

Board of Commissioners Agenda

February 28, 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. [February 14, 2023 Board Minutes](#)
 - b. [Citizen Appointment to the Extension Committee](#)
 - c. [Out of State Travel Request: Child Maltreatment Conference](#)
 - d. [Out of State Travel Request: NACCHO Conference](#)
 - e. [Renewal of Consumption and Display Permit for Nicollet Conservation Club, Inc.](#)
 - f. [End of Probations](#)
 - g. Approval of Bills
5. Public Appearances

9:05 a.m. 6. Administration

- a. [Agreement with the Tri-County Solid Waste Board](#)
- b. [2023 – 2027 Nicollet County Strategic Plan](#)

9:20 a.m. 7. Community Corrections

- a. [Appointments to the East Central Regional Juvenile Center Advisory Committee/Anoka County Detention Center](#)

9:30 a.m. 8. Finance

- a. [Public Hearing for the 2023-2027 Capital Improvement Plan, Resolution and Plan Adoption](#)

9:45 a.m. 9. Public Works

- a. [TH 22 Corridor Study Update Presentation](#)
- b. [Consider Professional Engineering Services for Various Road and Bridge Projects](#)

10:15 a.m. 10. Human Resources

This portion of the meeting is closed for labor negotiations pursuant to Minnesota State Statutes Chapter 13D.03:

- a. [Licensed Union Contract for 2023-2024](#)

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 Agenda

February 28, 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

- 10:30 a.m.**
7. County Attorney Update
 8. Chair's Report
 9. Commissioner Committee Reports
 10. Commissioner Meetings & Conferences
 11. Approve Per Diems and Expenses
 12. Adjourn Board of Commissioners Meeting
- 10:35 a.m. Call Drainage Authority Meeting to Order: Chair**
1. Approval of Agenda
 2. Approval of Consent Agenda:
 - a. [February 14, 2023 Drainage Authority Minutes](#)
 - b. [February 16, 2023 62A Special Closed Drainage Minutes](#)
 - c. [February 16, 2023 86A Special Drainage Minutes](#)
 3. Public Appearances
- 10:40 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.

March

March 2 – Personnel Committee – Closed Meeting, 4 – 5 p.m.; Nicollet County Emergency Operations Center (EOC), St. Peter
 March 7 – Personnel Committee – Closed Meeting, 2 – 4 p.m.; Nicollet County Board Room, St. Peter
 March 14 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter
 March 14 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter
 March 20 – Board of Adjustment & Appeals/Planning & Zoning Advisory Commission, 7 p.m.; Nicollet Co. Board Room, St. Peter
 March 21 – Individual Dept. Head Meeting (PPSD), 8:15 a.m.; Nicollet County Board Room, St. Peter
 March 21 – Board Workshop, 9:30 a.m.; Nicollet County Board Room, St. Peter
 March 28 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter
 March 28 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter

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FEBRUARY 14, 2023
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Board of Commissioners met in regular session on Tuesday, February 14, 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.

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

1. January 24, 2023 Board Meeting Minutes;
2. Citizen Appointment to the Extension Committee
3. Approval of Minnesota State Law Library County Law Library Program Agreement
4. Ducks Unlimited Gambling Permit
5. End of Probations
6. Approval of Bills
7. Acknowledgement of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
 - a. General Revenue Fund - \$191,042.63
 - b. Road & Bridge Fund - \$174,738.05
 - c. Human Services Fund - \$229,352.60

Motion carried with all voting in favor.

Public Appearances:

There were no public appearances.

Community Corrections

Agreement with Anoka County East Central Regional Juvenile Center

Director Molitor brought forward an agreement between Nicollet County and Anoka County to reserve space for juvenile offenders at the Anoka County East Central Regional Juvenile Center. Motion by Commissioner Dehen and seconded by Commissioner Dranttel to approve the agreement. Motion carried with all voting in favor.

Chair's Report

- Collective Bargaining
- Blue Earth/Nicollet Co Joint meeting
- County Board
- Ditch meetings
- AMC Conference
- Personnel Committee

- Board Workshop
- State Audit
- ATP
- Extension
- Connecting Nicollet County

Commissioner Committee Reports:

Commissioner Terry Morrow

- HRA
- Open Meeting Law
- MAPO meeting
- ARPA meeting
- Blue Earth/Nicollet Co Joint meeting
- Tri-County Recycling Board meeting

Commissioner Marie Dranttel

- Blue Earth/Nicollet Co Joint meeting
- ARPA meeting

Commissioner Mark Dehen

- Blue Earth/Nicollet Co Joint meeting
- MRCI Board meeting
- Department Head training

Commissioner Kurt Zins

- Blue Earth/Nicollet Co Joint meeting
- Department Head training
- AMC Drainage Conference – Alexandria

Approve Per Diems and Expenses

Motion by Commissioner Zins and seconded by Commissioner Dehen 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

Chair Kolars adjourned the meeting at 9:19 a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER, CLERK TO THE BOARD

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: Citizen Appointment to the Extension Committee	
Primary Originating Division/Dept.: Administration Contact: Mandy Landkamer Title: County Administrator Amount of Time Requested minutes Presenter: Title:	Meeting Date: 02/28/2023 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>	
BACKGROUND/JUSTIFICATION: Consideration of the appointment of Natalie Compart to the Extension Committee to fill the remaining vacancy. Her term will run from 1/1/2023 to 12/31/2025 and is eligible for a per diem.	
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	
ACTION REQUESTED: Approval of the appointment of Natalie Compart to the Extension Committee.	
FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify	FUNDING County Dollars = Other <small>(Select One)</small>
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total

**DRAINAGE AUTHORITY COMMITTEE/
JOINT DRAINAGE BOARDS**

Marie Dranttel
Kurt Zins
Seth Greenwood
Nate Henry
Jaci Kopet
Michelle Zehnder Fischer
Terry Morrow
Alternate

EMS JOINT POWERS BOARD

Mark Dehen
Jack Kolars
Alternate

ENVISION 2040

Jack Kolars
Mandy Landkamer

EXTENSION

(Citizen appointees paid per diem)

Jack Kolars
Kurt Zins
Jaci Kopet or Designee
Amy Pehrson
Dan Hayes
Spencer Scholt ~~Natolia Compuzi~~
Joyce Halvorson
Lyndsey Beranek
Rob Moline
Mackenzie Moline
Youth Rep.

GREATER MANKATO DIVERSITY COUNCIL

Jack Kolars

**HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT (HIPAA)**

Kristy Larson
Cassie Sassenberg
Co. Attorney Designee

HIGHWAY 14 PARTNERSHIP COMMITTEE

Jack Kolars
Terry Morrow
Mandy Landkamer
Seth Greenwood
Mark Dehen
Alternate

HIGHWAY 169 COALITION

Terry Morrow
Seth Greenwood
Marie Dranttel
Alternate

**HISTORICAL PRESERVATION ORDINANCE
COMMITTEE**

Tom Hagen
Mike McCarty
Ben Leonard

IMMTRACK (IMMUNIZATION TRACKING)

Jack Kolars
Mark Dehen
Alternate

INSURANCE COMMITTEE

Terry Morrow
Mandy Landkamer
Kristy Larson
Heather McCormick
Kurt Zins

**JOINT AIRPORT ZONING BOARD
FOR LE SUEUR MUNICIPAL AIRPORT**

Kurt Zins
Mandy Landkamer

Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item: Out of State Travel Request: Child Maltreatment Conference 2023	
Primary Originating Division/Dept.: Health and Human Services Contact: C. Sassenberg Title: HHS Director Amount of Time Requested: minutes Presenter: Title:	Meeting Date: 02/28/2023 Item Type: Consent Agenda <small>(Select One)</small> Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: <small>(Select One)</small> Programs and Services - deliver value-added quality services	
BACKGROUND/JUSTIFICATION: HHS is requesting authorization for Jayme Schoevers, a child protection case manager, to attend the 26th Annual La Crosse Child Maltreatment Conference from April 27th-28th, 2023 in La Crosse, Wisconsin. This year's conference focuses on recognizing best practices when interviewing children who are reluctant or fearful, investigating and prosecuting cases of child torture, human trafficking and the implications of domestic violence on abuse cases.	
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Approval for out of state travel.	
FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = \$180 conference/\$331 for hotel Other <small>(Select One)</small>
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:

Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item: Out of State Travel Request: NACCHO Conference	
Primary Originating Division/Dept.: Health and Human Services Contact: C. Sassenberg Title: HHS Director Amount of Time Requested: minutes Presenter: Title:	Meeting Date: 02/28/2023 Item Type: Consent Agenda <small>(Select One)</small> Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: <small>(Select One)</small> Programs and Services - deliver value-added quality services	
BACKGROUND/JUSTIFICATION: HHS is requesting authorization for Breanna Allen, our Public Health supervisor, to attend the National Association of County and City Health Officials (NACCHO) annual training in Denver, Colorado from July 10-13, 2023. This year's theme, Elevating Public Health Practice for Today and Tomorrow, will explore how the public health workforce and its stakeholders can move forward in the midst of an ongoing crisis while implementing traditional and innovative approaches to restructure a system built to protect the health of communities nationwide. Conference tracks of particular interest include Health Equity and Social Justice, Communications and Messaging, and Leadership, Management, and Workforce Development. Breanna applied and was approved for a stipend through the Local Public Health Association (LPHA) which will cover the costs of the training and travel.	
Supporting Documents: <input type="radio"/> Attached <input type="radio"/> In Signature Folder <input checked="" type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Approval for out of state travel.	
FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = Other LPHA stipend <small>(Select One)</small>
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:

Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item:

Renewal of Consumption and Display Permit for Nicollet Conservation Club Inc

Primary Originating Division/Dept.: Public Services

Meeting Date: 02/28/2023

Contact: Jaci Kopet

Title: PPSD Director

Item Type:
(Select One) Consent Agenda

Amount of Time Requested: 0 minutes

Presenter:

Title:

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Programs and Services - deliver value-added quality services

BACKGROUND/JUSTIFICATION:

This is a routine renewal of Consumption and Display Permit (the ability to provide "set ups") for the Nicollet Conservation Club.

The Nicollet Conservation Club is in good standing. I recommend approval of this permit with no issues.

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:

Approval of the Renewal of Consumption and Display Permit

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:



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

Iden: 24936

License Code: CDPRV

Business Phone: 507-232-3366

Nicollet Conservation Club Inc.
DBA: Nicollet Conservation Club
46045 471st Ln/PO Box 138
Nicollet, MN 56074

IF NAME AND
ADDRESS SHOWN
ARE NOT CORRECT,
MAKE CHANGES
BELOW

Superior Point 115291.84 06/02/2022 to 06/02/2023
Worker's Comp. Ins. Name Policy No. Policy Period
City/County where permit approved NICOLLET COUNTY
Licensee Name NICOLLET CONSERVATION CLUB
Address, City, State, Zip 46045 471st LN NICOLLET, MN. 56074
Business Phone 507 232-3366 Email NONE

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

Jacob Zins (Treasurer for NCC)

2-14-23

Licensee Signature

Date

(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature

Date

(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: End of Probations		
Primary Originating Division/Dept.: Human Resources		Meeting Date: 02/28/2023
Contact: Kristy Larson	Title: HR Director	Item Type: Consent Agenda (Select One)
Amount of Time Requested	minutes	
Presenter: Kristy Larson	Title: HR Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)		
BACKGROUND/JUSTIFICATION: Health & Human Services Health & Human Services Director Cassie Sassenberg has requested the end of probation for Juan Escorza, Administrative Support Technician, effective February 14, 2023, and Danielle Rutledge, Public Health Nurse, effective February 22, 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		
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:

Agreement with the Tri-County Solid Waste Board

Primary Originating Division/Dept.: Administration

Meeting Date: 02/28/2023

Contact: Mandy Landkamer

Title: County Administrator

Item Type: Regular Agenda
(Select One)

Amount of Time Requested 10 minutes

Presenter: Al Christensen

Title: Tri County SW

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Collaborative Workplace - sustain the core values of our culture

BACKGROUND/JUSTIFICATION:

Consideration of the attached agreement between Nicollet County and the Tri-County Solid Waste Board. The agreement identifies the responsibilities of each party as they relate to Nicollet County housing the Tri-County Solid Waste operations in its facilities. The agreement will run from 1/1/23 to 12/31/25 with automatic renewal beginning in 2026.

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) 11/25/2014

Approved by County Attorney's Office:

☐ Yes

☐ No

☒ N/A

ACTION REQUESTED:

Approval of the agreement between Nicollet County and the Tri-County Solid Waste Board

FISCAL IMPACT: Included in current budget
(Select One)

FUNDING
County Dollars =

If "Other", specify

Other
(Select One)

FTE IMPACT: Decrease FTE
(Select One)

Total

If "Increase or "Decrease" specify:

Related Financial/FTE Comments:

Nicollet County could receive up to \$13,328/yr. for services provided in this agreement

AGREEMENT

WHEREAS, the County of Nicollet, 501 S. Minnesota Avenue, St. Peter, MN 56082, and Tri-County Solid Waste Board, a Joint Powers Board under the laws of the State of Minnesota, 501 S. Minnesota Avenue, St. Peter, MN 56082, (hereinafter referred to as Nicollet and Tri-County) enter into this Agreement to identify the responsibilities of each party as they relate to Nicollet housing Tri-County's operations in its facilities.

NOW THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, it is agreed as follows:

1. Term: The term of this Agreement shall be from January 1, 2023 through December 31, 2025. The parties may act to renew, amend or extend this agreement. If not terminated or amended as provided herein or otherwise renewed, this agreement shall be automatically extended for individual calendar years beginning in 2026.
2. Rent: Tri-County agrees to pay Nicollet \$3,300/year. One-half of the rent shall be due in June and the remaining one-half due in December of each year.
3. Office Supplies: Tri-County will purchase their own office supplies.
4. IT Support: Nicollet will provide technology support as part of the rent payment.
5. Computer and Related Items: Tri-County will purchase computer technology and related items.
6. Copies: Nicollet will charge Tri-County \$500/year for copies.
7. Administration: Nicollet will charge Tri-County \$6,000/year for administration services. Administration includes, but is not limited to payroll and benefit administration, accounts payable, accounts receivable, cash, investments and budget reports. In addition, the Administration charge shall include custodial and maintenance services, phone use and equipment, and utilities.

One-half of the administration charge shall be due in June and the remaining one-half due in December of each year.

8. Support Staff: Nicollet will provide support staff duties of our Property Services Department administrative support specialist position (Nicollet Employee) to Tri-County.

As compensation for the services of this Nicollet employee, Tri-County agrees to pay Nicollet the employee's loaded salary for that calendar year and services will be capped at \$3,528.00. The loaded salary represents the current compensation of the employee, including the employee's wages, payroll, taxes, workers' compensation insurance, health insurance, life insurance, disability insurance, retirement benefits, vacation, sick and holiday benefits. The loaded salary will change annually based on general wage increases, steps/merit increases earned by the employee and benefit increases/changes. Tri-County will be notified if this position is reclassified to a higher pay range.

While this Agreement is in effect, and to the extent applicable to the employee, Nicollet shall maintain workers compensation, liability insurance and shall make any and all necessary payments of tax withholding or other amounts subject to withholding by state and/or federal government, including but not limited to Medicare premiums and unemployment insurance premiums.

In the performance of the services under this Agreement, it is mutually agreed and understood that the employee is, at all times, an employee of Nicollet. The employee is not to be considered an agent or employee of Tri-County for any purpose. Nicollet shall be responsible for management and supervision of the employee and the employee shall be subject to Nicollet's Personnel Policy.

9. Office Furniture: Nicollet may provide used furniture, as available, to Tri-County at no cost. Tri-County will purchase new furniture.
10. Audit: Tri-County shall be responsible for any audit services.
11. Termination: Either party may terminate this Agreement by furnishing the other with ninety (90) days written notice.
12. Entire Agreement: This Agreement, including the documents referred to herein, constitutes the entire agreement between the parties and supersedes any prior understandings, agreements or representations by or between the parties, written or oral, to the extent they relate in any way to the subject matter hereof.
13. Interpretation of Agreement: All parties have participated fully in the negotiations and drafting of this agreement. The Agreement has been prepared by all parties equally, and is to be interpreted according to its terms. No inference shall be drawn that the Agreement was prepared by or is the product of any particular party or parties.
14. Succession and Assignment: This Agreement will be binding upon and inure to the benefit of the parties named herein and their respective successors and permitted assigns. No party may assign either this Agreement or any of his or its rights, interests or obligations hereunder without the prior written approval of the other party.
15. Invalidity: If any term or provision of this Agreement shall be invalid or unenforceable to any extent or application, then the remainder of this Agreement shall be valid and enforceable to the fullest extent and the broadest application permitted by law.
16. Headings: The section headings and captions contained in this Agreement are inserted for convenience or reference only and will not affect in any way the meaning or interpretation of this Agreement.
17. Notices: All notices, requests, demands, claims and other communications hereunder will be in writing and will be deemed duly given if it is sent registered mail and addressed to the intended recipient as set forth below:

If to Nicollet:

County of Nicollet
c/o County Administrator
501 S. Minnesota Avenue
St. Peter, MN 56082

If to Tri-County: Tri-County Solid Waste Board
 c/o Tri-County Solid Waste Director
 501 S. Minnesota Avenue
 St. Peter, MN 56082

18. Governing Law: This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.
19. Amendments and Waivers: No amendment of any provision of this Agreement will be valid unless the same will be in writing and signed by each party. No waiver by any party of any default, misrepresentation or breach of warranty or covenant hereunder, whether intentional or not, will be deemed to extend to any prior subsequent default, misrepresentation or breach of warranty or covenant hereunder or effect in any way any rights arising by virtue of any prior or subsequent such occurrence.
20. Records and Inspection: Tri-County shall maintain full and accurate records with respect to all matters covered under this Agreement. Pursuant to Minn. Stat. § 16B.06, Subd. 4, Nicollet, and either the legislative or state auditor, as appropriate, shall have, at proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices of Tri-County relevant to this Agreement. Tri-County agrees to comply with the requirements of the Minnesota Government Data Practices Act Minnesota Statute Chapter 13 in performing this contract.
21. Indemnification/Insurance: Indemnification: Tri-County shall defend, indemnify and hold Nicollet harmless for 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 Tri-County, its agents, assignees or employees in performance of or with relationship to any of the work or services provided to be performed by Tri-County under the terms of this Agreement.

Insurance: Tri-County, in order to protect itself, as well as Nicollet County under the indemnity agreement set forth above, will, at all times during the term of this Agreement, 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 Subdivision," and other applicable statutes addressing insurance coverage.
22. Liability: Each party will be responsible for its own acts and behavior and the results thereof.
23. Government Data Practices: Tri-County must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by Nicollet under this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of data referred to in this clause by either Tri-County or Nicollet.

If Tri-County receives a request to release the data referred to in this clause, Tri-County must immediately notify Nicollet. Nicollet will give Tri-County instructions concerning the release of the data to the requesting party before the data is released.

24. Audit: Under Minn. Stat. §16C.05, Subd. 5, Tri-County's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the County and/or the State Auditor or Legislative Auditor, as appropriate, for a total of six years.

TRI-COUNTY SOLID WASTE BOARD

By

Its

Joe Riebel
Tri County Chairman

COUNTY OF NICOLLET

By

Jack Kolars, Board Chair

ATTEST:

Al Christensen 2/8/23
Al Christensen, Tri-County Solid Waste Director
Administrator

ATTEST:

Mandy Landkamer, Nicollet County

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
2023 - 2027 Nicollet County Strategic Plan		
Primary Originating Division/Dept.: Administration	Meeting Date: 02/28/2023	
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: Collaborative Workplace - sustain the core values of our culture (Select One)		
BACKGROUND/JUSTIFICATION: <p>Consideration of the attached 2023 - 2027 Nicollet County Strategic Plan. This Plan is amended every year to reflect new goals, amend existing goals and/or to remove completed goals. Identified goals in the Plan are to be projects or programs that are outside the average day-to-day core duties of each department. Although it is a 5-year Plan, a majority of the goals are focused on the next year or two.</p> <p>This document serves the following purposes:</p> <ul style="list-style-type: none"> • Provide a road-map for services that are consistent with the identified County strategies, mission, and vision and core values. • Be a decision making tool for the Board of Commissioners • Be a leadership and management tool for developing staff goals and assist with the goals portion of the annual staff performance evaluations. • Be a communication tool for staff and members of the public about projects and services the county provides. 		
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) January 26, 2021		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
ACTION REQUESTED:		
Approve the 2023 - 2027 Nicollet County Strategic Plan.		
FISCAL IMPACT: Other (Select One) If "Other", specify	FUNDING County Dollars = Other (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



Nicollet County Strategic Plan



Mission

Providing efficient services with innovation and accountability.

Vision

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: Having a vision, sharing that vision and inspiring others to support our vision while creating their own.

Integrity: Our decisions and actions display a consistent commitment to moral and ethical values.

Accountability: To account for our activities, accept responsibility for them and to disclose the results in a transparent manner.

Efficiency: Our ability to do things well, successfully and without waste.

Innovation: Our transformation of an idea into a service that creates value.

STRATEGIC WORK PLAN 2023-2027

Strategy 1 Collaborative Workplace	<p>•<i>Sustain the core values of our organizational culture.</i></p> <p>•Characteristics: Leadership, efficiency, accountability, innovation, integrity, continuous improvement practices, reorganization & restructuring, talent management, embracing change, and being respectful- trusting our organizational culture.</p>
Strategy 2 Facilities and Space	<p>•<i>Preserve, maintain and build our assets.</i></p> <p>•Characteristics: Infrastructure, facility security, facility planning, facility accessibility, maintain a professional and historical appearance.</p>
Strategy 3 Technology Solutions	<p>•<i>Invest in tools to create efficiencies.</i></p> <p>•Characteristics: E-Services, electronic records management system, enhanced web services, IT strategic planning, remote access for staff and citizens, examine business practices, and security.</p>
Strategy 4 Programs and Services	<p>•<i>Providing efficient services with innovation and accountability.</i></p> <p>•Characteristics: Efficient services, preventative services, collaborations and partnerships, measure return on investment, financial sustainability, changing population and demographics, and delivery system models.</p>
Strategy 5 Financial Security	<p>•<i>Prudent use of taxpayer resources.</i></p> <p>•Characteristics: Maintain financial policies, employee engagement and investment, measure return on investment, revenue diversification and cost control, capital improvement planning for large capital projects.</p>

The outcomes of the County's strategic work plan are designed to serve a variety of purposes and objectives. The outcomes include the following four tools: *decision-making, leadership, management, and communication*. By effectively using these four tools, the County ensures that the processes and outcomes will support the County's mission, vision and core values.

Five major themes have been identified as the most important operations, policy and service areas of the County. These five strategies are in no particular order of importance or priority. Each strategy includes a brief definitional phrase. These themes are designed to represent the most important County priorities, both today and in the immediate future.

Each strategy is comprised of descriptive *Characteristics* and *Goals*. The *Characteristics* identify qualities and considerations within the strategy. The *Goals* are specific projects and activities that implement the strategy. The *Goals* are divided into *Action Steps* with assignments and deadlines to track and monitor progress.

KEY TERMS

Strategic Planning	A deliberate and intentional process to define an organizational strategy or direction, and then make decisions to allocate resources to pursue it.
Goals	Long range planning based upon assessment of need. Up to 5 years. Specific and measureable.
Action Steps	Specific and measureable short-term operational actions that must be accomplished in order for the overall goal to succeed. Time bound. When planning, determine what must be accomplished year 1, year 2, and so on until the overall goal is met.
Target Deadline	A realistic time measure to keep short term operational actions moving forward toward the overall goal. Meeting these timelines will gauge department progress from year to year.
Mission	A statement reflecting why our organization exists and its intentions.
Vision	A statement of what our organization is trying to achieve; what we strive for.
Core Values	What our organization's work culture stands for; values which govern our work ethic.

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Administration

Strategy: 2. Facilities and Space	Department Author: Administration		
Goal: Implement projects identified in the Nicollet County Capital Improvement Plan.			
Action Steps:		Target Deadline	
Complete a feasibility and facility study for a new Public Works facility.		December	2023
In conjunction with Finance and Public Works, develop a financing plan for the County's cost-share for the US Highway 14 four-lane project and for funding the CSAH 15 regrade.		July	2023
Assess the county's financial situation to begin removal and upgrade of the HHS parking lot, in addition to the resurfacing and striping of other county parking lots.		October	2023

Strategy: 4. Programs and Services	Department Author: Administration		
Goal: Expand our citizen engagement program to include additional outreach and communication to Nicollet County residents.			
Action Steps:		Target Deadline	
Develop a survey or similar tool for residents to provide the county with feedback on their suggestions and satisfaction of service delivery.		December	2023

Strategy: 4. Programs and Services	Department Author: Administration	
Goal: Assess all regional partnerships annually to determine their value and effectiveness to Nicollet County taxpayers.		
Action Steps:	Target Deadline	
Evaluate the effectiveness of Tri-County Solid Waste.	December	2023
Evaluate partnership with Brown County in effectively providing community and environmental health services.	December	2023

Strategy: 4. Programs and Services	Department Author: Administration	
Goal: Codify all County ordinance for ease of reading and access.		
Action Steps:	Target Deadline	
Assess existing county ordinances and amend as necessary.	December	2023
Hire a vendor to codify county ordinances.	March	2024
Establish a link of the codified ordinances on county website with search features.	December	2024

Administration

Strategy: 3. Technology Solutions	Department Author: Administration	
Goal: Begin Implementation of the Nicollet County Broadband Feasibility Study.		
Action Steps:	Target Deadline	
Establish broadband goal(s).	Completed	2021
Challenge FCC maps.	In Progress	2023
Initiate discussions with Internet Service Providers (ISP).	On-going	2023
Establish partnerships with identified ISP and implement agreements.	December	2024

Strategy: 1. Collaborative Workplace	Department Author: Administration			
Goal: Begin implementation of Diversity, Equity, and Inclusion (DEI) activities within County departments.				
Action Steps:			Target Deadline	
Establish IDEA (Inclusivity, Diversity, Equity, and Accessibility) Workgroup.			Completed	2022
Identify achievable DEI projects and activities in line with mission of the IDEA Workgroup.			In Progress	2023

Strategy: 1. Collaborative Workplace		Department Author: Administration	
Goal: Provide continued relief from the impact of the COVID-19 pandemic.			
Action Steps:		Target Deadline	
Identify needs and services eligible for use of the American Rescue Plan Act funds.		December	2024
Utilize other state and federal funds that are made available for recovery from the pandemic.		December	2024

Brown-Nicollet Environmental Health

Strategy: 4. Programs and Services	Department Author: Brown-Nicollet Environmental Health		
Goal: Enhance the services we provide to the public by meeting FDA Retail Program Standards 1-8 as evaluated by MDH.			
Action Steps:		Target Deadline	
Review FDA Program Standards 1 and 2 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		Completed	
Review FDA Program Standards 3 and 8 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		In Progress	2023
Review FDA Program Standards 5 and 7 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		December	2024
Review FDA Program Standards 4 and 6 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		December	2025

Strategy: 4. Programs and Services	Department Author: Brown-Nicollet Environmental Health		
Goal: Develop alternative methods in which our office can hold Certified Food Protection Manager classes for licensed establishments needing initial or renewal education.			
Action Steps:		Target Deadline	
Work with MDH and our EH Manager Database Provided to determine acceptable on-line education methods for delivering Certified Food Protection Manager curriculum.		In Progress	2023
Contact venues within our licensing jurisdiction to determine where in-person education may continue and at what cost.		Completed	
Determine which alternative education method is most efficient and practical and hold at least two Certified Food Protection Manager initial and renewal course.		Completed	
Obtain Serve Safe certification in order to provide initial in-person and online CFPM courses.		In Progress	2023
Become certified to proctor Serve Safe Exams.		February	2023

Community Corrections

Strategy: 4. Programs and Services	Department Author: Community Corrections		
Goal: Develop a men’s domestic abuse program.			
Action Steps:		Target Deadline	
Research and order the class curriculum.		Completed	
Create the class structure, schedule, forms and fee.		April	2023
Reach out to other agents and surrounding counties for referrals to program.		February	2023
Meet with co-facilitator, set up location, send out class letters to clients.		March	2023
Start facilitating program.		April	2023

Strategy: 4. Programs and Services	Department Author: Community Corrections		
Goal: Evaluate the Truancy Program.			
Action Steps:		Target Deadline	
Review the current Truancy Program.		Completed	
Research other counties and available funding sources for additional Truancy Agent		January	2023
Meet with schools and county attorney offices to discuss expectations and current practices.		March	2023
Update policies and practices and any forms, referrals and letters		March	2023
Meet with County Administration and Board to update on program status		July	2023
Meet weekly with schools and other shareholders to discuss clients and potential clients		Ongoing	

Community Corrections

Strategy: 4. Programs and Services	Department Author: Community Corrections		
Goal: Develop Decision Points classes.			
Action Steps:		Target Deadline	
Train 3 agents as facilitators with a multi-agency training		Completed	
Order curriculum, supplies, create forms, referrals and set fees for both adult and juvenile classes		February	2023
Reach out to surrounding counties for referrals and the possibility of co-facilitating classes		March	2023
Meet with co-facilitators, set location and schedule for classes		April	2023
Start to run classes for both adult and juvenile clients		May	2023

County Attorney

Strategy: 4. Programs and Services	Department Author: County Attorney		
Goal: Establish restitution payment schedule.			
Action Steps:		Target Deadline	
Identify files with outstanding restitution obligations.		January	2023
Identify files where defendant remains under supervision and has not been making regular restitution payments.		January	2023
Work with Community Corrections to establish a payment plan for those defendants/juveniles who have not been making regular restitution payments.		June	2023
Establish Court Orders for restitution payment obligations.		August	2023

Strategy: 4. Programs and Services	Department Author: County Attorney		
Goal: County Data Practices Policy and Procedures update and increase efficiency.			
Action Steps:		Target Deadline	
Review County policy		Completed	
Identify areas of the policy for further review with the affected departments and evaluate best practices.		Completed	
Identify and modify the policy, including adding additional sections and forms for public use.		June	2023
Establish and implement training for county staff regarding data practices issues.		September	2023
Evaluate efficacy of training and establish annual refresher training schedule.		January	2024

County Attorney

Strategy: 4. Programs and Services	Department Author: County Attorney	
Goal: Implementation of new records management system.		
Action Steps:	Target Deadline	
Complete transition from MCAPS to Karpel	June	2023
Evaluate transition of child support files to paperless files	October	2023
Evaluate transition of child protection files to paperless files	March	2024
Evaluate transition of civil files to paperless files	December	2023
Implement transition to paperless files	December	2024

Strategy: 1. Collaborative Workplace	Department Author: County Attorney		
Goal: Improve criminal justice information system by reducing the number of suspense files.			
Action Steps:		Target Deadline	
Work with criminal justice partners to identify criminal justice files in suspense due to lack of booking information		January	2023
Work with Community Corrections to identify individuals under current supervision to establish a date and time to complete booking process		June	2023
Work with Court System to obtain orders for defendants to report for booking procedures		July	2023

Extension Office

Strategy: 4. Programs and Services	Department Author: Extension Office	
Goal: Develop agriculture/horticulture programs that meet the needs of clientele and stakeholders and engage new and existing audiences by increasing awareness and participation.		
Action Steps:	Target Deadline	
Identify areas to expand educational programs based on Nicollet County community member's interest by using data from technical assistance and survey results	In Progress	2023
Increase and improve communication efforts about UMN Extension AFNR programs and resources to ensure community members are aware of programs/resources.	In Progress	2023
Maintain regular program evaluation and reporting process that provides metrics around relevancy to target audiences, learning objectives, and behavioral change, and results in program improvement, increased relevancy, positive change in behavior and organizational sustainability.	In Progress	2023
Implement defined best practices, delivery formats, usability standards, and quality metrics for program to maximize program quality, consistency and organizational recognition.	In Progress	2023

Strategy: 4. Programs and Services	Department Author: Extension Office			
Goal: Grow the partnerships that Extension has in Nicollet County to provide relevant resources and programming to residents and connect community needs to University resources.				
Action Steps:			Target Deadline	
Create new partnerships to deliver evidence-based nutrition education programs that are culturally meaningful to Nicollet County families through regional SNAP-Ed Educators.			In Progress	2023
Provide support to Extension Community Vitality educators doing leadership work in Nicollet County (e.g. Connecting Nicollet County and staff training with Nicollet County Health & Human Services)			In Progress	2023
Engage the Nicollet County Extension Committee in providing meaningful input into and feedback on Extension programming in the county			In Progress	2023

Extension Office

Strategy: 4. Programs and Services	Department Author: Extension Office			
Goal: Increase the impact and scope of Nicollet County 4-H youth development by engaging youth and volunteer audiences in relevant, meaningful, and accessible youth development programs.				
Action Steps:			Target Deadline	
Foster community partnerships to develop programs and increase volunteer capacity, particularly in the area of innovative programming.			In Progress	2023
Utilize the Ambassador program to engage 4-H with the community, develop youth leadership skills, and motivate youth to become change agents in Nicollet County.			In Progress	2023
Engage the western part of the county with more programming and/or specific programming based on the needs of the youth.			In Progress	2024
Garner youth interest and adult training in the Shooting Sports and Wildlife project to create a viable and quality program.			In Progress	2024
Garner youth and adult interest in LEGO robotics to implement with the aid of local schools, universities as well as local companies.			In Progress	2024

Facilities & Maintenance

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Public Works Security and Badge System			
Action Steps:		Target Deadline	
Design System		Completed	2022
Order Equipment		Completed	2022
Schedule Work		November	2022
Finish Project		March	2023

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Lighthouse on Marshall Badges			
Action Steps:		Target Deadline	
Obtain budget numbers	Completed	2022	
Award contractor	Completed	2022	
Schedule work	Completed	2022	
Project work	April	2023	

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Remodel Government Center Basement Bathroom			
Action Steps:		Target Deadline	
Design and Plan Project		February	2023
Demo Work		April	2023
Construction		May	2023

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Revamp Maintenance Shop			
Action Steps:		Target Deadline	
Plan & price out materials		January	2024
Purchase new and demo old items		February	2024

Facilities & Maintenance

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Air Handler Updates			
Action Steps:		Target Deadline	
Budget numbers for AHU 1 & 2		January	2024
Select new Air Handler		March	2024
Bid Project		April	2024
Schedule Work		April	2024
Perform Work		May	2024

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: North Mankato Boiler			
Action Steps:		Target Deadline	
Budget work		January	2025
Bid work		February	2025
Complete replacement work		May	2025

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance	
Goal: North Mankato HVAC Automation		
Action Steps:	Target Deadline	
Design programming and system	January	2026
Bid work	February	2026
Installation	March	2026

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance	
Goal: Build Garage in North Mankato		
Action Steps:	Target Deadline	
Design work	January	2027
Budget work	February	2027
Bid work	March	2027
Construction	April	2027

Finance

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Develop future state of Collections Department			
Action Steps:		Target Deadline	
Review current model and development of future model		March	2023
Identify and implement procedures and process improvements		December	2023

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Evaluate Financial Reporting			
Action Steps:		Target Deadline	
Review current financial reporting		March	2023
Identify and develop enhanced reporting		June	2023
Plan rollout and introduction of enhanced reporting		December	2023

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Assess Financial Policies			
Action Steps:		Target Deadline	
Identify recommended Financial Policies		March	2023
Create plan to rollout new or updated policies		June	2023
Complete development of Financial Policies within Employee Handbook		December	2023

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Enhance Use of Ultimate Kronos Group System			
Action Steps:		Target Deadline	
Develop Finance staff to be high impact report users and report builders		December	2023
Deliver training tools to Nicollet County employees		December	2023
Complete review and updates of User Role Security		December	2023

Finance

Strategy: 3. Technology Solutions	Department Author: Finance		
Goal: Review Treasurer’s Financial System for Sunsetting			
Action Steps:		Target Deadline	
Create process outline of current AS400 Treasurer’s Financial process		August	2023
Research viable options for replacement for Treasurer’s Financial program		October	2023
Implement new cash book/trial balance process including bank reconciliations if deemed appropriate		November	2023

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Evaluate Electronic Payments Process			
Action Steps:		Target Deadline	
Identify, research, and test electronic accounts payable payments of defined payment category types		December	2023
Review current state of electronic accounts payable payment procedures		March	2024
Complete updated procedures		June	2024
Implement Electronic Payment process		August	2024

Strategy: 3. Technology Solutions	Department Author: Finance	
Goal: Evaluate Accounts Payable Software		
Action Steps:	Target Deadline	
Evaluate current IFS system features and enhancements	March	2024
Research other Government AP Software Vendors and add-on solutions for automation	May	2024
Determine if change in vendor or additional vendors is warranted	June	2024
If change is determined, plan implementation	December	2024

Finance

Strategy: 5. Financial Security	Department Author: Finance	
Goal: Evaluate Audit Vendor		
Action Steps:	Target Deadline	
Review current Audit Vendor (Cost, Process, etc)	March	2024
Conduct review for the other Audit Vendor options	May	2024
Determine if an audit vendor change is necessary	June	2024
If change is determined, notify State Auditor by August 1, 2024 (change applicable with 2025-2026 audits)	August	2024

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Support American Recue Plan-SLFRF State & Local Fiscal Recovery Funds for Nicollet County			
Action Steps:		Target Deadline	
Manage internal approval process for ARP funding requests		December	2024
Collaborate with leaders on project ideas		December	2024
Complete Treasury reporting requirements for Nicollet County		December	2024
Ensure compliance and appropriate use of funds in the required reporting period		December	2024

Strategy: 3. Technology Solutions	Department Author: Finance	
Goal: Implement Fixed Asset System		
Action Steps:	Target Deadline	
Complete Inventory & Update Records of County's Capital Assets	June	2025
Research Fixed Asset tracking systems for potential system implementation	September	2025
Implement Fixed Asset System	June	2026

Health and Human Services

Strategy: 3. Technology Solutions	Department Author: Health and Human Services	
Goal: Leverage updated technology systems and software to increase service efficiency		
Action Steps:	Target Deadline	
Begin public health pilot of Captivated software for client communication and appointment reminders.	Completed	2023
Review Public Health’s use of Captivated software to determine standard procedures for the department.	February	2023
Implement mobile dictation and recording software in social services programs.	July	2023
Implement Captivated software within the income maintenance team.	September	2023

Strategy: 3. Technology Solutions	Department Author: Health and Human Services	
Goal: Implement an effective electronic document management system.		
Action Steps:	Target Deadline	
Complete the transfer of adoption files to the Caseworks electronic document storage system.	July	2023
Implement a mobile version of the CaseWorks electronic document storage system within social services programs	July	2023
Evaluate current electronic signature software in comparison to other options.	August	2023
Implement a new information management system in the Veterans Services Office.	December	2023

Strategy: 4. Programs and Services	Department Author: Health and Human Services	
Goal: Evaluate and Improve Service Access		
Action Steps:	Target Deadline	
Evaluate the benefit of the Veterans Services Office providing services out of the North Mankato office on a routine basis.	December	2023
Re-establish WIC services in the North Mankato office following the end of the public health emergency	September	2023
Update building signage to be available in multiple languages.	July	2024
Provide a variety of public health and human services in community locations.	December	2024

Health and Human Services

Strategy: 4. Programs and Services	Department Author: Health and Human Services	
Goal: Improve Accessibility of Program and Service Information		
Action Steps:	Target Deadline	
Offer department-wide training on plain language and communication.	March	2023
Evaluate the reading levels of outreach materials.	August	2023
Increase information provided in outreach materials and the website using other languages.	November	2023
Improve website layout to include team directories, program information, phone numbers, and forms.	November	2023
Actively participate in the development of the St. Peter Tapestry Project.	April	2023

Strategy: 4. Programs and Services	Department Author: Health and Human Services		
Goal: Further Develop Housing Specialization and Consistent Procedures			
Action Steps:		Target Deadline	
Develop program parameters and procedures using local homeless prevention aid funds.		February	2023
Collaborate with local schools to promote the use of local homeless prevention aid funds for qualifying families		March	2023
Integrate the regional housing resource specialist into the adult mental health and income maintenance teams.		June	2023
Develop and promote housing provider standards and policies.		July	2023

Strategy: 4. Programs and Services	Department Author: Health and Human Services		
Goal: Expand Substance Use and Prevention Services			
Action Steps:		Target Deadline	
Develop a preventive programming workgroup that includes staff members from a variety of teams across Public Health & Human Services		February	2023
Expand services for responding to prenatal exposure that include chemical dependency assessments and family home visiting.		September	2023
Collaborate with area schools to offer chemical dependency education, outreach, and preventive programming.		September	2023
Provide mental health education, programming, and outreach to at-risk populations in community locations.		March	2023

Human Resources

Strategy: 4. Programs and Services	Department Author: Human Resources	
Goal: Update Compensation Plan		
Action Steps:	Target Deadline	
Hire Gallagher to assist with Classification and Compensation Study	Completed	2022
Job evaluation study	Completed	2022
Compensation study	Completed	2022
Finalize and plan implementation	Completed	2022
Implement results as approved by County Board	January	2023

Strategy: 1. Collaborative Workplace	Department Author: Human Resources		
Goal: Improve Diversity and Inclusion			
Action Steps:		Target Deadline	
Update Affirmative Action Plan		December	2023
Research diversity and inclusion recruiting and selection best practices		December	2023
Roll out updated Harassment policy		Completed	2022
Train staff on anti-harassment policy		December	2023
Share ideas generated during GMG DEI Collaborative to IDEA Committee		July	2023

Strategy: 1. Collaborative Workplace	Department Author: Human Resources		
Goal: Update Employee Handbook			
Action Steps:		Target Deadline	
Update telecommuting policy		Completed	
Update flexible work schedules policy		Completed	
Update holiday schedule		December	2023
Update entire Employee Handbook		December	2023

Human Resources

Strategy: 1. Collaborative Workplace	Department Author: Human Resources		
Goal: Improve Employee Engagement			
Action Steps:		Target Deadline	
Create onboarding guide for supervisors		November	2023
Create supervisor toolbox		October	2023
Identify ways to promote inclusion		October	2023
Promote participation in Leadership Nicollet County, Connecting Nicollet County		December	2023

Strategy: 4. Programs and Services	Department Author: Human Resources	
Goal: Plan for Future Personnel Needs		
Action Steps:	Target Deadline	
Meet with Department Heads to identify needs	February	2024
Identify possible trainers	March	2024
Analyze five-year staffing outlook and potential retirements.	June	2024
Encourage department to prepare for turnover with training plans, documentation	December	2024

Strategy: 4. Programs and Services	Department Author: Human Resources		
Goal: Develop HRMS Technology			
Action Steps:		Target Deadline	
Evaluate what information and processes could be incorporated into the HRMS system		March	2023
Prioritize HRMS development projects		June	2023
Implement top-priority HRMS development projects		July	2023

Property and Public Services

Strategy: 3. Technology Solutions	Department Author: Property and Public Services	
Goal: Public assessment file documents scanned into the CAMAvision DMS.		
Action Steps	Target Deadline	
Identify staffing options for the project.	Completed	
Identify, remove, and dispose of documents from paper assessment files that have no retention value.	December	2023
Scan retained documents into CAMAvision electronic parcel files and dispose of originals.	December	2024

Strategy: 3. Technology Solutions	Department Author: Property and Public Services		
Goal: Historical non-public parcel documents i.e. homestead and activity farming applications scanned into secure Laserfiche file.			
Action Steps		Target Deadline	
Scan 25% of homestead documents into secure Laser fiche file and destroy originals.		Completed	
Scan 25% of homestead documents into secure Laser fiche file and destroy originals.		Completed	
Scan 25% of homestead documents into secure Laser fiche file and destroy originals.		Completed	
Scan 25% of homestead documents into secure Laser fiche file and destroy originals.		Completed	
Scan historical actively farming applications and destroy originals.		December	2023

Strategy: 4. Programs and Services	Department Author: Property and Public Services		
Goal: Attain mandated quintile inspection compliance with current staffing levels.			
Action Steps		Target Deadline	
Gather quintile inspection information from Minnesota Department of Revenue, Minnesota Statues, and other counties.		Completed	
Revise quintile inspection guidelines to ensure compliance & efficiency.		Completed	
Implement strategies to streamline the inspection process.		Completed	
Monitor quintile inspection compliance progress and modify inspection process as needed.		In Progress	
Attain quintile inspection compliance.		December	2024

Property and Public Services

Strategy: 4. Programs and Services	Department Author: Property and Public Services	
Goal: Redetermination of County Ditch benefits		
Action Steps	Target Deadline	
Recommend ditches for Redetermination of Benefits (ROB).	December	2023
County authorize ROB.	December	2023
Individual ROB information meetings.	December	2023
Conduct Preliminary and Final ROB hearings.	December	2023

Strategy: 4. Programs and Services	Department Author: Property and Public Services	
Goal: Review Land Use Ordinances		
Action Steps	Target Deadline	
Review Comprehensive Plan for Ordinance amendments	December	2023
Evaluate assistance of a consulting company with ordinance amendment process	December	2024
Evaluate ordinance amendments with the Planning and Zoning Advisory Commission	December	2025
Conduct public hearing(s) of proposed amendments	December	2026

Strategy: 3. Technology Solutions	Department Author: Property and Public Services	
Goal: ArcGIS available online for the public		
Action Steps	Target Deadline	
Collaborate with the OT department to test the conversion from Beacon to GIS	December	2023
Go live with GIS on county website for public use	December	2024

Strategy: 3. Technology Solutions	Department Author: Property and Public Services		
Goal: Upload historic drainage documents into Drainage DB			
Action Steps		Target Deadline	
Investigate the use of using an outside vendor to scan and upload documents into Drainage DB		February	2023
Work with vendor and secure a contract to move forward in project.		July	2023
Completion of all drainage systems and make available to the public on website		July	2024

Property and Public Services

Strategy: 3. Technology Solutions	Department Author: Property and Public Services		
Goal: Utilize electronic file management system to implement permanency of records			
Action Steps		Target Deadline	
Image all Torrens Certificates into image software		Completed	
Register all paper Torrens Certificates electronically in RecordEASE		December	2023

Public Works

Strategy: 2. Facilities and Space	Department Author: Public Works	
Goal: Repair CSAH 21 Slope Failure (East of CSAH 14)		
Action Steps:	Target Deadline	
Develop final construction plans, specifications cost estimate, and CATEX. Submit to MnDOT State Aid for final review and approval.	December	2022
Finalize acquisition of ROW	February	2023
Advertise and award bid for construction	March	2023
Complete Construction	October	2023

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Complete Space and Location Study for Nicollet County Public Works Main Facility			
Action Steps:		Target Deadline	
Develop and solicit RFP's or interview and direct select Consultant firm for space and location study		April	2023
County Board approve Consultant Contract		June	2023
Conduct and complete space and location study.		December	2023

Strategy: 5. Financial Security	Department Author: Public Works	
Goal: Update Cost Participation Policies Applicable to Cooperative Highway Projects Between Nicollet County and Other Agencies		
Action Steps:	Target Deadline	
Revise current adopted 9-22-2009 policy.	May	2025
Present draft updated policy to County Board for comments.	June	2025
Solicit comments from Cities and Townships on draft policy	August	2025
Incorporate comments into draft policy.	October	2025
Present updated policy to the County Board for adoption.	January	2025

Public Works

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Update 5 Year Road and Bridge Capital Improvement Plan (2023-2027)			
Action Steps:		Target Deadline	
Revise current 5-year road and bridge capital improvement plan		November	2022
Include updated plan in overall County wide capital improvement plan		December	2022
Design, funds, and construct project within the plan		December	2027

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Develop and Implement Upgraded Trail Signage for 7 Mile Creek Park			
Action Steps:		Target Deadline	
Develop and finalize 7 Mile Creek Park trail maps that will be posted throughout the park.		January	2023
Install new posts and trail maps at key locations throughout the park		June	2023
Develop and finalize individual trail route markers		October	2023
Install new posts and individual trail route markers on all trails.		June	2024

Strategy: 4. Programs and Services	Department Author: Public Works	
Goal: Develop and Adopt Drainage System Repair Policy		
Action Steps:	Target Deadline	
Revise draft drainage repair policy	May	2024
Present draft policy to Drainage Authority	July	2024
Adopt and implement policy	October	2024

Public Works

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Develop and Implement improvements at Minnemishinona Falls Park (Playground equipment and entrance/exit/parking area improvements)			
Action Steps:		Target Deadline	
Identify type of playground system and space needs for that system.		February	2026
Develop plans and specs for site grading and pavement improvements.		October	2026
Develop cost estimates for playground system and parking lot improvements.		November	2026
Secure funding for improvements		March	2027
Construct playground system and parking lot improvements.		August	2027

Strategy: 4. Programs and Services	Department Author: Public Works		
Goal: Develop and Adopt a Nicollet County Public Works Title VI Policy			
Action Steps:		Target Deadline	
Develop a draft Title VI policy.		January	2023
Present policy to the County Board at a workshop to solicit comments.		March	2023
Revise draft policy; present final policy to County Board; adopt policy.		June	2023

Sheriff

Strategy: 1. Collaborative Workplace	Department Author: Sheriff's Office	
Goal: Improve record retention of office reports and personnel files by purging old		
Action Steps:	Target Deadline	
Complete process to purge old office reports and review personnel files - Laserfiche	January	2024
Determine appropriate access and efficient location of paper personnel files to eliminate multiple copies	January	2024

Strategy: 1. Collaborative Workplace	Department Author: Sheriff's Office	
Goal: Develop and hire full time position to handle all electronic media management and technology functions		
Action Steps:	Target Deadline	
Determine all electronic files that would require management (video, photos, etc.)	January	2024
Consult with Office of Technology to select appropriate management method for electronic files of varying media	January	2024
Develop job description for position	January	2024
Select and Hire new position or consolidate with a current position if feasible	February	2024

Strategy: 3. Technology Solutions	Department Author: Sheriff's Office		
Goal: Body Cameras			
Action Steps:		Target Deadline	
Research body cameras and costs		March	2023
Develop policy		June	2023
Purchase Body cameras and implement use		August	2023

Sheriff

Strategy: 3. Technology Solutions	Department Author: Sheriff's Office		
Goal: Research ways to share Emergency Management resource lists with other departments			
Action Steps:		Target Deadline	
Emergency Management will survey County departments to determine which lists should be shared		January	2023
Collaborate with IT to develop process to give access to shared lists and means to keep updated		July	2023
Grant users access to resource lists		December	2023

Strategy: 3. Technology Solutions	Department Author: Sheriff's Office		
Goal: Video Storage for Jail			
Action Steps:		Target Deadline	
Research solutions for more video storage of jail activity and discuss with Office of Technology		March	2023
Move bookmarks to S Drive - another possible duty for Evidence Technician		November	2023
Have means in place for increased video storage		December	2023

Strategy: 1. Collaborative Workplace	Department Author: Sheriff's Office		
Goal: Implement a new records management system as current one will no longer be supported			
Action Steps:		Target Deadline	
Research records management vendors that will cover all aspects needed (Jail, Dispatch, CAD, Civil)		August	2023
Meet with vendors for demos with North Mankato PD		October	2023
Choose the best option that meets our needs and budget		December	2023
Determine when current system is end of life and transition should take place		March	2024

Soil and Water Conservation District

Strategy: 4. Programs and Services	Department Author: Soil and Water Conservation District		
Goal: Participate in One Watershed One Plan for the Lower Minnesota Watershed			
Action Steps		Target Deadline	
Enter into agreement with participating counties		Completed	2020
Work with consultant/counties to gather data, identify projects, identify goals and objectives		In Progress	2023
Adopted one watershed one plan for Lower Minnesota Watershed		In Progress	2023
Apply for funding for priority projects		December	2023

Strategy: 3. Technology Solutions	Department Author: Soil and Water Conservation District		
Goal: Scan project folders and easement records			
Action Steps		Target Deadline	
Develop storage space for records		Completed	2020
Develop checklist for required documents to be scanned		Completed	2020
Scan documents into digital format		In Progress	2023

Strategy: 3. Technology Solutions	Department Author: Soil and Water Conservation District		
Goal: Upgrade phone system and computer system			
Action Steps		Target Deadline	
Determine upgrades of phones and computers with Office of Technologies		Completed	2020
Develop schedule for replacement of computers, servers, and phone system		Completed	2021
Update equipment according to schedule		June	2023

Strategy: 4. Programs and Services	Department Author: Soil and Water Conservation District		
Goal: Develop Conservation Cost Share using Capacity Funding			
Action Steps		Target Deadline	
Develop eligible practices for cost-share, rates, target areas		Completed	2021
Adopt resolution for setting aside funding for projects		Completed	2021
Fund & complete high priority conservation projects		In Progress	2024

Technologies

Strategy: 3. Technology Solutions	Department Author: Technologies	
Goal: Implement a Unified Communications Solution		
Action Steps:	Target Deadline	
Evaluate existing communication system short-falls	April	2023
Implement stop-gap software options to mitigate feature holes for the short-term	July	2024
Determine requirements for a replacement system and evaluate available options	July	2025
Begin deployment of a new communications system	March	2026

Strategy: 3. Technology Solutions	Department Author: Technologies	
Goal: Implement improved accessibility and inter-departmental data sharing solutions		
Action Steps:	Target Deadline	
Move organization E-mail to hosted Office365	December	2023
Start migration of on premise shared resources to hosted space	July	2024
Migrate departmental on premise resources to hosted space	January	2025

Strategy: 3. Technology Solutions	Department Author: Technologies	
Goal: Implement improved system lifecycle management solution		
Action Steps:	Target Deadline	
Implement system deployment software	May	2023
Determine lifecycle management requirements and process	October	2023
Implement lifecycle	January	2024

Strategy: 3. Technology Solutions	Department Author: Technologies	
Goal: Revise departmental procedures and structure to improve organization services		
Action Steps:	Target Deadline	
Review existing procedures and documentation	In Progress	
Basic documentation on ticket handling and IS Tech responsibilities have been created; office procedure discovery and process documentation in beginning stages	In Progress	
Develop IT policies and procedures to address identified gaps	December	2024
Implement an IT Service Management departmental structure based on appropriate industry standards	December	2026

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Appointments to East Central Regional Juvenile Center Advisory Committee/Anoka County Detention Center		
Primary Originating Division/Dept.: Community Corrections Contact: Rich Molitor Title: Director Amount of Time Requested: 10 minutes		Meeting Date: 02/28/2023 Item Type: Regular Agenda (Select One)
Presenter: Rich Molitor Title: Director		Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: (Select One) Programs and Services - deliver value-added quality services		
BACKGROUND/JUSTIFICATION: Joining East Central Regional Juvenile Center Advisory Committee - Appointing a Commissioner to the Board for voting purposes. Appointing Community Corrections Director to the Board representing Corrections Appointing agent, Brook Mohr to the Agent Sub Committee		
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 checked="" type="radio"/> Yes <input type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known) 02/14/2023		
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
ACTION REQUESTED: Make appointments to the East Central Regional Juvenile Center Advisory Committee		
FISCAL IMPACT: No fiscal impact (Select One) If "Other", specify:		FUNDING County Dollars = State (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: Public Hearing for Capital Improvement Plan 2023-2027, Resolution, and Plan Adoption	
Primary Originating Division/Dept.: Contact: Heather McCormick Title: Finance Director Amount of Time Requested: 15 minutes Presenter: Heather McCormick Title: Finance Director	Meeting Date: 02/28/2023 Item Type: (Select One) Regular Agenda 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>This agenda item is to present the 2023-2027 Capital Improvement Plan and hold a public hearing.</p> <p>Following MN Statute 373.40, Nicollet County will conduct a public hearing for their 5 year CIP Plan.</p> <p>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.</p> <p>Having a CIP allows the County Board, Administration, and Department Heads make better financial decisions on the County's capital improvement needs.</p> <p>Following the Public Hearing, request is approval of the resolution and adoption of the 5 year CIP Plan.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Approval of the Resolution and Adoption of the 5 Year CIP Plan.	
FISCAL IMPACT: Other (Select One) If "Other", specify: FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:	FUNDING County Dollars = State (Select One) Total:

Nicollet County

Capital Improvement Plan

2023 – 2027



Adopted 02/28/23



Mission

Providing efficient services with innovation and accountability.

Vision

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: Having a vision, sharing that vision and inspiring others to support our vision while creating their own.

Integrity: Our decisions and actions display a consistent commitment to moral and ethical values.

Accountability: To account for our activities, accept responsibility for them and to disclose the results in a transparent manner.

Efficiency: Our ability to do things well, successfully and without waste.

Innovation: Our transformation of an idea into a service that creates value.

Organizational Chart

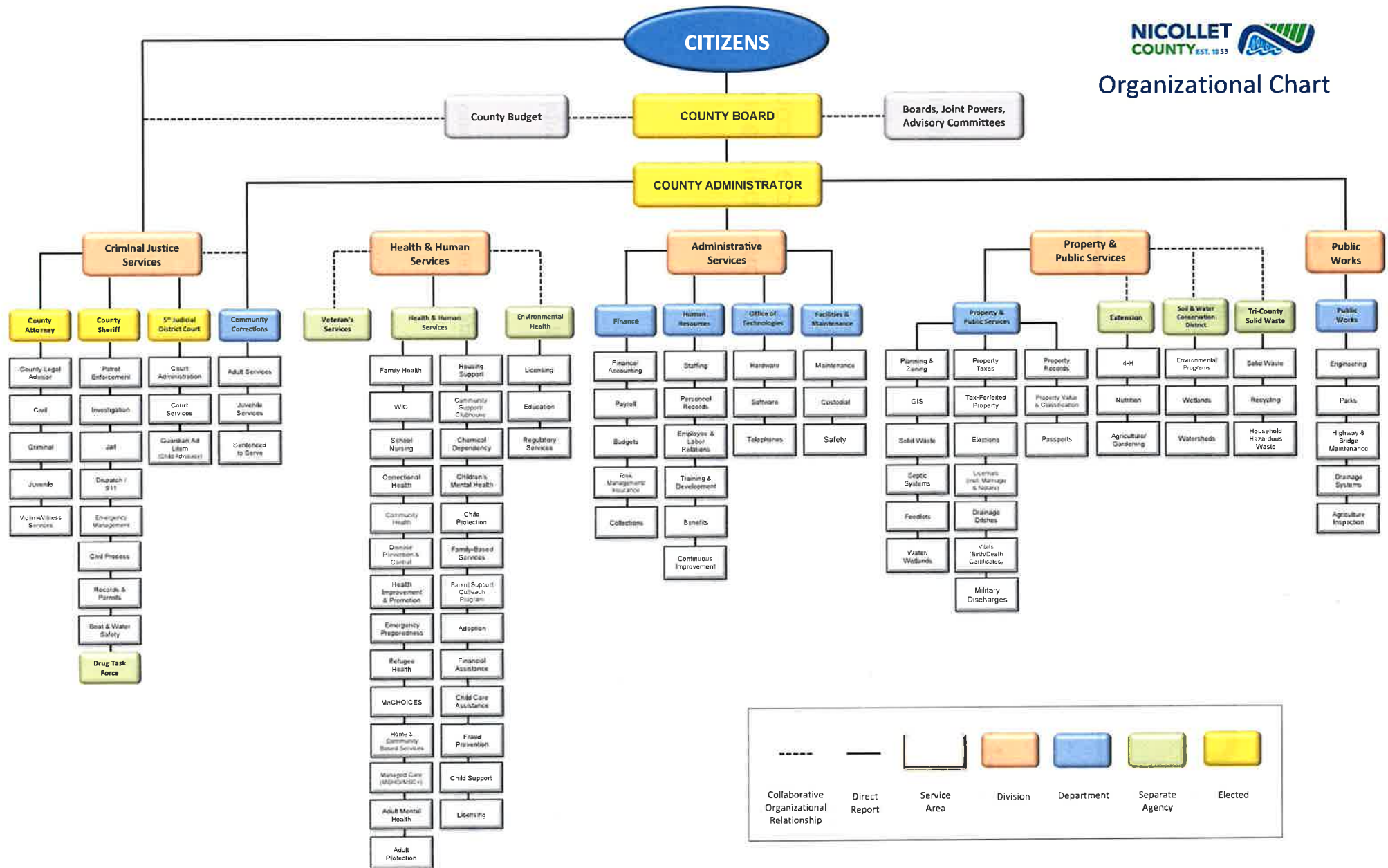


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Purpose

The Nicollet County Capital Improvements Plan (CIP) is a multi-year guide to the construction, maintenance and/or improvement of county road infrastructure and public facilities and land. Through the process of preparing and updating a capital improvements plan, the county meets the need for orderly maintenance of the physical assets of the county. This CIP is intended to serve as a planning tool and is structured to present meaningful long-range perspective of the county's long-range capital needs.

Statutory Requirements

Minnesota Statutes, Section 373.40, allows counties to plan and finance the "...acquisition or betterment of public lands, buildings, or other improvements within the county for the purpose of a county courthouse, administrative building, health or social service facility, correctional facility, jail, law enforcement center, hospital, morgue, library, park, qualified indoor ice arena, roads and bridges, public works facilities, fairground buildings, and records and data storage facilities, and the acquisition of development rights in the form of conservation easements under chapter 84C. An improvement must have an expected useful life of five years or more to qualify. "Capital improvement" does not include a recreation or sports facility building (such as, but not limited to, a gymnasium, ice arena, racquet sports facility, swimming pool, exercise room or health spa), unless the building is part of an outdoor park facility and is incidental to the primary purpose of outdoor recreation".

The CIP must set forth:

- (1) The estimated schedule, timing and details of specific capital improvements;
- (2) Estimated cost of the capital improvements identified;
- (3) The need for the improvements; and
- (4) The sources of revenues needed to pay for the improvements.

Approval of the CIP and annual amendments must be approved by the county board after a noticed public hearing. The CIP must cover a 5-year period beginning with the date of its adoption.

Planning Process

Each year, in conjunction with the annual budget development process, the County Finance Director and County Administrator will work with County Department Heads to update the CIP. The draft CIP will be reviewed and amended as needed by the County Administrator before being presented to the County Board for review.

All CIP updates and review processes will include the following analysis for each project and the overall plan:

- (1) the condition of the county's existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the county;
- (6) the relative benefits and costs of alternative uses of the funds;
- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units.

For a county to use its authority to finance expenditures under Chapter 373.40, it must meet the requirements provided therein. Specifically, the county board must approve a sale of capital improvement bonds by a 3/5ths majority. In addition, it must hold a public hearing for public comment. Notice of such hearing must be published in the official newspaper of the county at least 14, but no more than 28 days prior to the date of the public hearing. Although a referendum is not required, a reverse referendum is allowable. If a petition bearing the signatures of 5 percent of the votes cast in the last general election requesting a vote on the issuance of bonds is received by the Auditor within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be called.

Debt Limit

A county may not issue bonds under MN Statute 373.40 if the maximum amount of principal and interest to become due in any year on all the outstanding bonds issued pursuant to that statute (including the bonds to be issued) will equal or exceed 0.12% of the estimated market value of property in the county. Calculation of the limit must be made using the estimated market value for the taxes payable year in which the obligations are issued and sold. This does not limit the authority to issue bonds under any other special or general law.

Taxes Payable Year 2023 Estimated Market Value of Property in Nicollet County = \$5,614,973,300

x Debt Limit % = .12%

DEBT LIMIT P & I PAYMENT = \$6,737,968

Existing Debt

As of the date of approval of this CIP, Nicollet County had the following general obligation debt supported by property tax (excludes debt for the County Drainage Authority):

<u>General Obligation</u>	<u>Original Issue Amount*</u>	<u>2022 P & I Payment</u>	<u>Final Levy Year/ Collection Year</u>
2018C Road Refunding Portion (2008A Road Construction Bonds*)	\$6,985,000	\$611,200.00	2022/2023
2018B CIP Sheriff's Office Remodel, Parking Lot, HHS Expansion	\$2,390,000	\$353,650.00	2023/2024
2020A CIP Taxable Refunding (2013A HHS BLD. Capital Improvement Bonds*)	\$12,375,000	<u>\$1,149,955.00</u>	2027/2028
TOTAL		\$2,014,805.00	

Capital Notes

A county board may, by resolution and without referendum, issue capital notes subject to the county debt limit to purchase capital equipment useful for county purposes that has an expected useful life at least equal to the term of the notes. The notes shall be payable in not more than ten years and shall be issued on terms and in a manner the board determines. A tax levy shall be made for payment of the principal and interest on the notes, in accordance with MN Statute 475.61, as in the case of bonds.

(b) For purposes of this subdivision, "capital equipment" means:

- (1) public safety, ambulance, road construction or maintenance, and medical equipment; and
- (2) computer hardware and software, whether bundled with machinery or equipment or unbundled, together with application development services and training related to the use of the computer hardware or software.

Financing the CIP

Each CIP project will be funded with one or more of the following funding sources:

- (1) Bonds
- (2) Capital notes
- (3) Tax levy
- (4) Cash reserves (both restricted and unrestricted funds)
- (5) Grants
- (6) Federal and State allocations and aids
- (7) Donations

While cost estimates and proposed funding sources are identified for each project, the CIP is not intended to provide a detailed or complete financing plan. As the county prepares to undertake individual projects, the County Board will consider a specific funding source. The CIP will be revised and updated on a periodic basis during the future budget cycles. Changes to the priorities established in the plan should be expected. Changes can be caused by reductions in funding levels, project delays due to price fluctuations, opportunities for grants or other aids, delays in obtaining construction permits or necessary approvals, emergency needs or simply changes in community preferences.

Appendix A provides a summary of the total cost of financing this CIP by year.

CIP Projects

Projects included in this CIP are in **Appendix B**. The following projects/purchases are eligible for inclusion:

- (1) Facilities – new, remodeled, purchased, improved, maintenance, etc.
- (2) Equipment and vehicles over \$25,000 that has a useful life of more than five years
- (3) Public Land - acquisitions
- (4) Public Works - including roads, bridges, equipment and facilities (Nicollet County Public Works CIP, facility replacement/improvement schedule and equipment replacement schedule are adopted as part of this CIP and are included in **Appendix C**)

The following projects and purchases are not included in this CIP:

- (1) Equipment and facility improvements under \$25,000 – Projects and purchases of this amount are able to be accounted for in annual budgets with tax levy or by using cash reserves.

Appendix A: Total Cost of 2023 - 2027 CIP Projects

Total Cost of 2023 - 2027 CIP						
<u>Project/Purchase Type</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>TOTAL BY TYPE</u>
Facilities	\$1,450,000	\$1,305,000	\$20,070,000	\$0	\$100,000	\$22,925,000
Equipment	\$145,000	\$107,000	\$387,000	\$195,000	\$110,000	\$944,000
Vehicles	\$208,000	\$175,643	\$140,643	\$140,643	\$140,643	\$805,572
Public Land	\$0	\$0	\$0	\$0	\$0	\$0
Public Works - Equipment	\$562,000	\$600,000	\$600,000	\$600,000	\$600,000	\$2,962,000
Public Works - Roads/Bridges	\$27,893,316	\$5,100,000	\$4,126,000	\$12,412,000	\$5,920,600	\$55,451,916
TOTAL BY YEAR	\$30,258,316	\$7,287,643	\$25,323,643	\$13,347,643	\$6,871,243	\$83,088,488

Funding Sources for 2023 - 2027 CIP						
<u>Funding Source</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>TOTAL BY TYPE</u>
Bonds	\$0	\$0	\$20,000,000	\$8,912,000	\$0	\$28,912,000
Reserves	\$3,006,578	\$1,312,000	\$457,000	\$195,000	\$210,000	\$5,180,578
Tax Levy	\$450,000	\$457,643	\$457,643	\$457,643	\$457,643	\$2,280,572
Grants	\$1,258,000	\$8,000	\$8,000	\$8,000	\$8,000	\$1,290,000
Restricted Funds (911, Compliance, etc.)	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$40,000	\$0	\$0	\$0	\$0	\$40,000
American Rescue Plan	\$85,000	\$135,000	\$0	\$0	\$0	\$220,000
State/Federal Allocations	\$9,500,000	\$5,100,000	\$4,126,000	\$3,500,000	\$5,920,600	\$28,146,600
Sales Tax/Wheelage Tax	\$15,918,738	\$275,000	\$275,000	\$275,000	\$275,000	\$17,018,738
TOTAL BY YEAR	\$30,258,316	\$7,287,643	\$25,323,643	\$13,347,643	\$6,871,243	\$83,088,488

Projected New Debt

<u>General Obligation</u>	<u>Issue Year</u>	<u>Issue Amount</u>	<u>Funding Source</u>
Public Works Facility	2025	\$20 million	Tax Levy
County Road 16	2026	\$9 million	Sales Tax

Appendix B.1: CIP Summary and Projects

2023-2027 CIP Summary of Projects/Purchases

<u>Project/Purchase</u>	<u>2023 Department</u>	<u>Cost</u>	<u>Funding Source</u>
Jail Roof Replacement	Facilities	\$600,000	Reserves
Parking Lot Project	Facilities	\$750,000	Reserves
Technology Projects	Technologies	\$145,000	Reserves
Lease Staff Vehicles	HHS	\$26,000	Levy/Grant/Reimbursement
Vehicle	HHS	\$35,000	American Rescue Plan
Lighthouse on Marshall Facility Sprinkler System	HHS	\$50,000	American Rescue Plan
Veterans Services Van	HHS	\$40,000	Reserves - Restricted
Lease/Purchase Vehicles	Sheriff	\$107,000	Levy
Road and Bridge Facility Study	Public Works	\$50,000	Reserves
Public Works Equipment	Public Works	\$562,000	Levy/Wheelage Tax
Road and Bridge Projects	Public Works	\$27,893,316	Multiple Sources
TOTAL		\$30,258,316	

<u>Project/Purchase</u>	<u>2024 Department</u>	<u>Cost</u>	<u>Funding Source</u>
Government Center Roof Replacement	Facilities	\$225,000	Reserves
North Mankato Air Handler/HVAC Upgrade	Facilities	\$80,000	Reserves
PPSD Remodel	Facilities	\$800,000	Reserves
Govt. Center Carpet	Facilities	\$100,000	Reserves
Technology Projects	Technologies	\$107,000	Reserves
Lease Staff Vehicles	HHS	\$26,000	Levy/Grant/Reimbursement
Vehicle	HHS	\$35,000	American Rescue Plan
Lobby Accessibility Enhancements	HHS	\$100,000	American Rescue Plan
Lease/Purchase Vehicles	Sheriff	\$114,643	Levy
Public Works Equipment	Public Works	\$600,000	Levy/Wheelage Tax
Road and Bridge Projects	Public Works	\$5,100,000	Multiple Sources
TOTAL		\$7,287,643	

2025			
<u>Project/Purchase</u>	<u>Department</u>	<u>Cost</u>	<u>Funding Source</u>
Government Center Rooftop Air Handlers Upgrade	Facilities	\$70,000	Reserves
Technology Projects	Technologies	\$387,000	Reserves
Lease Staff Vehicles	HHS	\$26,000	Levy/Grant/Reimbursement
Lease/Purchase Vehicles	Sheriff	\$114,643	Levy
New Public Works Facility	Public Works	\$20,000,000	Bonds
Public Works Equipment	Public Works	\$600,000	Levy/Wheelage Tax
Road and Bridge Projects	Public Works	\$4,126,000	Multiple Sources
TOTAL		\$25,323,643	

2026			
<u>Project/Purchase</u>	<u>Department</u>	<u>Cost</u>	<u>Funding Source</u>
Skid Loader	Facilities	\$50,000	Reserves
Technology Projects	Technologies	\$145,000	Reserves
Lease Staff Vehicles	HHS	\$26,000	Levy/Grant/Reimbursement
Lease/Purchase Vehicles	Sheriff	\$114,643	Levy
Public Works Equipment	Public Works	\$600,000	Levy/Wheelage Tax
Road and Bridge Projects	Public Works	\$12,412,000	Multiple Sources
TOTAL		\$13,347,643	

2026			
<u>Project/Purchase</u>	<u>Department</u>	<u>Cost</u>	<u>Funding Source</u>
Jail Air Handler Upgrade	Facilities	\$100,000	Reserves
Technology Projects	Technologies	\$110,000	Reserves
Lease Staff Vehicles	HHS	\$26,000	Levy/Grant/Reimbursement
Lease/Purchase Vehicles	Sheriff	\$114,643	Levy
Public Works Equipment	Public Works	\$600,000	Levy/Wheelage Tax
Road and Bridge Projects	Public Works	\$5,920,600	Multiple Sources
TOTAL		\$6,871,243	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: FacilitiesBUDGET YEAR: 2023

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Completion of Jail Roof. Cost based on Preliminary budgetary numbers for materials and labor. Project will start (drawings, bid docs, contractor bidding) in 2022, and construction will be completed in 2023	\$600,000	Reserves
Project/Purchase: Parking Lot Project: Remove HHS Parking lot and sidewalks and add fill, tiling, and resurfacing to fix heaving proble. Also included in this will be the Gov Center/Sheriffs Office, Adult Mental Health Building, and North Mankato resurfacing and striping. Estimates for the resurfacing and striping portion of project have been received.	\$750,000	Reserves
Project/Purchase:		
TOTAL	\$1,350,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: TECHNOLOGIES

BUDGET YEAR: 2023

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: SAN replacements (Compar XIO(2)) – 2023+, End of life on the XIO(2) happens toward the end of 2022 and the EMC will be end of life at the end of the 5 year range. Will need additional hardware to support lager storage needs.	\$80,000	Reserves
Project/Purchase: Update add Access Points for wireless access 50 x 1200	\$65,000	Reserves
TOTAL	\$145,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: HEALTH & HUMAN SERVICES

BUDGET YEAR: 2023

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911 fees, etc.)
Project/Purchase: Lease 6 Staff Vehicles	\$26,000	Levy \$14,800; Grant \$8,000 Social Services Reimbursement: \$3,200
Project/Purchase: Lighthouse on Marshall Minivan	\$35,000	American Rescue Plan
Project/Purchase: Lighthouse Sprinkler System	\$50,000	American Rescue Plan
TOTAL	\$111,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: VETERANS SERVICES

BUDGET YEAR: 2023

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: A van is needed to transport Veterans to medical appointments. The current van was purchased in 2016.	\$40,000	Restricted Reserves: Fully funded by donations in VSO Van Program fund
Project/Purchase:		
Project/Purchase:		
TOTAL	\$40,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Sheriff

BUDGET YEAR: 2023

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Squad Lease x 14	\$107,000	Levy
Project/Purchase:		
Project/Purchase:		
TOTAL	\$107,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Public Works

BUDGET YEAR: 2023

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: 2023 equipment - see the attached equipment replacement schedule for Public Works.	\$562,000	Tax Levy, Wheelage Tax
Project/Purchase: 2023 road and bridge projects - see the attached Public Works 5-year construction plan.	\$27,893,316	Sales Tax, Wheelage Tax, Tax Levy, Reserves, State Aid, LRIP
Project/Purchase: 2023 Public Works Central Facility Space & Location Study: The central public works facility in St. Peter is aging, was not built to house modern sized equipment and the acreage of land is not adequate to store all the materials and supplies needed by Public Works. A Public Works facility space study should be done in 2023 to determine what size facility is needed, how many acres it should be located on, where it should be located and should the County continue to keep satellite shops.	\$50,000	Reserves
		Note: The County's bond payment levy decreases by approx. \$900,000 in 2025 allowing for new debt to be issued in 2025 for a Public Works Facility.
TOTAL	\$28,505,316	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Facilities

BUDGET YEAR: 2024

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: <u>Government Center Roof:</u> Replace Ballasted flat roof with a fully adhered epdm membrane roof	\$225,000	Reserves
Project/Purchase: <u>North Mankato Air Handler/HVAC upgrade:</u> add Variable Frequency Drives to the Air Handler Supply and Return Motors. Upgrade Pneumatics to electronic valving and control for VAVs	\$80,000	Reserves
Project/Purchase:		
TOTAL	\$305,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Facilities

BUDGET YEAR: 2024

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: <u>Remodel of the Property & Public Services</u> <u>Department:</u> - In order to create a more efficient work space and customer friendly service area redesign and remodeling of this space is needed.	\$800,000	Reserves
Project/Purchase: <u>Carpet:</u> - office carpet in the Government Center/Courthouse is from year 2000.	\$100,000	Reserves
Project/Purchase:		
TOTAL	\$900,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: TECHNOLOGIES

BUDGET YEAR: 2024

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Upgrade / replace EOL Vshpere hardware to support additional storage needs.	\$85,000	Reserves
Project/Purchase: UPS battey replace/update	\$22,000	Reserves
Project/Purchase:		
TOTAL	\$107,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: HEALTH & HUMAN SERVICES

BUDGET YEAR: 2024

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911 fees, etc.)
Project/Purchase: Lease 6 Staff Vehicles	\$26,000	Levy \$14,800; Grant \$8,000 Social Services Reimbursement: \$3,200
Project/Purchase: HHS Vehicle	\$35,000	American Rescue Plan
Project/Purchase: Lobby Accessibility Enhancements for St. Peter Health & Human Services second floor	\$100,000	American Rescue Plan
TOTAL	\$161,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Sheriff

BUDGET YEAR: 2024

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Squad Lease x 15	\$114,643	Levy
Project/Purchase:		
Project/Purchase:		
TOTAL		\$114,643

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Public Works

BUDGET YEAR: 2024

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: 2024 equipment - see the attached equipment replacement schedule for Public Works.	\$600,000	Tax Levy, Wheelage Tax
Project/Purchase: 2024 road and bridge projects - see the attached Public Works 5-year construction plan.	\$5,100,000	Sales Tax, Wheelage Tax, Tax Levy, Reserves, State/Fed. Funds
TOTAL	\$5,700,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Facilities

BUDGET YEAR: 2025

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Government Center Rooftop unit 2 and 3 Air Handlers upgrade/replacement: Unit 2 and 3 are undersized and out of optimum efficiency for our needs	\$70,000	Reserves
Project/Purchase:		
Project/Purchase:		
TOTAL	\$70,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: TECHNOLOGIES

BUDGET YEAR: 2025

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Move to 10Gb Core Switching for vMotion, Backups and other primary server/web needs	\$162,000	Reserves
Project/Purchase: Edge Network Segmentation. DR planning, better security and much better ability to handle mobile and changing needs of County.	\$225,000	Reserves
Project/Purchase:		
TOTAL	\$387,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: HEALTH & HUMAN SERVICES

BUDGET YEAR: 2025

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Lease 6 Staff Vehicles	\$26,000	Levy \$14,800; Grant \$8,000 Social Services Reimbursement: \$3,200
Project/Purchase:		
Project/Purchase:		
TOTAL	\$26,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Sheriff

BUDGET YEAR: 2025

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Squad Lease x 15	\$114,643	Levy
Project/Purchase:		
Project/Purchase:		
TOTAL		\$114,643

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Public Works

BUDGET YEAR: 2025

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: 2025 equipment - see the attached equipment replacement schedule for Public Works.	\$600,000	Tax Levy, Wheelage Tax
Project/Purchase: 2025 road and bridge projects - see the attached Public Works 5-year construction plan.	\$4,126,000	Sales Tax, Wheelage Tax, Tax Levy, Reserves, State/Fed. Funds
Project/Purchase: New Public Works Facility - The central public works facility in St. Peter is aging, was not built to house modern sized equipment and the acreage of land is not adequate to store all the materials and supplies needed by Public Works. A Public Works facility space study will be done in 2023 to determine what size facility is needed, how many acres it should be located on, where it should be located and should the County continue to keep satellite shops.	\$20,000,000	Bonds
		Note: The County's bond payment levy decreases by approx. \$900,000 in 2025 allowing for new debt to be issued in 2025 for a Public Works Facility.
TOTAL	\$24,726,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Facilities

BUDGET YEAR: 2026

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Skid Loader	\$50,000	Reserves
Project/Purchase:		
Project/Purchase:		
TOTAL	\$50,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: TECHNOLOGIES

BUDGET YEAR: 2026

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Data Center Enterprise Core Switch. Current enviroment with be EOL - 2025 4(X) 25-27K each	\$108,000	Reserves
Project/Purchase: Sheriff Office UPS head and battery pack replace/upgrade Public Works UPS head and battery pack replace	\$37,000	Reserves
Project/Purchase:		
TOTAL	\$145,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: HEALTH & HUMAN SERVICES

BUDGET YEAR: 2026

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911 fees, etc.)
Project/Purchase: Lease 6 Staff Vehicles	\$26,000	Levy \$14,800; Grant \$8,000 Social Services Reimbursement: \$3,200
Project/Purchase:		
Project/Purchase:		
TOTAL		\$26,000

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Sheriff

BUDGET YEAR: 2026

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911 fees, etc.)
Project/Purchase: Squad lease x 15	\$114,643	Levy
Project/Purchase:		
Project/Purchase:		
TOTAL		\$114,643

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Public Works

BUDGET YEAR: 2026

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911 fees, etc.)
Project/Purchase: 2026 equipment - see the attached equipment replacement schedule for Public Works.	\$600,000	Tax Levy, Wheelage Tax
Project/Purchase: 2026 road and bridge projects - see the attached Public Works 5-year construction plan.	\$12,412,000	Sales Tax, Wheelage Tax, Tax Levy, Reserves, State/Fed. Funds
Project/Purchase:		
TOTAL	\$13,012,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Facilities

BUDGET YEAR: 2027

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Jail Air Handler Upgrade: Air handlers need VFDs and electronic controls to accomadate the space	\$100,000	Reserves
Project/Purchase:		
Project/Purchase:		
TOTAL	\$100,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: TECHNOLOGIES

BUDGET YEAR: 2027

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Vmware Horizon server hardware replacments	\$60,000	Reserves
Project/Purchase: Camera and archival storage refresh/upgrades	\$50,000	Reserves
Project/Purchase:		
TOTAL	\$110,000	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: HEALTH & HUMAN SERVICES

BUDGET YEAR: 2027

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911 fees, etc.)
Project/Purchase: Lease 6 Staff Vehicles	\$26,000	Levy \$14,800; Grant \$8,000 Social Services Reimbursement: \$3,200
Project/Purchase:		
Project/Purchase:		
TOTAL		\$26,000

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Sheriff

BUDGET YEAR: 2027

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: Squad Lease x 15	\$114,643	
Project/Purchase:		
Project/Purchase:		
TOTAL	\$114,643	

CAPITAL IMPROVEMENT PLAN REQUEST FORM

DEPARTMENT: Public Works

BUDGET YEAR: 2027

Requested Project/Purchase & Description of Need	Projected Cost (with tax, fees, accessories, trade, etc.)	Funding Source(s) - List All (tax levy, reserves, grant, bonds, State/Federal allocation, donation, forfeit, Recorder, Compliance, 911fees, etc.)
Project/Purchase: 2027 equipment - see the attached equipment replacement schedule for Public Works.	\$600,000	Tax Levy, Wheelage Tax
Project/Purchase: 2027 road and bridge projects - see the attached Public Works 5-year construction plan.	\$5,920,600	Sales Tax, Wheelage Tax, Tax Levy, Reserves, State/Fed. Funds
Project/Purchase:		
TOTAL	\$6,520,600	

2023- 2027 Nicollet County Road and Bridge Capital Improvement Plan

Revised 11/8/2022

2023 CONSTRUCTION PLAN																				
ROAD	LOCATION & DESCRIPTION							FUNDING SOURCES												
				CURRENT ADT 2019	LAST YEAR GRADED	LAST YEAR SURFACED	State Aid Regular Account	State Aid Municipal Account	Local Funds (Levy&Comt)	Eng-ST	ROW-ST	Utility-ST	Federal STIP Funds	Town Bridge Account	State Bond-Bridge/LRIP	Taxes - Gravel	Taxes - Wheelage	Sales Tax (ST)	TOTAL	
CSAH 15 (TH 111 to CR 51) 11.05 Miles (2023-2024) 7" Concrete Surfacing, Agg Shouldering, SAP 052-615-025				720	1958	2002	\$5,000,000		\$1,373,000	\$713,000	\$850,000	\$136,000			\$1,250,000		\$2,523,935	\$11,547,381	\$23,393,316	
CSAH 21 (CSAH 14 to 1,200ft East) 0.25 Miles FHWA ER Sheet Pile Wall/Slope Stabilization SP 052-621-031				960	1976	2010							\$4,000,000						\$4,000,000	
Belgrade Twp BR L7156 Replacement (Old River Bluff Road) Construct 12 x 12 Concrete Box Culvert				20	1938	N/A								\$500,000					\$500,000	
Red	Engineer's Estimate																			
Green	Awarded Project Costs																			
Blue	Project Final Cost																			
Orange	Federal Aid Project																			
Yellow	Federal Aid Applied For																			
FUNDING SUMMARY							\$5,000,000	\$0	\$1,373,000	\$713,000	\$850,000	\$136,000	\$4,000,000	\$500,000	\$1,250,000	\$0	\$2,523,935	\$11,547,381	\$27,893,316	

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11/8/2022

[illegible]

RED - Engineer's Estimate
Green - Contract Cost
Orange - Federal Aid Projects
Yellow - Federal Aid Applied For

2023- 2027 Nicollet County Road and Bridge Capital Improvement Plan

County Board Approved
XX-XX-2023

Revised 11/8/2022

2025 CONSTRUCTION PLAN																			
ROAD	LOCATION & DESCRIPTION							FUNDING SOURCES											
					CURRENT ADT 2019	LAST YEAR GRADED	LAST YEAR SURFACED	State Aid Regular Account	State Aid Municipal Account	Local Funds	Eng	ROW	Utility	Federal STIP Funds	Town Bridge Account	State Bond- Bridge/LRIP	Taxes - Gravel	Taxes - Wheelage	Sales Tax
	CSAH 33 (Old TH 14 to TH 99) 0.5 Miles Mill & 3" Overlay & ADA				700	1975	2005		\$250,000										\$250,000
	CSAH 43 (TH 111 to CSAH 33) 0.28 Miles Mill & 3" Overlay & ADA				250	1997	1997		\$150,000										\$150,000
	CSAH 21 (W Co. Line to TH 4) 2.5 Miles Mill and Bit Overlay				165	1999 & 1937	1999 & 1996	\$690,000											\$690,000
	CSAH 22 (CSAH 5 to N. Co. Line) 3.5 Miles Mill and Bit Overlay				255	1977	2005	\$966,000											\$966,000
	CSAH 41 (CSAH 23 to CSAH 41 Concrete) 7.5 Miles Mill & Bit Overlay				265-870	1986-1999	1995-2001	\$2,070,000											\$2,070,000
Red	Engineer's Estimate																		
Green	Contract Price																		
Blue	Project Final Cost																		
Orange	Federal Aid Project																		
Yellow	Federal Aid Applied For																		
	FUNDING SUMMARY							\$3,726,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,126,000

RED - Engineer's Estimate
Green - Contract Cost
Orange - Federal Aid Projects
Yellow - Federal Aid Applied For

RED - Engineer's Estimate
Green - Contract Cost
Orange - Federal Aid Projects
Yellow - Federal Aid Applied For

2023- 2027 Nicollet County Road and Bridge Capital Improvement Plan

County Board Approved
XX-XX-2023

Revised 11/8/2022

2027 CONSTRUCTION PLAN																			
ROAD	LOCATION & DESCRIPTION							FUNDING SOURCES											
								State Aid Regular Account	State Aid Municipal Account	Local Funds	Eng	ROW	Utility	Federal STIP Funds	Town Bridge Account	State Bond- Bridge/LRIP	Taxes - Gravel	Taxes - Wheelage	Sales Tax
					CURRENT ADT 2019	LAST YEAR GRADED	LAST YEAR SURFACED												TOTAL
CSAH 1 (TH 15 to TH 22) 9.8 miles					910 & 940	1971 & 1975	2002	\$2,704,800											\$2,704,800
Mill, Bit Overlay, Culvert Rehabs.																			
CSAH 13 (Howard Dr. to 506th St.) 2.35 miles					5900 & 970	1989	2010 & 2008	\$1,175,000											\$1,175,000
Mill, Bit Overlay, ADA Improvements																			
CSAH 5 (E. Limits St George to TH 15) 5.8 miles					1350	1998	2000	\$1,600,800											\$1,600,800
Mill, Bit Overlay																			
CSAH 32 (CSAH 1 to N. Co. Line) 1.1 miles					410	1970 & 1964	1992 & 2004	\$440,000											\$440,000
Red	Engineer's Estimate																		
Green	Contract Price																		
Blue	Project Final Cost																		
Orange	Federal Aid Project																		
Yellow	Federal Aid Applied For																		
	FUNDING SUMMARY							\$5,480,600	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,920,600

RED - Engineer's Estimate
Green - Contract Cost
Orange - Federal Aid Projects
Yellow - Federal Aid Applied For

Appendix C.2: Equipment Investment Costs

Estimated Equipment Investment Costs																	
Nicollet County Public Works (last updated 07/29/22)																	
INVESTMENT TYPE / EQUIPMENT DESCRIPTION	UNIT #	NEW/REPLACE EQUIPMENT CLASS	DEPREC LIFE	ORIGINAL COST	RENTAL RATE	CURRENT MARKET VALUE	CURRENT MARKET VALUE	ESTIMATED REPLACEMENT COSTS	ESTIMATED TITLE & REG COSTS	NET SALES TRADE IN DEDUCTION	NET ESTIMATED REPLACEMENT COST	ESTIMATED LIFE YEARS	TOTAL # OF UNITS	TURNOVER RATE	# OF UNITS PER YEAR CYCLE	TOTAL DOLLARS	TOTAL DOLLARS PER YEAR
Motor Graders w/ Snow Equipment								\$ 345,000.00	\$ -	\$ 133,000.00	\$ 212,000.00	12	1	2.00	1.00	\$ 1,330,000.00	\$ 110,833.33
2012 CAT 140M2 MOTOR GRADER	12-03	GRADER	12	\$ 187,422.90	\$ 1,000	3,902											
2006 CAT MOTOR GRADER 140M2	18-02	GRADER	12	\$ 215,270.00	\$ 1,000	3,878	18,965										
2018 CAT 140M2 MOTOR GRADER	18-09	GRADER	12	\$ 254,965.00	\$ 1,000	3,789	15,655										
Chip Spreader (Split w/ Mower)								\$ 127,500.00	\$ -	\$ 10,000.00	\$ 117,500.00	20	1	1.50	1.50	\$ 176,250.00	\$ 8,812.50
2013 INVERC CHIP SPREADER	13-07	MAJOR	10	\$ 131,134.88	\$ 1,100.00												
Plow Trucks w/ Snow Equip								\$ 264,000.00	\$ 6,712.00	\$ 50,000.00	\$ 217,288.00	11	11	2.75	10.00	\$ 6,681,360.00	\$ 622,732.73
2010 MACK TANDUM TRUCK	10-02	TANDUM	8	\$ 187,627.15	\$ 125.00	2,354	207,712										
2012 MACK TANDUM TRUCK	12-01	TANDUM	8	\$ 296,441.16	\$ 125.00	4,260	105,872										
2013 MACK TANDUM TRUCK	13-01	TANDUM	8	\$ 199,872.76	\$ 125.00	4,992	130,184										
2014 MACK TANDUM TRUCK	14-04	TANDUM	8	\$ 210,276.44	\$ 125.00												
2015 MACK TANDUM TRUCK	15-01	TANDUM	8	\$ 220,581.56	\$ 125.00	5,391	163,511										
2016 MACK TANDUM TRUCK	16-01	TANDUM	8	\$ 276,388.23	\$ 125.00	3,176	75,552										
2017 MACK TANDUM TRUCK	17-01	TANDUM	8	\$ 298,748.63	\$ 125.00	2,521	64,421										
2018 MACK TANDUM TRUCK	18-01	TANDUM	8	\$ 298,739.14	\$ 125.00	1,249	10,921										
2019 MACK TANDUM TRUCK	20-01	TANDUM	8	\$ 224,681.96	\$ 125.00	2,079	60,539										
2021 MACK TANDUM TRUCK	21-01	TANDUM	8	\$ 232,539.56	\$ 125.00	554	13,251										
2022 MACK TANDUM TRUCK	22-01	TANDUM	8	\$ 247,826.00	\$ 125.00	435	13,941										
Low Truck								\$ 128,000.00	\$ 3,960.00	\$ 10,000.00	\$ 113,960.00	15	1	2.00	2.00	\$ 277,910.00	\$ 18,527.33
2007 KENWORTH TRUCK	16-04	TANDUM	8	\$ 84,216.88	\$ 125.00	17,488	83,070										
Pickups								\$ 43,000.00	\$ 2,870.00	\$ 4,000.00	\$ 43,870.00	11	11	2.11	10.00	\$ 1,311,100.00	\$ 119,190.91
1986 CHEVY 4X4 5.0 PICKUP	03-02	PICKUP	8	\$ -	\$ 15.00		12,172										
2005 FORD F150 SUPERCAB PICKUP	06-01	PICKUP	8	\$ 21,208.48	\$ 15.00		140,163										
2011 GMC SIERRA 1500 PICKUP	11-01	PICKUP	8	\$													

Appendix D: General Obligation Bonds

Nicollet County, Minnesota General Obligation Bonds Net CIP & Road Reconstruction Levy Calculation

Aggregate Net Levy Requirement

DATE	2018B Bonds D/S CIP	2018C Bonds D/S Road Ref Portion	2020A Taxable Bonds D/S CIP Refunding	Net D/S	Levy Required to Pay D/S	Certified 105% Levy Required	LEVY/COLLECT TOTAL
08/01/2022	21,825.00	23,100.00	24,977.50	69,902.50	69,902.50	73,397.63	2021/2022
02/01/2023	331,825.00	588,100.00	1,024,977.50	1,944,902.50	1,944,902.50	2,042,147.63	2021/2022
08/01/2023	17,175.00	11,800.00	23,227.50	52,202.50	52,202.50	54,812.63	2022/2023
02/01/2024	332,175.00	601,800.00	1,023,227.50	1,957,202.50	1,957,202.50	2,055,062.63	2022/2023
08/01/2024	12,450.00	-	21,227.50	33,677.50	33,677.50	35,361.38	2023/2024
02/01/2025	842,450.00	-	1,026,227.50	1,868,677.50	1,868,677.50	1,962,111.38	2023/2024
08/01/2025	-	-	18,715.00	18,715.00	18,715.00	19,650.75	2024/2025
02/01/2026	-	-	1,028,715.00	1,028,715.00	1,028,715.00	1,080,150.75	2024/2025
08/01/2026	-	-	15,180.00	15,180.00	15,180.00	15,939.00	2025/2026
02/01/2027	-	-	1,035,180.00	1,035,180.00	1,035,180.00	1,086,939.00	2025/2026
08/01/2027	-	-	10,845.00	10,845.00	10,845.00	11,387.25	2026/2027
02/01/2028	-	-	1,035,845.00	1,035,845.00	1,035,845.00	1,087,837.25	2026/2027
08/01/2028	-	-	5,720.00	5,720.00	5,720.00	6,006.00	2027/2028
02/01/2029	-	-	1,045,720.00	1,045,720.00	1,045,720.00	1,098,006.00	2027/2028
Total	\$1,557,900.00	\$1,224,800.00	\$7,339,785.00	\$10,122,485.00	\$10,122,485.00	\$10,628,609.25	

Aggregate | 10/11/2022 | 9:37 AM

Baker Tilly Municipal Advisors, LLC

Appendix E: Unrestricted Fund Balance Summary

Nicollet County Unrestricted Fund Balance Summary - Year End 2021

<u>Year End</u>	<u>General Fund</u>	<u>Road & Bridge*</u>	<u>HHS</u>	<u>County Total</u>
2020	\$14,459,660	\$8,779,215	\$8,266,913	\$31,505,788
2021	\$15,847,331	\$7,987,626	\$9,353,705	\$33,188,662
Change	\$1,387,671	-\$791,589	\$1,086,792	\$1,682,874

2021 Budgeted Use of Fund Balance \$70,382

2021 Unbudgeted Use of Fund Balance N/A

Fund Balance as a % of 2022 Budgeted Revenues	68%	87%	67%	71%
Fund Balance Month's of 2022 Budgeted Expenses	7.3	10.2	8.0	8.1

10% of 2022 Budgeted Revenue = \$4,642,808

1 Month of 2022 Budgeted Expenses = \$4,112,340

State Auditor Recommended Fund Balance:

% of Revenues	35 - 50%
Month's of Expenditures	No less than 5

* Includes committed funds; excludes wheelage tax and sales tax funds (see below).

Year End 2021 Sales Tax Fund Balance	\$6,062,803
Year End 2021 Wheelage Tax Fund Balance	\$1,638,935
Total	\$7,701,738

Recent +/- Fund Balance Changes

2018	\$2,002,551
2019	-\$226,122
2020	\$5,253,098
2021	\$1,682,874
AVERAGE	\$2,178,100

20 Year Road Improvement Projects List – 2018 thru 2037

Adopted July 25th, 2017

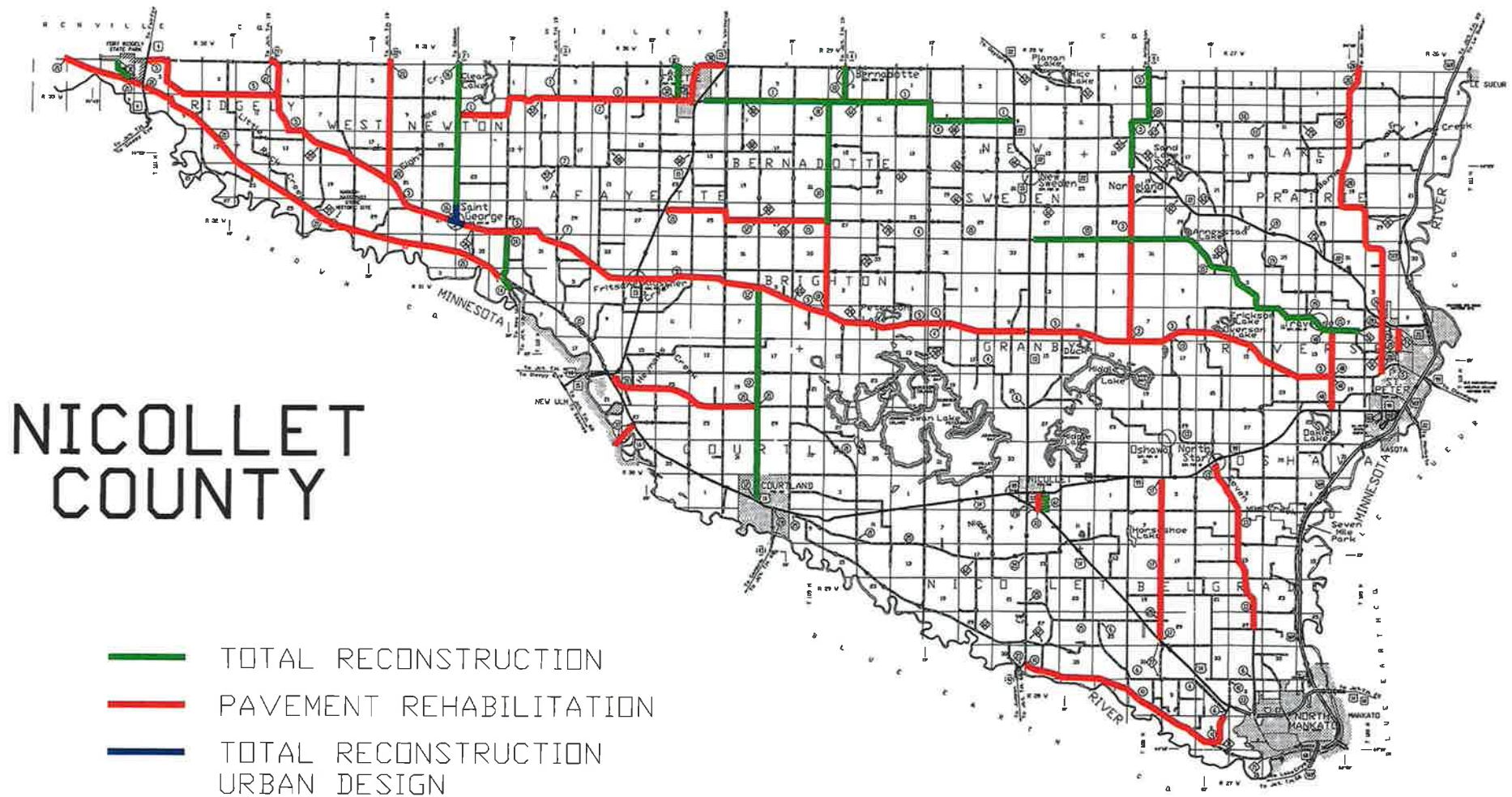
Road	Project Limits	Work Description	Length	Estimated Cost
CSAH 1	CSAH 16 to CSAH 38	Pavement Rehabilitation	7.5 Miles	\$1,687,500.00
CSAH 1	CSAH 38 to TH 22	Reconstruction	11 Miles	\$17,270,000.00
CSAH 3	CSAH 5 to TH 22	Pavement Rehabilitation	5 Miles	\$1,125,000.00
CSAH 3	TH 22 to Nicollet County Line	Reconstruction	3.5 Miles	\$5,495,000.00
CSAH 5	TH 15 to CSAH 12	Pavement Rehabilitation	3.6 Miles	\$1,800,000.00
CSAH 5	TH 4 to West Saint George	Pavement Rehabilitation	11.4 Miles	\$5,700,000.00
CSAH 5	West Saint George to TH 15	Pavement Rehabilitation / Reconstruction	6 Miles	\$4,710,000.00
CSAH 5	CSAH 12 to CSAH 40	Pavement Rehabilitation	17.6 Miles	\$8,800,000.00
CSAH 10	CSAH 1 to North County Line	Reconstruction	1.0 Mile	\$1,570,000.00
CSAH 10	CSAH 15 to CSAH 1	Reconstruction	3.5 Miles	\$5,495,000.00
CSAH 10	CSAH 5 to CSAH 15	Pavement Rehabilitation	2.7 Miles	\$607,500.00
CSAH 12	TH 14 to CSAH 5	Reconstruction	6.4 Miles	\$10,048,000.00
CSAH 13	506th Street to TH 99	Pavement Rehabilitation	5.3 Miles	\$4,000,000.00
CSAH 14	South County Line to CSAH 5	Reconstruction	1.7 Miles	\$2,669,000.00
CSAH 15	TH 111 to CSAH 51	Reconstruction	11.05 Miles	\$17,348,500.00
CSAH 15	TH 15 to CSAH 10	Pavement Rehabilitation	5.1 Miles	\$1,147,500.00
CSAH 16	CSAH 5 to North County Line	Reconstruction	4.6 Miles	\$7,222,000.00
CSAH 17	TH 14 to TH 99	Pavement Rehabilitation	4.8 Miles	\$1,080,000.00
CSAH 20	CSAH 5 to TH 22	Pavement Rehabilitation	1.53 Miles	\$344,250.00
CSAH 20	TH 22 to Nicollet County Line	Pavement Rehabilitation	8.4 Miles	\$1,890,000.00
CSAH 21	TH 14 to CSAH 12	Pavement Rehabilitation	4.7 Miles	\$1,057,500.00
CSAH 21	West County Line to CSAH 14	Pavement Rehabilitation	15 Miles	\$3,375,000.00
CSAH 22	CSAH 5 to North County Line	Pavement Rehabilitation	3.5 Miles	\$787,500.00
CSAH 27	CSAH 5 to North County Line	Pavement Rehabilitation	1.1 Miles	\$247,500.00
CSAH 30	CSAH 21 to North County Line	Reconstruction	1.2 Miles	\$960,000.00
CSAH 32	CSAH 1 to North County Line	Reconstruction	1.29 Miles	\$2,025,300.00
CSAH 33	CSAH 42 to TH 99	Pavement Rehabilitation	0.5 Miles	\$112,500.00
CSAH 37	South County Line to TH 14	Pavement Rehabilitation	0.6 Miles	\$135,000.00
CSAH 38	TH 14 to TH 14	Pavement Rehabilitation	1.9 Miles	\$427,500.00
CSAH 40	TH 99 to CSAH 15	Pavement Rehabilitation	2.4 Miles	\$540,000.00
CSAH 41	CSAH 23 to Roundabout	Pavement Rehabilitation	7.5 Miles	\$1,687,500.00
CSAH 42	TH 99 to TH 14	Reconstruction	1.3 Miles	\$2,041,000.00
CSAH 43	TH 111 to CSAH 33	Pavement Rehabilitation	0.28 Miles	\$63,000.00
CR 74	Traverse Road to Washington Ave.	Pavement Rehabilitation	0.6 Miles	\$200,000.00
Total 20 Year Road Improvement Projects Estimated Cost:				\$113,668,550.00
Annual Rural Transit Program (Joint effort with area Counties; Annual Local Share @ \$100,000/year:				\$2,000,000.00
Grand Total:				\$115,668,550.00

Public Works Department
1700 Sunrise Drive, St. Peter, MN 56082
Telephone 507-931-1760
seth.greenwood@co.nicollet.mn.us

Providing efficient services with innovation and accountability.

20 Year Road Improvement Projects List - 2018 thru 2037				
Adopted July 25th, 2017				
Road	Project Limits	Work Description	Length	Estimated Cost
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Total 20 Year Road Improvement Projects Estimated Cost:				\$ 113,668,550.00
Annual Rural Transit Program (Joint effort with area Counties; Annual Local Share) @ \$100,000/year:				\$ 2,000,000.00
Grand Total:				\$ 115,668,550.00

20 YEAR ROAD IMPROVEMENT PROJECTS LIST (2018 - 2037)
ADOPTED JULY 25, 2017





RESOLUTION ADOPTING A
2023 – 2027 CAPITAL IMPROVEMENT PLAN



WHEREAS, pursuant to Minnesota Statutes, Chapter 475, as amended, and Section 373.40, as amended (collectively, the "Act"), counties are authorized to adopt a capital improvement plan and carry out programs for the financing of capital improvements; and

WHEREAS, Nicollet County, Minnesota (the "County"), has caused to be prepared the "2023–2027 Capital Improvement Plan for Nicollet County, Minnesota" (the "Capital Improvement Plan"); and

WHEREAS, in considering the Capital Improvement Plan, the Board has considered for each project and for the overall Capital Improvement Plan:

1. the condition of the County's existing infrastructure, including the projected need for repair and replacement;
2. the likely demand for the improvement;
3. the estimated cost of the improvement;
4. the available public resources;
5. the level of overlapping debt in the County;
6. the relative benefits and costs of alternative uses of the funds;
7. operating costs of the proposed improvements; and
8. alternatives for providing services more efficiently through shared facilities with other local government units; and

WHEREAS, the Capital Improvement Plan is intended to be a guide that is subject to change and does not commit the County to completing any of the improvements.

NOW, therefore, be it resolved, the Nicollet County Board of Commissioners hereby adopts the 2023 – 2027 Capital Improvement Plan as presented.

Dated this 28 day of February, 2023.

Jack Kolars, 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: TH 22 Corridor Study Update Presentation		
Primary Originating Division/Dept.: Public Works/Highway Contact: Seth Greenwood, P.E. Title: PWD/County Engineer Amount of Time Requested: 15 minutes		Meeting Date: 02/28/2023 Item Type: Regular Agenda (Select One)
Presenter: Bob Rogers Title: Bolton & Menk Project Manager		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)		
BACKGROUND/JUSTIFICATION: <p>TH 22 Corridor Study partners of City of St. Peter, Nicollet County, and MnDOT kicked off the TH 22 Corridor Study in the fall of 2022. Bolton and Menk is the Consulting Engineering Firm facilitating the study. So far traffic data has been collected at key intersections, public input gathered on issues and priorities for the roadway, and future City development has been considered. Several alternatives for corridor improvements have been developed. The corridor study is at a point that updates to the City Council and County Board are warranted. After input has been gathered from the City Council and County Board an open house will be held on March 15th to solicit public feedback on the various improvement alternatives for the corridor.</p> <p>Bob Roger, Bolton and Menk Project Manager, will be attending the meeting present the update to the County Board.</p>		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
ACTION REQUESTED: Informational		
FISCAL IMPACT: Other (Select One) If "Other", specify:		FUNDING County Dollars = State (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:		Total:

Highway 22 (Dodd Road) Corridor Study Update

Nicollet County State Aid Highway (CSAH) 20 to Highway 169

Nicollet County Board Update – February 28, 2023



Study Partners



Study Schedule

FALL 2022

- Collect traffic data at key intersections
- Gather public input on issues and establish community priorities for the roadway
- Consider future City development

WINTER 2022/2023

- Develop alternatives that consider engineering and community priorities
- Gather public input on alternatives
- Evaluate alternatives

SPRING 2023

- Select a preferred alternative/roadway design that will serve as a guide for a future project (tentatively 2028 construction)
- Finalize Corridor Study Report



Define a corridor vision that:



Provides efficient vehicle mobility and access



Enhances multimodal options such as pedestrian and bicycle facilities



Supports current and future developments



Promotes safety and accommodates all users



Is fiscally responsible, fundable, and implementable



Enhances community identity and aesthetics along the corridor



Crash Concern Intersections

- Sunrise Drive
- Washington Avenue
- Highway 169

Higher percentage of right-angle crashes

Poor Pavement Condition

Pedestrian/Bicycle Connections

Pedestrian Crossing Safety

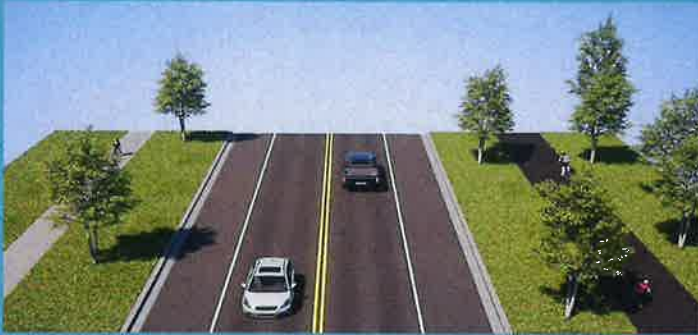
Minor Intersection Delays

Corridor Travel Speeds

Large Vehicle Turning Movements

Typical Sections Considered

Enhanced 2-Lane



3-Lane (Shared Center Turn Lane)



Two-Lane Alternative Cross Section



Concept Alternative 1



Concept Alternative 2



Concept Alternative 3

Placeholder Slide for Alternative 3
RAB at both CSAH 15/Klein and Sunrise Dr.

Washington Avenue – Concept Alternatives

Alternative 1



Alternative 2



Alternative 3



Old Minnesota Avenue - Concept Alternatives

Alternative 1



Alternative 2



Stakeholder Outreach

Public Open House – March 15th
5:00 -7:00 pm
Saint Peter Community Center

- On-line Survey
- Community Pop-Up Event
- MnDOT.gov/d7/projects/Hwy22DoddRoad/



Project Contacts

City of Saint Peter Study Contact

Pete Moulton
507.934-0670
petem@saintpetermn.gov

Nicollet County Study Contact

Seth Greenwood, PE
507.934.7723
seth.greenwood@co.nicollet.mn.us

MnDOT Study Contact

Sam Parker
507.508.3232
Samuel.parker@state.mn.us



Project Information

MnDOT.gov/d7/projects/Hwy22DoddRoad/



Any Questions?

THANK YOU!

Bob Rogers
Bolton & Menk Project Manager
651.276.7136
Bob.rogers@bolton-menk.com



Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item:

Consider Professional Engineering Services for Various Road and Bridge Projects

Primary Originating Division/Dept.: Public Works/Highways

Meeting Date: 02/28/2023

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

Item Type: Regular Agenda
(Select One)

Amount of Time Requested: 15 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:

In the Public Works 5 Year Road & Bridge CIP (2023-2027) several projects identified will require the services of a professional engineering firm to develop plans and specifications. I have worked with Stonebrooke Engineering on developing scopes of services and costs for the following 3 projects:

- CSAH 42 Reconstruction (Old TH 14-City of Nicollet)-Anticipated Construction Year 2024-Estimated Fee \$300,000
- CSAH 6 Reconstruction (Old TH 14-Near North Mankato)-Anticipated Construction Year 2024 - Estimated Fee \$291,000
- CSAH 5 (St George) & CSAH 16 (CSAH 5 to North County Line) Reconstruction-Anticipated Construction Year 2026-Est. Fee \$554,000

There will be a need for additional professional services in the future for this project for developing a ROW Plat and appraisal and acquisition services but those fees aren't known yet until some preliminary engineering can be completed to determine the extent of additional ROW and construction easements needed.

Future Old TH 14 Turnback (CSAH 25 to CSAH 24)-In the near future Nicollet County will need to negotiate for the turnback of a portion of Old TH 14 in Courtland. Negotiations will determine the amount of Turnback funds provided to the County to make improvements to Old TH 14. Initial preliminary engineering is needed to determine the scope and estimated costs for these improvements. Estimated Fee \$70,000

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:

Approve professional services for the above 3 CIP projects and future turnback project and authorize the Public Works Director to execute Work Orders with Stonebrooke Engineering

FISCAL IMPACT: Other
(Select One)

FUNDING
County Dollars =

If "Other", specify:

State
(Select One)

FTE IMPACT: No FTE change
(Select One)

Total: \$1,215,000

If "Increase or "Decrease," specify:

Related Financial/FTE Comments: Various Funding sources will be used (State Aid, Wheelage and Sales Taxes, TH Turnback Fund, etc)

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: Licensed Union Contract for 2023-2024	
Primary Originating Division/Dept.: Human Resources Contact: Kristy Larson Title: HR Director Amount of Time Requested 15 minutes Presenter: Kristy Larson Title: HR Director	Meeting Date: 02/28/2023 Item Type: Regular Agenda <small>(Select One)</small> Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>	
BACKGROUND/JUSTIFICATION: This portion of the meeting is closed for labor negotiations pursuant to Minnesota Statutes Chapter 13D.03 to discuss the Licensed Union Contract for 2023-2024.	
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	
ACTION REQUESTED: Approve the License Law Enforcement CBA for 2023-2024.	
FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify	FUNDING County Dollars = Grant <small>(Select One)</small>
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total



FEBRUARY 14, 2023
OFFICIAL PROCEEDINGS OF THE
NICOLLET COUNTY DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in regular session on Tuesday, February 14, 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 Dranttel 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 Dehen to approve the consent agenda items as follows:

1. January 24, 2023 Drainage Minutes

Motion carried with all voting in favor.

Public Appearances

There were no public appearances.

Adjourn

Chair Kolars adjourned the meeting at 9:20 a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER, CLERK TO THE BOARD



FEBRUARY 16, 2023
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Drainage Authority in special session on Thursday, February 16, 2023, at 9:00 a.m. Commissioners Jack Kolars, Terry Morrow, Marie Dranttel, Mark Dehen, and Kurt Zins were present. Also present were County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

Closed Meeting

County Ditch 62A Improvement Project Litigation

At 9:01 a.m. Commissioner Dranttel motioned and Commissioner Morrow 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 Jack Kolars, Terry Morrow, Marie Dranttel, Mark Dehen and Kurt Zins; County Attorney Michelle Zehnder Fischer; Ditch Inspector Nate Henry, Property and Public Services Director Jaci Kopet, and Attorney Roger Justin of Rinke Noonan Law Firm.

Adjourn

The meeting was brought back into open session at 10:34 a.m. Commissioner Kolars adjourned the meeting at 10:35 a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD



FEBRUARY 16, 2023
OFFICIAL PROCEEDINGS OF THE
DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in special session on Thursday, February 16, 2023, at 11:00 a.m. Commissioners Jack Kolars, Terry Morrow, Marie Dranttel, Mark Dehen, and Kurt Zins were present. Also present were County Attorney Michelle Zehnder Fischer, Ditch Inspector Nate Henry, Property and Public Services Director Jaci Kopet, Attorney Roger Justin of Rinke Noonan Law Firm, and Mr. Chuck Brandel of ISG.

County Ditch 86A Final Acceptance of Lametti & Sons, Inc. Contract

Director Kopet came before the Board to present information regarding the CD86A project. On November 18, 2023, the Drainage Authority accepted the Final Engineer's and Viewer's Report for the CD86A improvement project. Project work was completed by Lametti & Sons, Inc. and the engineering firm ISG. The purpose of the hearing was to consider approval of the Final Acceptance Report by ISG.

Attorney Roger Justin of Rinke Noonan Law Firm offered additional information and clarification that today's hearing was only related to the final payments for Lametti & Sons, Inc. so the contract could be closed. He gave a background of some of the project difficulties that occurred as well as information on the litigation process between Lametti & Sons and Nicollet County.

Chuck Brandel of ISG approached the Board and shared additional project information. He recommends closing out the contract with Lametti & Sons, Inc. and providing final payment. He also addressed concerns about the pumps and stated they carry a 5-year warranty that won't go into effect until the official start-up this spring.

Public Hearing Comments:

At this time, Tim Waibel of Courtland came before the Board to share concerns regarding seepage due to the gate being too short. He was also upset over the poor quality of construction by Lametti & Sons, Inc. John Luepke, also of Courtland, spoke to the fact that the work could have been easily completed during the dry growing seasons. Lynn Fluegge also had many issues with the project, such as incorrect measurements and leakage. He was also concerned with the costs of these repairs and who would ultimately be responsible for this work in the future. Tim Gieseke of Brighton Township, also came forward to comment. He was in agreement with Tim, Lynn and John's comments and thanked them for sharing their concerns. He wanted to see more accountability in the project overall. Public commenting ended at 11:23 a.m.

Other Comments:

Attorney Justin shared a general overview of the mediation process. He stated that Lametti & Sons, Inc. were given the plans and their job was to build to those specifications. They completed the build according to the plans given. If the County refused to make the final payment, there would be a high likelihood of Lametti bringing forth litigation and the Drainage Authority potentially being responsible for paying all costs, including both sides' Attorney fees.

Gary Gieseke, a CD86A landowner, asked what guarantee landowners have that the work will be completed if Lametti is paid and the contract is closed out. Commissioner Morrow responded that as with any other projects, the costs would be borne by the Drainage system.

Chuck Brandel approached the Board to share a few more project issues that will need attention:

- Temporary dike and material downstream: it was part of negotiations and the plans called for the dirt to be spread out to a certain level, and this still needs to be completed
- 36-inch pipe has settled and he agrees it still needs to be fixed
- Defects in the prefabricated building
- Pumps: alternative designs were allowed for in the contract; although the pumps were less expensive, they should still function as expected and are covered by warranty

Mr. Brandel stated that the Drainage Authority and ISG have not determined what additional responsibilities ISG will be liable for, but it will be an ongoing conversation in the near future. Commissioner Morrow asked if the seepage at the gate was an installation or design problem, and Mr. Brandel stated that the gate wasn't installed per the plans so it looked like an installation issue. Mr. Brandel also spoke to the removal of rocks and installation of cement on the East side of the project, and he stated that the work has been addressed and was not a Lametti & Sons, Inc. issue.

At this time, Commissioner Kolars asked for any final public comments. Tim Gieseke commented that he didn't believe Lametti & Sons, Inc. spent too much time ordering the breakers, especially since they knew of the pandemic-related supply chain issues. Tim Waibel approached and stated that as landowners, they hired ISG to draw up the engineering plans correctly. Lynn Fluegge also came forward to state that future ditch cleanings should be Lametti's responsibility. Commissioner Zins asked Attorney Justin if he recommends acceptance of the mediation settlement and closing out the project with Lametti & Sons, Inc. Attorney Justin responded that it would be the most cost-effective option to accept at this time.

Final Acceptance:

Public commenting was closed and a short recess was taken at 11:57 a.m. to prepare the findings for the Final Acceptance Report. The meeting was called back into session at 12:18 p.m. Director Kopet approached the Board to ask for final acceptance of the Lametti & Sons, Inc. contract. Commissioner Morrow motioned and Commissioner Dranttel seconded to approve the findings and order for acceptance and payment for Lametti & Sons, Inc. The motion passed unanimously on a vote of 5-0.

Adjourn

Commissioner Kolars adjourned the meeting at 12:25 p.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD