INVOICES**

Order	Date	Contractor	%Complete	Total Cost	Notes
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**INSPECTION LOG**

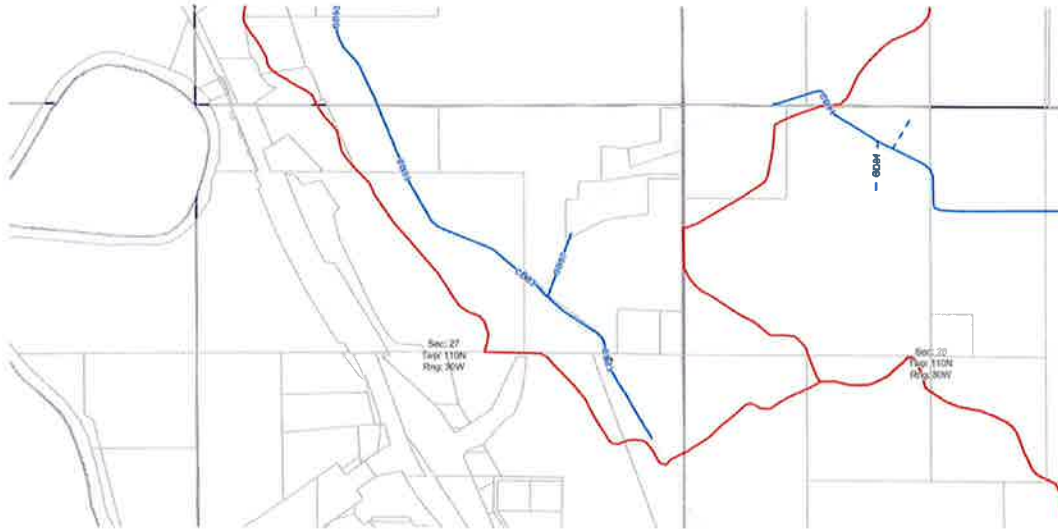
Date	Initials	Notes
2022-10-12	nhenry	Site was inspected and three holes where marked



# Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 83 Repair #22-015



### OVERVIEW

Date Repair Was Created:	2022-10-17	Branch:	main
Problem/Proposed Work:	Beavers have built a dam in the county ditch that is holding back approximately 4 feet of water. The beavers will be destroyed and paid and a bounty of \$50.00 a tail will be paid to the trapper.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

### REPAIR LOCATION DETAILS

Commissioner District:		Township:	Courtland
Twp:		Range:	
Section:		Qtr-Qtr Section:	
Latitude:		Longitude:	
Parcel Number:			
Location Details			

**Nicollet County  
DRAINAGE DEPARTMENT  
REPAIR REPORT**

For Staff Documentation & Contractor Information

**PERSON REQUESTING REPAIR**

Name	Address	Phone
None	None	None

**LANDOWNER**

Name	Address	Phone
Michael Hippert	None	None

**STATUS LOG**

Action	Date	Initials	Notes
For Review	10/17/2022	nhenry	None

**DRAINAGE AUTHORITY ACTIONS**

Action	Date	Board Date	Initials	Notes
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**REPAIR ESTIMATES**

Order	Date	Contractor	Total Cost	Notes
1	2022-10-17	Sample Vendor	700	

**REPAIR INVOICES**

Order	Date	Contractor	%Complete	Total Cost	Notes
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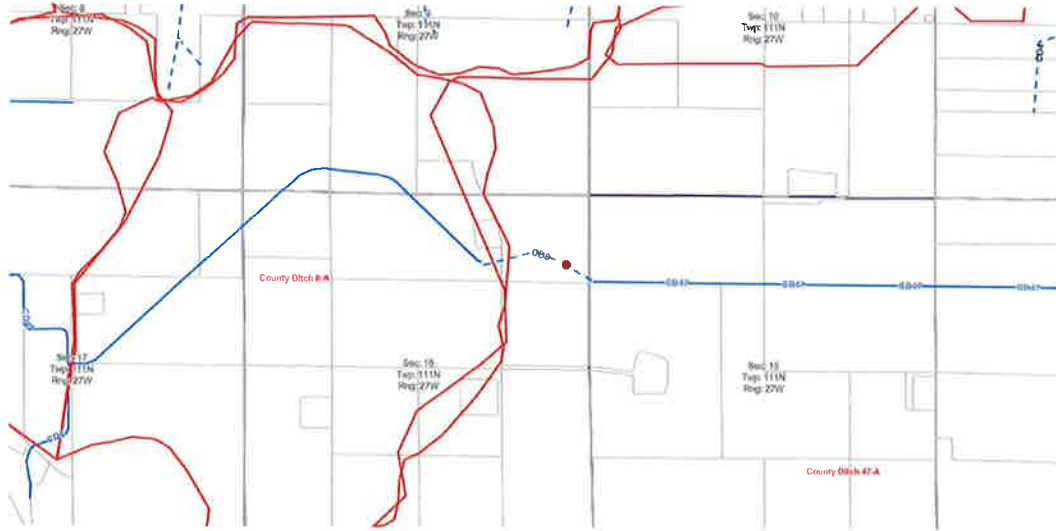
**INSPECTION LOG**

Date	Initials	Notes
2022-10-17	nhenry	The ditch was inspected and beaver dam located

# Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 8-A Repair #22-016



### OVERVIEW

Date Repair Was Created:	2022-10-17	Branch:	main
Problem/Proposed Work:	There is a hole in the field above the county tile. The landowner is requesting the ditch system repair the tile/hole.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

### REPAIR LOCATION DETAILS

Commissioner District:		Township:	Lake Prairie
Twp:		Range:	
Section:		Qtr-Qtr Section:	
Latitude:	44.42486338738376	Longitude:	-94.07107567098672
Parcel Number:			
Location Details			

### PERSON REQUESTING REPAIR

**Nicollet County  
DRAINAGE DEPARTMENT  
REPAIR REPORT**

**For Staff Documentation & Contractor Information**

Name	Address	Phone
Grant Annaxstad	None	None

**LANDOWNER**

Name	Address	Phone
None	None	None

**STATUS LOG**

Action	Date	Initials	Notes
For Review	10/17/2022	nhenry	None

**DRAINAGE AUTHORITY ACTIONS**

Action	Date	Board Date	Initials	Notes
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**REPAIR ESTIMATES**

Order	Date	Contractor	Total Cost	Notes
1	2022-10-17	Lafayette Excavating	500	

**REPAIR INVOICES**

Order	Date	Contractor	%Complete	Total Cost	Notes
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**INSPECTION LOG**

Date	Initials	Notes
2022-10-17	nhenry	ditch was inspected and hole was marked with a pink lath.

# Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

## County Ditch 86-A Repair #22-017



### OVERVIEW

Date Repair Was Created:	2022-11-04	Branch:	main
Problem/Proposed Work:	Beavers have built a dam in the ditch, the dam is holding back approximately 4 feet of water.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

### REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Brighton
Twp:	110N	Range:	29W
Section:	8	Qtr-Qtr Section:	
Latitude:	44.34755145710899	Longitude:	-94.33569915874736
Parcel Number:	NIC_Null		
Location Details			

### PERSON REQUESTING REPAIR



**Nicollet County  
DRAINAGE DEPARTMENT  
REPAIR REPORT**

**For Staff Documentation & Contractor Information**

Name	Address	Phone
Ditch inspector	None	None

**LANDOWNER**

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Name	Address	Phone
None	None	None

**STATUS LOG**

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Action	Date	Initials	Notes
For Review	11/04/2022	nhenry	None

**DRAINAGE AUTHORITY ACTIONS**

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Action	Date	Board Date	Initials	Notes
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**REPAIR ESTIMATES**

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Order	Date	Contractor	Total Cost	Notes
1	2022-11-10	Lafayette Excavating	300	

**REPAIR INVOICES**

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Order	Date	Contractor	%Complete	Total Cost	Notes
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**INSPECTION LOG**

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Date	Initials	Notes
2022-11-10	nhenry	Site was inspected and beaver dam located