

## Board of Commissioners Agenda

**April 25, 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. [April 11, 2023 Board Minutes](#)
  - b. [End of Probations](#)
  - c. Approval of Bills
5. Public Appearances

**9:05 a.m. 6. Finance**

- a. [Quarter 1 2023 Donations](#)

**9:10 a.m. 7. Health and Human Services**

- a. [Community Education and Prevention Services](#)
- b. [SHIP Grant for Lighthouse on Marshall](#)

**9:20 a.m. 8. Administration**

- a. [Nicollet County 2022 Year in Review](#)

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

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

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

**9:45 a.m. 10. County Attorney Update**

11. Chair's Report
12. Commissioner Committee Reports, Meetings & Conferences
13. Approve Per Diems and Expenses
14. Adjourn Board of Commissioners Meeting

**BREAK**

### 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

**April 25, 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

### 10:00 a.m. Call Drainage Authority Meeting to Order: Chair

1. Approval of Agenda
2. Approval of Consent Agenda:
  - a. [April 11, 2023 Drainage Authority Minutes](#)
3. Public Appearances

### 10:00 a.m. 4. Public Works

- a. [Public Hearing for the CD86A Selly Excavating Contract Acceptance](#)

### 10:30 a.m. 5. Adjourn Drainage Authority Meeting

### Notice of Scheduled Meetings

The following is a notice of scheduled meetings. Pursuant to Minnesota Statute 13D.04, this notice of meetings also serves as notice of regular and special meetings of the Nicollet County Board of Commissioners.

Questions or comments regarding any Nicollet County meeting and requests to participate in any meeting can be directed to Mandy Landkamer, Nicollet County Administrator, at 507-934-7074 or [mandy.landkamer@co.nicollet.mn.us](mailto:mandy.landkamer@co.nicollet.mn.us).

April 24 – Personnel Committee Meeting, 1 – 3 p.m., Nicollet Room, St. Peter  
 April 25 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter  
 April 25 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter  
 April 25 – Personnel Committee Meeting, 11 – 12 p.m.; Nicollet Room, St. Peter  
 April 26 – Tri-County Board Meeting, 8:30 a.m.; Nicollet County Board Room, St. Peter  
 April 26 – Insurance Committee Meeting, 2 – 3 p.m., Nicollet Room, St. Peter  
 April 27 – Personnel Committee Meeting, 9 – 11 a.m.; Nicollet Room, St. Peter  
 April 28 – BNCH Board Meeting, 8:15 a.m.; 1900 Franklin St, New Ulm, MN  
~~April 28 – Personnel Committee Meeting, 10 – 12 p.m.; Nicollet Room, St. Peter~~  
 May 9 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter  
 May 9 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter  
 May 15 – Board of Adjustment & Appeals/Planning & Zoning Advisory Commission, 7 p.m.; Nicollet Co. Board Room, St. Peter  
 May 16 – Individual Dept. Head Meeting (Office of Technologies), 8:15 a.m.; Nicollet County Board Room, St. Peter  
 May 16 – Board Workshop, 9:30 a.m.; Nicollet County Board Room, St. Peter  
 May 17 – Board Workshop – Income Maintenance Programs (Benefits Application), 1 – 4 p.m.; Nicollet County HHS, St. Peter  
 May 22 – Greater Mankato Inclusivity Study Launch, 7:30 – 9:30 a.m.; Mayo Clinic Health System Event Center, Mankato  
 May 23 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter  
 May 23 – Drainage Authority Meeting, following adjournment of the BOC Meeting; Nicollet County Board Room, St. Peter

#### 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.



**APRIL 11, 2023**  
**OFFICIAL PROCEEDINGS OF THE**  
**BOARD OF COUNTY COMMISSIONERS**

The Nicollet County Board of Commissioners met in regular session on Tuesday, April 11, 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 Morrow and seconded by Commissioner Zins to approve the agenda. Motion carried with all voting in favor.

**Consent Agenda**

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

1. March 28, 2023 Board Meeting Minutes;
2. County Feedlot Officer (CFO) Minnesota Pollution Control Agency (MPCA) Annual Report
3. University of Minnesota Memorandum of Agreement 2022 – 2024 Addendum III
4. End of Probations
5. Approval of Bills
6. Acknowledgement of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
  - a. General Revenue Fund - \$64,754.85;
  - b. Road & Bridge Fund - \$62,934.86;
  - c. Human Services Fund - \$180,947.19;

Motion carried with all voting in favor.

**Public Appearances:**

There were no public appearances.

**Property Services**

***Minnesota LiDAR Acquisition Project***

In November, the Nicollet County Board of Commissioners agreed to carry out the Minnesota River East Acquisition project to obtain high-quality LiDAR (3D mapping) images. The current LiDAR data is over ten years old, and new imaging will directly benefit residents and county staff.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the State of Minnesota LiDAR agreement, to be funded by Reaparian Protection Aid in the amount of \$15,000. Motion passed with all voting in favor.

**Public Works**

***Consider 2022 Budget Change Request***

Director Greenwood approached the Board to request a budget change approval for the CSAH 15 Right of Way Acquisition project. Wheelage tax as well as funds set aside for future projects will be used to cover the acquisition expenses. These funds will not impact other improvement projects in the future.

Motion by Commissioner Dehen and seconded by Commissioner Morrow to approve the budget change request in the amount of \$758,766.00. Motion passed on a roll call vote.

***Consider Stonebrooke Engineering ADA Transition Plan Update Proposal***

In 2019, the Mankato Area Planning Organization (MAPO), along with Nicollet County, developed and adopted an Americans with Disabilities Act Transition Plan. The Transition Plan inventoried all ADA infrastructure to determine if current ADA guidelines were being met and is required to be reviewed and updated every five years. Stonebrooke Engineering has submitted a proposal to review the ADA plan for Nicollet County.

Motion by Commissioner Dehen and seconded by Commissioner Kolars to approve Stonebrooke's cost proposal for the ADA Transition Plan Update and authorize Director Greenwood to approve the work order in the amount of \$10,302.18. Motion passed with all voting in favor.

**Administration**

***Proclamation Recognizing April as National County Government Month***

Each year, the month of April is recognized as National County Government Month. This year's theme is "RISE!" and brings awareness to county responsibilities, programs, and services.

Motion by Commissioner Zins and seconded by Commissioner Dehen to approve the proclamation recognizing April 2023 as National County Government Month. Motion carried with all voting in favor on a roll call vote.

***Health and Human Services: Consumer Support Grant (CSG) Program***

During the COVID-19 public health emergency, Personal Care Assistance agencies were temporarily allowed to hire parents, step-parents, spouses and legal guardians of minors to provide PCA services to individuals enrolled in Minnesota Health Care Programs. Nicollet County HHS is requesting approval for the development of the Consumer Support Grant program to allow these services for families to continue.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the development of the Consumer Support Grant program. Motion passed with all voting in favor.

***Consideration of the AIA Document B132-2019 with Vetter Johnson Architects, Inc.***

Administrator Landkamer requested consideration of the AIA agreement between Nicollet County and Vetter Johnson Architects, Inc. for architectural services related to the re-roofing of the existing Nicollet County Jail.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the AIA Document B132-2019 between Nicollet County and Vetter Johnson Architects, Inc. Motion passed with all voting in favor.

**County Attorney**

***Proclamation for Crime Victims' Rights Week***

Crime Victim Services Coordinator Bonnie Petersen came forward to ask for approval of the proclamation for Crime Victims' Rights Week. The week focuses on amplifying the voices of survivors to make sure their voices are heard in the criminal justice process.

Motion by Commissioner Dranttel and seconded by Commissioner Dehen to approve the proclamation recognizing April 23-29, 2023 as Crime Victims' Rights Week. Motion passed with all voting in favor.



### **Additional County Attorney Information:**

Attorney Zehnder Fischer shared updates from the Attorney's Office. A law clerk was hired to work in the Attorney's office over the summer to evaluate past restitution. April is also Child Abuse & Awareness Week and outreach is occurring on social media and within County buildings. Also, Denim Day is on April 26, which brings awareness to sexual assault. Ms. Petersen will be participating in the upcoming Project Community Connect and will also join Attorney Zehnder Fischer at the upcoming Senior Expo in Nicollet to provide fraud prevention outreach. The office is also working on grant funding to use for future outreach projects.

### **Chair's Report**

- AMC Leadership Summit
- Traverse de Sioux
- MVAC
- Personnel Committee
- County Board
- CD 83 Ditch Viewing

### **Commissioner Committee Reports:**

#### **Commissioner Marie Dranttel**

- Union Negotiations

#### **Commissioner Terry Morrow**

- Nicollet County Family Services Collaborative Joint Powers

#### **Commissioner Mark Dehen**

- Greater Mankato Growth
- MRCI Annual Meeting

#### **Commissioner Kurt Zins**

- AMC Leadership Summit
- Insurance Committee
- Resident meeting regarding Kerns Dr.

### **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 9:44 a.m.

---

JACK KOLARS, CHAIR - BOARD OF COMMISSIONERS

ATTEST:

---

MANDY LANDKAMER, CLERK TO THE BOARD

# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b>		
End of Probations		
Primary Originating Division/Dept.: Human Resources		Meeting Date: 04/25/2023
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)		
<b>BACKGROUND/JUSTIFICATION:</b> Community Corrections Community Corrections Director Richard Molitor has requested the end of probation for Joshua Fleming, Sentenced to Serve Crew Leader, effective April 18, 2023.		
+		
Supporting Documents: <input type="radio"/> Attached <input checked="" type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b>		
Grant end of probationary status		
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify		<b>FUNDING</b> County Dollars = Grant (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		<b>Total</b>

# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b> Qtr 1 2023 Donations		
Primary Originating Division/Dept.: Finance		Meeting Date: 04/25/2023
Contact: Heather McCormick	Title: Finance Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested: 5 minutes		
Presenter: Heather McCormick	Title: Finance Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> This is to present the Quarter 1 2023 Donations received for approval by resolution.		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Approval of Donations by resolution		
<b>FISCAL IMPACT:</b> Other (Select One) If "Other", specify: Donations		<b>FUNDING</b> County Dollars = (1,681.00) Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:		<b>Total:</b> (1,681.00)



## RESOLUTION APPROVING THE ACCEPTANCE OF DONATIONS



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

WHEREAS, the Nicollet County Finance Office has compiled a list of donations made to the County from January 1 through March 31, 2023.

THEREFORE, BE IT RESOLVED that the Nicollet County Board of Commissioners approve the following donations made to the County from January 1 through March 31, 2023:

### **Donations received by Nicollet County January 1 through March 31, 2023**

<b><u>FROM WHOM</u></b>	<b><u>AMOUNT</u></b>	<b><u>PURPOSE</u></b>
Various Donations	\$ 366.00	Van Services
N Mankato American Legion #518	500.00	Van Services
Le Sueur County Sheriff's Youth Project (SYP)	\$ 500.00	Community Corrections
Various Donations	\$ <u>315.00</u>	Loan Closet
Total	\$ 1,681.00	

Dated this 25th day of April, 2023.

---

Jack Kolars, Chair  
Nicollet County Board of Commissioners

ATTEST:

---

Mandy Landkamer  
County Administrator and Clerk to the Board

# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b> Community Education and Prevention Services	
Primary Originating Division/Dept.: Health and Human Services	Meeting Date: 04/25/2023
Contact: C. Sassenberg Title: HHS Director	Item Type: (Select One) Regular Agenda
Amount of Time Requested: 5 minutes	
Presenter: C. Sassenberg Title: HHS Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: (Select One) Programs and Services - deliver value-added quality services	
<b>BACKGROUND/JUSTIFICATION:</b> <p>In accordance with the terms of the Minnesota Opioid Memorandum of Agreement, Nicollet County may use Opioid Settlement funds to provide evidence-informed school and community education programs as well as community-based education or intervention services for youth and families at risk for opioid use. This gives us the opportunity to invest in local infrastructure by enabling strategies that both address mental health and substance use needs while prioritizing local, primary prevention strategies that support child and family well-being.</p> <p>Initially, this would look like Health and Human Services providing 8 hours per week of education and prevention services split between the St. Peter High School and Rock Bend Alternative Learning Center. One of our licensed alcohol and drug counselors would offer educational activities to increase awareness and access of resources and services as well as to improve skills in dealing with high-risk situations. Our staff can also provide referral information and assistance to youth and their families regarding public health and human services.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	
<b>ACTION REQUESTED:</b> Approval of the Memorandum of Understanding with the St. Peter School District	
<b>FISCAL IMPACT:</b> No fiscal impact (Select One) If "Other", specify: Opioid Settlement Funds	<b>FUNDING</b> County Dollars = Other \$15,000 in staff time/9 months (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:	<b>Total:</b>

## MEMORANDUM OF UNDERSTANDING

Community Education and Prevention Services for the St. Peter School District

The COUNTY OF NICOLLET, STATE OF MINNESOTA, 501 South Minnesota Avenue, St. Peter, Minnesota 56082 (hereinafter referred to as the "County"), on behalf of NICOLLET COUNTY HEALTH AND HUMAN SERVICES, 622 South Front Street, St. Peter, Minnesota 56082, and the Saint Peter School District, 100 Lincoln Drive, St. Peter, Minnesota, 56082 (hereinafter referred to as the "School"), enter into this Agreement for the period from 03/01/2023 through 12/31/2024.

**WHEREAS**, the School has identified a need for community education and prevention related to chemical use by students; and

**WHEREAS**, in accordance with the terms of the Minnesota Opioid Memorandum of Agreement, Nicollet County may provide evidence-informed school and community education programs as well as community-based education or intervention services for family, youth, and adolescents at risk for opioid use; and

**WHEREAS**, this collaboration between the School and the County was made possible by the Opioid Settlement Funding and it is an opportunity to invest in local infrastructure enabling strategies that both address mental health and substance use needs, while prioritizing local, primary prevention strategies that support child and family wellbeing.

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

I. TERM:

The term of this agreement shall be from 03/01/2023 to 12/31/2024

This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice, in writing, delivered by mail or in person.

II. COUNTY RESPONSIBILITIES:

A. The County will provide approximately 8 hours per week of time within the Saint Peter School District to offer:

1. Community Education and Prevention Activities designed to educate the public or special high-risk groups, currently focusing on grades 9-12, about problems associated with chemical use. The goal is to increase understanding of these problems, increase awareness of availability of resources and services, and to improve skills in dealing with high-risk situations.
2. Information and referral information to individuals regarding social and human services, and provide assistance to contact resources that can respond to needs or problems.

B. Requests for additional chemical use services provided by County can include:

1. Chemical Health Assessments
2. Treatment Coordination
3. Chemical Dependency Case Management



- C. The County will protect health information by adhering to Alcohol and Drug Abuse Patient Records, 42 Code of Federal Regulations Part 2 and the Health Insurance Portability and Accountability Act, as well as state privacy laws.

III. ELIGIBILITY FOR SERVICES:

All Saint Peter School High School students are eligible to participate in Community Education and Prevention services.

Chemical health assessments, treatment coordination, and chemical dependency case management services will not be provided at the school or as a part of this Memorandum of Understanding. Individuals seeking these services will be required to apply for those services through the County.

IV. SCHOOL RESPONSIBILITIES:

- A. The School shall provide the County with a private meeting space on site.
- B. The School will provide regular feedback and updates as to needs identified within the target population.
- C. The School will collaborate with the County prior to making announcements or sharing written or social media information related to the services provided by the County under this Memorandum of Understanding.

V. INDEPENDENT CONTRACTOR:

It is agreed that nothing herein contained is intended to or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the individual designated by the County to provide the services as the agent, representative, or employee of the School for any purpose or in any manner whatsoever. The individual identified by the County is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

A. Indemnity:

The School does hereby agree that it will defend, indemnify, and hold harmless, at the School's sole cost and expense, the County against any and all liability, loss, damages, costs, attorney's fees and expenses which the County may hereafter sustain, incur, or be required to pay:

- 1. By reason of any person suffering bodily or personal injury, death, or property loss or damage, either while participating in or receiving the care and services, to be furnished under this Agreement, or while on premises owned, leased, or operated by the School, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the School or any officer, agent, or employee thereof; or
- 2. By reason of any person causing injury to, or damage to, the property of another person during any time when the School or any officer, agent, or employee thereof has undertaken or is furnishing the education called for under this agreement; or
- 3. By reason of any negligent act or omission or intentional act of the School,

its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of purchased services under this Agreement.

4. This Agreement to defend, hold harmless and indemnify shall not apply to any intentional or negligent act on the part of the County, its officials, agents, and employees.

B. Insurance:

The School does further agree that in order to protect itself as well as the County under the indemnity agreement provision hereinabove set forth, it will at all times during the term of the Agreement have and keep in force:

1. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$1,500,000 for property damage arising from one occurrence, \$1,500,000 for total bodily or personal injuries or death and/or damages arising from one occurrence. Such policy shall also include contractual liability coverage protecting the County, its elected officials, officers, agents, and employees by specific endorsement or certificate acknowledging the contract between the School and the County as additional insureds.
2. A single limit or combined limit or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than \$1,500,000 per accident for property damage, \$500,000 for bodily injuries and/or damages to any one person, and \$1,500,000 for total bodily injuries and/or damages arising from any one accident.
3. Workers' Compensation – It is hereby understood and agreed that any and all employees of the School shall not be considered employees of the County and that any and all claims that may or may not arise under the Workers' Compensation Act of the State of Minnesota on behalf of said employees while so engaged, and any and all claims made by any third parties as the consequences of any act or omission on the part of said employees while so engaged on any of the work or services to be rendered within the terms of this Agreement shall in no way be the obligation or responsibility of the County.

In the event that claims or lawsuits shall arise jointly against the School and the County, and the County elects to present its own defense, using its own counsel, in addition to or as opposed to legal representation available by the insurance carriers providing the coverage as stated above, then such legal expense shall be borne by the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty (30) days' prior notice by the insured to the County.

VI. SAFEGUARD OF CLIENT INFORMATION:

A. Data Practices Act:

The School, its officers, agents, owners, partners, employees, volunteers and subcontractors shall, to the extent applicable, abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA) and all other applicable law, rules, regulations and orders relating to data or the privacy, confidentiality or security of data, which may include but is not limited to the Family Educational Rights and Privacy Act. The School shall promptly notify the County if the School becomes aware of any potential claims, or facts giving rise to such claims, under the MGDPA or other data, data security, privacy or confidentiality laws, and shall also comply with the other requirements of this Section. The civil remedies of Minnesota Statute Section 13.08 apply to the release of the data referred to in this clause by either the County or the School.

VII. NON-DISCRIMINATION:

During the performance of this Agreement, the School agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, creed, sexual orientation or national origin be excluded from full employment rights in participation in be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

VIII. UNAVOIDABLE CIRCUMSTANCES:

Both parties shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to fires, strikes, Acts of God, legal acts of the public authorities, delays or defaults caused by public carriers, or acts or demands of the Government in time of war, or state national emergency.

IX. CHILD ABUSE REPORTING ACT AND VULNERABLE ADULT ACT

The School agrees to comply with all of the provisions of the Child Abuse Reporting Act, Minnesota Statutes Chapter 260E, as may be amended, and all Minnesota Rules as promulgated by the Minnesota Department of Human Services implementing such Act now in force or hereafter adopted.

The School agrees to comply with all of the provisions of the Vulnerable Adult Act, Minnesota Statutes Section 626.557, as may be amended, and all Minnesota Rules as promulgated by the Minnesota Department of Human Services implementing such Act now in force or hereafter adopted

X. GENERAL PROVISIONS:

- A. It is understood and agreed that in the event that reimbursement to the County from the State and Federal sources, or Opioid Settlement Funding, is not obtained or continued at a level sufficient to allow for the County to provide the service specified herein, the obligations of each party hereunder must thereupon be terminated immediately.
- B. Any alterations, variations, modifications, or waivers of provisions of this agreement must be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.

XI. ENTIRE AGREEMENT:

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties related to the subject matter thereof, as well as any previous agreements presently in effect between the School and County related to the subject matter hereof.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates written below.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director  
Health and Human Services  
Nicollet County

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson  
Board of Commissioners  
Nicollet County

By: Bill Srouse Date: 04.06.23  
Superintendent  
Saint Peter School District

APPROVED AS TO FORM AND EXECUTION

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Nicollet County Attorney

# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b> SHIP Grant for Lighthouse on Marshall		
Primary Originating Division/Dept.: Health and Human Services  Contact: C. Sassenberg                      Title: HHS Director  Amount of Time Requested: 5    minutes  Presenter: C. Sassenberg                      Title: HHS Director		Meeting Date: 04/25/2023  Item Type: Regular Agenda <small>(Select One)</small>  Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>		
<b>BACKGROUND/JUSTIFICATION:</b>  Nicollet County's Lighthouse on Marshall applied for a grant from the Statewide Health Improvement Partnership (SHIP) for the purchase of a water fountain that can fill water bottles as well as the purchase of community gardening beds and tools. They were awarded a grant in the amount of \$4,870 for these items.		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Acceptance of the SHIP grant and signature on the partner agreement.		
<b>FISCAL IMPACT:</b> Other <small>(Select One)</small>  If "Other", specify: SHIP Funds		<b>FUNDING</b> County Dollars =  Other                      \$4,870 <small>(Select One)</small>
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small>  If "Increase or "Decrease," specify:  Related Financial/FTE Comments:		<b>Total:</b>

Brown, Nicollet, Le Sueur & Waseca Counties (BNLW)  
Statewide Health Improvement Partnership (SHIP)



## SHIP Staff

Kristen Friedrichs  
Coordinator  
Brown-Nicollet Community  
Health Board  
Office: (507) 934-7221  
Cell: (507) 479-0952  
[kristen.friedrichs@co.nicollet.mn.us](mailto:kristen.friedrichs@co.nicollet.mn.us)

Melissa Hoffmann  
Staff  
Brown County Public Health  
(507) 233-6815  
[melissa.hoffmann@co.brown.mn.us](mailto:melissa.hoffmann@co.brown.mn.us)

Kate Albrecht  
Staff  
Nicollet County Public Health  
(507) 934-7214  
[kate.albrecht@co.nicollet.mn.us](mailto:kate.albrecht@co.nicollet.mn.us)

Ashley Killday  
Staff  
Le Sueur-Waseca Community  
Health Board  
(507) 835-0686  
[ashley.killday@co.waseca.mn.us](mailto:ashley.killday@co.waseca.mn.us)

2022-2023

Partner Application

Community: Healthy Eating &/or  
Active Living

### Section 1: Applicant Information

Date	12/23/2022
Organization Name	Lighthouse On Marshall
Street Address	1301 Marshall St
Mailing Address <i>if different</i>	
City, State, Zip Code	St Peter, MN 56082
County	Nicollet

Primary Contact	Kelly Miller
Phone	507-479-3780 / 507-934-7198
Email	<a href="mailto:Kelly.Miller@co.nicollet.mn.us">Kelly.Miller@co.nicollet.mn.us</a>

Financial Contact	Kelly Miller
Phone	507-479-3780 / 507-934-7198
Email	<a href="mailto:Kelly.Miller@co.nicollet.mn.us">Kelly.Miller@co.nicollet.mn.us</a>

Information provided in this application may be used for SHIP promotional materials. This includes, but is not limited to: SHIP Fact Sheets, Minnesota Department of Health reports, newsletters, social media posts, and media releases. Additional information may be requested by SHIP staff; e.g. a release might be requested for individuals in photographs.

☒ By checking this box, you acknowledge and accept the statement above.



## Section 2: Project Description

PROJECT TYPE: Please indicate all relevant categories for this project.

- ☐ Master and/or Comprehensive Plans
- ☐ Land Use Zoning and Regulations
- ☐ Increased Access to Facilities and Opportunities for Walking and Bicycling
- ☐ Farmers Markets
- ☒ Community-based Agriculture (e.g. community garden)
- ☐ Emergency Food Systems/Programs
- ☐ Food Policy Councils
- ☐ Food Retail
- ☒ Other (please describe): Water bottle refill station

PROJECT VISION: Provide a brief description of your project, including

- history if any,
- intended initiative(s),
- what other partners (if any) are involved and
- what impact you envision.

Include how the project will lead to changes to

- policies (procedures, guidelines or regulations),
- systems (structures, procedures, or behaviors), or
- environments (atmosphere, surroundings, or settings).

In the past, the clubhouse attempted to offer community gardening to members by utilizing the St Peter Food Co-Op's garden beds. Because the gardens were not at the same location as the clubhouse, there were barriers that ultimately ended up becoming setbacks. Both transportation and the time it took get transported were issues. The clubhouse is now in a new location with space for onsite gardening.

Clubhouse staff want to create an onsite garden to offer healthy opportunities for members of Lighthouse on Marshall to build community while learning gardening basics. This will allow members, that may not otherwise have the means (land, money, and supplies), to have a garden and/or just learn something new. For those experienced gardeners, it will offer an opportunity to practice what they know while teaching others.

Although it is exciting that LOM will get to offer a new, active group, this garden will also be an avenue to offer very low cost/free healthy snacks and foods to those who have a desire to try healthier foods without the cost.

This project will be more effective with the beds being onsite as folks can tend to the garden without staff needing to be present and will not be dependent on further transportation.

PROJECT WORK PLAN: List your goals related to the projects for which you would like SHIP support. Include planned activities, intended timeline and responsible individual(s). Add rows as needed.

GOAL(S)	ACTIVITIES TO ACCOMPLISH GOAL(S) <i>Include communications activities to internal and/or external audiences.</i>	TIMELINE and RESPONSIBLE INDIVIDUAL(S)
<i>LOM member involvement and education in growing vegetables and eating/preparing healthy food.</i>	<i>Advertising in the LOM newsletter.</i>	<i>3/23 – 11/23 Kelly Miller</i>
	<i>Scheduling activity time at LOM for members to come in and plant, water, weed and harvest produce.</i>	<i>3/23 – 11/23 Kelly Miller</i>

	<i>Members will have an opportunity to assist in the construction of the raised beds.</i>	<i>March or as soon as materials are received</i>
<i>Use member-grown produce in cooking classes, food preparation activities, food preservation, and/or offered snacks at LOM.</i>	<i>Advertising in the LOM newsletter.</i>	<i>3/23 – 11/23 Kelly Miller</i>
	<i>Scheduling activity time at LOM for members to come in and plant, water, weed and harvest produce.</i>	<i>3/23 – 11/23 Kelly Miller</i>
	<i>Utilizing produce in the offered snacks/meals during activities.</i>	<i>3/23 – 11/23 Kelly Miller</i>
	<i>Offering excess produce to members to help supplement food.</i>	<i>On going as available Kelly Miller</i>
<i>Increase access to and consumption of sugar free beverages.</i>	<i>Make clean, cold, free water (and a sugar-free beverage option) readily accessible to Clubhouse members, community visitors and staff by having a bottle refill station installed in the lobby of the Clubhouse/HHS satellite office.</i>	<i>Installation –April Water availability-on going</i>

PROJECT SUSTAINABILITY: Identify how you will work to sustain the project beyond the initial grant funding. Include any other funding or support available and any other grants or opportunities you are considering.

*This grant will assist Lighthouse on Marshall with the initial costs of raised bed gardens, gardening tools and materials including soil, seeds, watering hoses, etc. as well as the equipment costs associated with a water bottle filler. Any ongoing expenses including maintenance and equipment replacement will be covered by the organizational budget or through other grant funds.*

## Section 3: Budget and Funding Request

Please complete the total project funding table below and a detailed budget using the provided Excel template.

Total Project Funding Table

A) How much funding are you requesting from BNLW SHIP?	\$4,870.00
B) How much other funding (if any) do you have for this project? <i>Include other grants, donations, fundraised amounts, budgeted dollars, etc.</i>	\$40.00
C) How much do you or a partner anticipate contributing in-kind to the project? <i>Include staff/volunteer time, etc.</i>	\$12,200.00
Total Project Cost (should equal the sum of the 3 lines above)	\$17,110.00

Submit your completed application along with detailed budget Excel file via email to your local SHIP staff person (contact info on page 1).

# Brown, Nicollet, Le Sueur Waseca Counties (BNLW) Statewide Health Improvement Partnership (SHIP)



## 2022-2023 Partner Application Detailed Budget

Please provide a detailed budget for your project. The budget must show a minimum of a 10% match to the Total SHIP Funding Requested. The match may include other funding sources (such as budgeted dollars, donations or other grants) or in-kind contributions (such as staff or volunteer labor). Certain items, such as sit-stand workstations, may require a greater match. Please connect with your local BNLW SHIP staff for more information and for examples of allowable and unallowable uses of SHIP funds.

### Funding Request from BNLW SHIP

Describe what you will use the requested BNLW SHIP funding for:		Amount
1	3 of 13'x 2.5' raised bed gardens	\$ 950.00
3	1 100 ft watering hose	\$ 50.00
4	13 cubic yds soil from MPM	\$ 600.00
5	3 tool tote kits (hand trowels, transplanters, weeder, cultivator, rake, gloves, mist)	\$ 100.00
6	2 water cans	\$ 50.00
7	variety of seed packs / starter plants	\$ 20.00
8	2 gardening/produce baskets/bags/buckets/crates	\$ 80.00
9	1 retractable tape - long enough to cross beds	\$ 20.00
10	Bottle refill station	\$ 3,000.00
11		\$ -
12		\$ -
<i>insert additional rows above if needed</i>		
Total SHIP Funding Requested *		\$ 4,870.00
<i>* should match the line A) in the Application's Total Project Funding Table</i>		

### Match: Other Funding &/or In-Kind Contributions

Source of Match	Project expenses it will cover	Amount
1 Volunteer time (Ntl Rate \$29.95/hour)	labor to install & maintain garden	\$ 8,600.00
2 Staff time/Wages	time for groups/training	\$ 3,600.00
3 Supplies LOM purchased	Shovel, rake, gloves	\$ 40.00
<i>We anticipate an average of 5 volunteers to invest their time at 1-10 gardening activities per month (depending on time of season-planting, harvesting, clearing, etc.) as well as staff time to tend to the garden. Lighthouse on Marshall does have some supplies that will be used for meeting the goals listed above.</i>		
<i>insert additional rows above if needed</i>		
Total Other Funding or In-Kind Contributions **		\$12,240.00
<i>** should equal lines B) and C) in the Application's Total Project Funding Table</i>		

**Statewide Health Improvement Partnership (SHIP)**  
**Brown-Nicollet Community Health Board**  
**On Behalf of Brown-Nicollet-Le Sueur-Waseca SHIP**  
**Partner Agreement**

THIS PARTNER AGREEMENT and supplements are between Brown-Nicollet Community Health Board ("CHB") in conjunction with the State of Minnesota (Minnesota Department of Health) and **Nicollet County Health & Human Services – Lighthouse on Marshall, 622 South Front Street, St Peter, Minnesota 56082, ("PARTNER")**.

CHB is empowered to provide partner funding to organizations to assist CHB in carrying out activities outlined in the Statewide Health Improvement Partnership (SHIP) grant. SHIP Grant funds were awarded by the Minnesota Department of Health (hereinafter "STATE") to the CHB to convene, coordinate, and implement evidence-based strategies targeted at reducing the percentage of Minnesotans who are obese or overweight; at reducing the use of tobacco; and at improving well-being.

PARTNER represents that it is qualified and willing to perform the services set forth herein.

Therefore, it is agreed:

- I. **PARTNER'S DUTIES.** PARTNER shall carry out duties outlined in the attached documents (Partner Application & Budget) by **October 31, 2023**.
  - a. PARTNER shall fully participate in evaluation to demonstrate progress and health outcomes as requested by SHIP staff.
  - b. PARTNER shall provide success stories upon request for incorporation into STATE reports, updates, and media releases.
- II. **TERMS OF PAYMENT.** The total obligation of CHB for all reimbursement to PARTNER shall not exceed **\$4,870.00** as outlined and approved in the attached Budget.
  - a. Payments shall be made by CHB promptly after PARTNER'S submission of invoices for services performed and acceptance of such services by a CHB Authorized Representative. Invoices shall be submitted at a minimum of quarterly through **November 15, 2023**.
  - b. All services provided by PARTNER for this agreement shall be performed to the satisfaction of CHB, as determined at the sole discretion of its Authorized Representative, and in accord with all applicable laws, ordinances, rules and regulations. PARTNER shall not receive payment for work found by CHB to be unsatisfactory, or performed in violation of law, ordinance, rule or regulation.
- III. **TERMS OF AGREEMENT.** This agreement shall be effective on **Monday, November 1, 2022**, or upon the date that the final required signature is obtained by CHB whichever occurs later, and shall remain in effect until **October 31, 2023**, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first. PARTNER understands that NO services may be reimbursed under this agreement until ALL required signatures have been obtained, and PARTNER is notified by the CHB Authorized Representative. Any change to the work plan or a budget change of more than 10% must be pre-approved by the CHB.
- IV. **CANCELLATION.**
  - a. If the PARTNER fails to comply with the provisions of this agreement, CHB may terminate this agreement without prejudice to the right of CHB to recover any money previously paid. The termination shall be effective five business days after CHB mails, by certified mail, return receipt requested written notice of termination to the PARTNER at its last known address.



- b. CHB or PARTNER may cancel this agreement at any time, with or without cause, upon thirty (30) days written notice to the other party.
- c. This agreement may be cancelled by the CHB under the circumstance that SHIP is cut funding anytime during the grant period.

V. AUTHORIZED REPRESENTATIVES.

- a. CHB'S Authorized Representative for the purposes of administration of this agreement is the SHIP Coordinator for Brown and Nicollet Counties. Such representative shall have final authority for acceptance of PARTNER'S services and if such services are accepted as satisfactory, shall so certify on each invoice.
- b. The PARTNER'S Authorized Representative for purposes of administration of this agreement is the fiscal representative. The PARTNER'S authorized Representative shall have full authority to represent PARTNER in its fulfillment of the terms, conditions and requirements of this agreement.

VI. ASSIGNMENT. PARTNER shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the CHB Authorized Representative.

VII. AMENDMENTS. Any amendments to this agreement shall be in writing, and will not be effective until it has been fully executed by the same parties who executed the original agreement, or their successors in office.

VIII. LIABILITY. Any and all claims that arise or may arise against PARTNER, its agents, servants or employees as a consequence of any act or omission on the part of the PARTNER or its agents, servants, or employees while engaged in the performance of the Contract shall in no way be the obligation or responsibility of the CHB. PARTNER shall indemnify, hold harmless and defend the CHB, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the CHB, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of PARTNER, its agents, servants or employees, in the execution, performance, or failure to adequately perform PARTNER'S obligations pursuant to this agreement.

IX. DATA PRACTICES ACT. The PARTNER and CHB shall comply with all Minnesota Data Practices Act and other applicable laws as it applies to data provided by CHB in accordance with this agreement and as it applies to all data created, gathered, generated or acquired in accordance with this agreement.

X. OWNERSHIP OF EQUIPMENT. The CHB shall have the right to require transfer of all equipment purchased with grant funds (including title) to the CHB or to an eligible non-CHB party named by the CHB. This right will normally be exercised by the CHB only if the project or program for which the equipment was acquired is transferred from one grantee to another.

XI. AUDIT AND RECORDS DISCLOSURES. The PARTNER shall allow personnel of the Responsible CHB and STATE access to the PARTNER'S records at reasonable hours in order to exercise their responsibility to monitor the services. The PARTNER shall maintain and make available records at its principle place of business for six (6) years for audit purposes.

XII. PUBLICITY. Any publicity given to the program, publications, or services provided resulting from this agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the PARTNER or its employees individually or jointly with others, or any sub-grantees shall



identify the Statewide Health Improvement Partnership as the sponsoring agency and shall not be released without prior written approval by the CHB'S Authorized Representative, unless such release is a specific part of an approved work plan included in this agreement.

- XIII. ENDORSEMENT. The PARTNER must not claim that the STATE endorses its products or services.
- XIV. WORKERS' COMPENSATION. PARTNER certifies that it is in compliance with Minnesota Statute §176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The PARTNER'S employees and agents will not be considered CHB or STATE employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the CHB's or STATE'S obligation or responsibility.
- XV. JURISDICTION AND VENUE. This agreement, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or breach thereof, shall be in the state court of competent jurisdiction in Nicollet or Brown County, Minnesota.
- XVI. EQUAL EMPLOYMENT OPPORTUNITY – CIVIL RIGHTS.
- a. During the performance of this Agreement, the PARTNER agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provision of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.
  - b. The PARTNER guarantees that no funds received under this Agreement shall be used to provide religious training and/or services to any individual receiving purchased services.
  - c. If during the term of the Agreement or any extension thereof, it is discovered that the PARTNER is not in compliance with the applicable regulations as aforesaid, or if the PARTNER engages in any discriminatory practices, then the Host CHB may cancel said Agreement.

#### APPROVED

##### 1. PARTNER

*PARTNER certifies that the appropriate person(s) have executed the project agreement on behalf of the PARTNER as required by applicable articles, bylaws, resolutions or ordinances.*

By:

---

Title:

---

Date:

---

##### 2. BROWN-NICOLLET COMMUNITY HEALTH BOARD

*Project Agreement approval and certification that STATE funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

By:

---

Title:

Brown-Nicollet CHS Administrator

Date:

---



# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b>		
Nicollet County 2022 Year in Review		
Primary Originating Division/Dept.: Administration	Meeting Date: 04/25/2023	
Contact: Mandy Landkamer Title: County Administrator	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 10 minutes		
Presenter: Mandy Landkamer Title: County Administrator	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
<b>BACKGROUND/JUSTIFICATION:</b> Provide an overview of the "Nicollet County 2022 Year in Review" report.		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b> Informational.		
<b>FISCAL IMPACT:</b> No fiscal impact (Select One) If "Other", specify		<b>FUNDING</b> County Dollars = Other (Select One)
<b>FTE IMPACT:</b> No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		<b>Total</b>



# **Nicollet County 2022 Year In Review**



## **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.

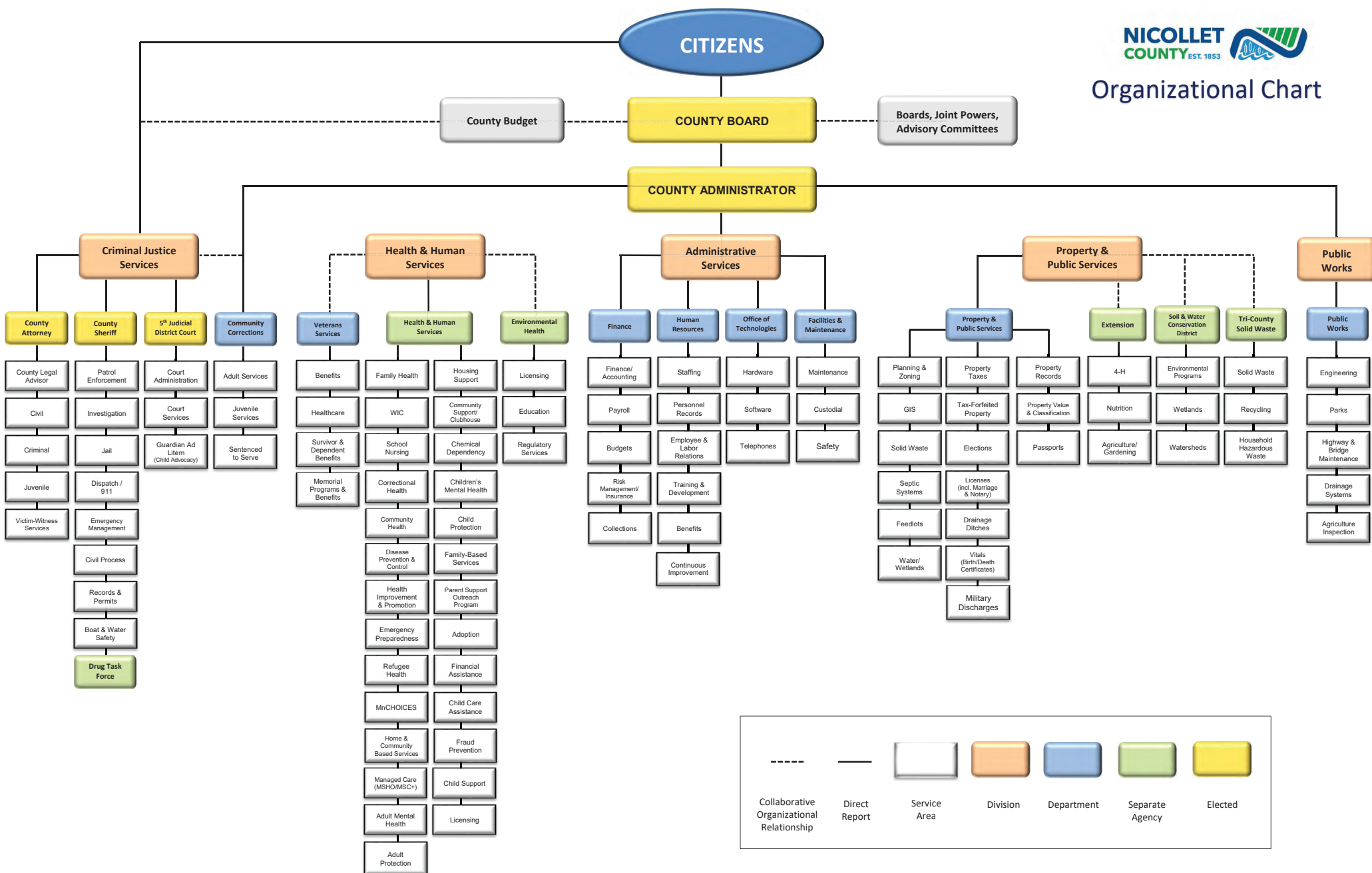
**Accountability:** To account for our activities, accept responsibility for them and to disclose the results in a transparent manner.

**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



## Table of Contents

Administration .....	1
Community Corrections .....	3
County Attorney.....	6
Environmental Health (BNEH).....	19
Extension .....	25
Facilities and Maintenance .....	29
Finance .....	31
Health and Human Services .....	34
Human Resources.....	46
Property and Public Services (PPSD).....	48
Public Works .....	54
Sheriff .....	58
Technologies.....	104
Veterans Services Office (VSO).....	107



## Administration

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Assisted with the preparation of the 2023 budget in the amount of \$50,627,929.
- Partnered with Nuvera Communications to expand broadband services to approximately 1,200 unserved and underserved residents and businesses in central Nicollet County. The County is investing \$1,500,000 of the American Rescue Plan Act funds for this project.
- Added categories on the County website "Agenda Center" to view County Board Workshop agendas, County Drainage Authority Minutes, and Tri-County Solid Waste meetings agendas and minutes.
- Created a new page on the county website for Court Administration Services.
- Enhanced Finance Department website page to include county financial documents.
- Expanded the use of language translation services to all departments for increased accessibility and service provision.
- Expanded the use of Canva, an online graphic design platform, for more cohesive county documents and images.





## Administration

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Collaborated with eight appointed department managers and worked with seven elected officials.
- Collaborated with external county entities such as Brown Nicollet Community Health and Tri-County Solid Waste.
- Collaborated with the Nicollet Soil and Water Conversation District.
- Employed approximately 280 employees to deliver valued county services.
- Received \$3,328,661.50 from the American Rescue Plan Act for the continued COVID-19 response.
- Created a total of 350 social media posts on the Nicollet County Facebook platform; 220 of which were original content and images created by Administration.
- Created, updated, and printed business cards for over 100 employees throughout all County Departments.



## Community Corrections

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Nicollet County Community Corrections continued its transition work for the change in delivery systems to Community Corrections from County Probation which occurred on July 1, 2021. Since the transition Nicollet County Community Corrections has grown from 12 to 17 staff members.
- Nicollet County Community Corrections submitted a Budget Plan to the State for continued funding through the Community Corrections Act.
- Nicollet County Community Corrections remodeled a space on the third floor of the Government Center. The space includes two meeting spaces and 4 drop in stations that is shared with the 5<sup>th</sup> Judicial District Treatment Court personnel and the Guardian Ad Litem.
- Director Molitor served as a representative for Minnesota Association of Community Corrections Act Counties (MACCAC) and American Probation and Parole Association (APPA).
- Director Molitor and 3 juvenile agents, served on a committee Adolescent Chemical Awareness Advocates (ACWA) to reduce underage drinking/drug use.
- Director Molitor serves as the chair for the Nicollet County Community Corrections Advisory Board. The members include representation from different departments within Nicollet County, schools, law enforcement and private citizens.
- Nicollet County Community Corrections continued screening arrestee's during bail evaluations for possible entry into Nicollet County Treatment Court. This information is provided to the Treatment Court Team within days of arrest to provide the opportunity for services in a timely manner.
- Nicollet County Community Corrections assisted Health and Human Services clients on applying for MA for chemical use assessments.
- Nicollet County Community Corrections continues in a community work service contract with Blue Earth County providing supervision of juvenile clients while they perform community work service in both Nicollet and Blue Earth Counties.



## Community Corrections

### 2022 Year In Review

---

- Nicollet County Community Corrections continues to be nationally recognized for the development of a DWI risk assessment tool to be utilized within the continental U.S. Nicollet County was trained in the implementation of the tool and provided information for 18 months to the American Probation and Parole Association. Nicollet County was one of the first counties in Minnesota to utilize this risk assessment tool.
- Nicollet County Community Corrections continues to support and work closely with Toward ZERO Deaths, Mothers Against Drunk Driving (MADD), Ignition Interlock, Treatment Courts, Minnesota Corrections Association (MCA), Minnesota Association of County Probation Officers (MACPO), Association of Minnesota Counties (AMC), Minnesota Association of Community Corrections Act Counties (MACACC), American Probation and Parole Association (APPA) and the Minnesota Department of Corrections.
- Two Staff members, Samantha Anderley and Jessica Otto, participated in the Leadership Nicollet County Group for 2022.
- Director Molitor and Treatment Court Agent Kevin Olson attended the National Treatment Court Conference in Nashville, TN.
- Nicollet County Community Corrections leased/acquired three vehicles for agents to use when doing client transports, attending trainings, home visits/checks and drug and alcohol testing. In addition two vans are leased from the State for the adult and juvenile work crews.
- Nicollet County Community Corrections utilized ARP dollars to fund a full time Truancy position that will provide services through June 30, 2024.
- Nicollet County Truancy Program, with the addition of the grant funded position, now has 2 agents working to expand services helping students attend school and recognizing their individual accomplishments. One of the positions provides services specifically to St. Peter Schools. Also, an incentive program was implemented with the Nicollet County Attorney's Office for good school attendance.
- Nicollet County Community Corrections monitors Probation's Out of Home Placement Budget and the overseeing of the clients from Health and Human Services. We have worked on the potential of securing spots to both secure and non-secure juvenile placements.



## Community Corrections

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Over \$6,500 of restitution was paid out to victims for work completed by juveniles on the Nicollet County Juvenile Work Crew Program and 80 juveniles performed approximately 1500 hours of work service.
- The Nicollet County STS and Juvenile Work Crew Programs completed 3,800 hours of work services on various jobs/sites throughout Nicollet County.
- 68 bail studies were conducted and participants were monitored for the Court.
- Over 100 Pre-Trial clients were monitored in 2022.
- Nicollet County Probation completed 3 A3 Continuous Improvement Projects involving the re-scope of the Group Supervision process; the use of the Eye Detect Assessment and the third floor remodel of the Guardian Ad Litem space.
- Over 1,600 drug and alcohol tests were completed in 2022 to assure compliance with court orders.
- Performed Nicollet County Nighthawk checks of probationers and Pre-Trial caseloads an average of 3-4 times per month. Expanding on partnerships with law enforcement and Treatment Court agencies in Nicollet County. 114 Nighthawk contacts for 2022.
- In conjunction with the Nicollet County Sheriff's Department 10 client transports were completed.
- Continued to utilize the new technology from Outreach Smartphone Monitoring. The OSM initializer devices attach to clients smart phones for 24/7 alcohol monitoring.
- Three Nicollet County Community Corrections agents were trained in Decision Points, this is a cognitive thinking course for adult and juvenile clients. The classes are scheduled to commence in 2023.



## County Attorney

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Court hearings continued to undergo several transformations, as the Minnesota Supreme Court issued various orders dictating whether hearings would be in person or held remotely. Most court hearings are held via Zoom, except certain contested hearings, jury trials, and limited civil hearings. The resolution of the backlog of jury trials continued to be a primary focus throughout the year. The office resolved most of the criminal cases for crimes committed during 2020 and 2021, resulting in several guilty jury verdicts in major felony cases. As in 2021, the total number of hearings handled in 2022 surpassed the hearings handled prior to the pandemic. Nicollet County was one of 46 counties in the state to reach the goal set by the judicial branch to reduce the pandemic Major Criminal caseload backlog in 2022. The overall clearance rate for Nicollet County court cases at the end of 2022 was 101%.
- The Office continued its transition from paper files to electronic files. In 2020, all adult criminal files, juvenile delinquency files, and forfeiture files were transitioned to electronic files. The shift to electronic files continued in 2021 and 2022 in the areas of human service financial appeal files, welfare fraud files, certain civil files, and some child protection files. Additionally, the Office is currently transitioning to a new records management system that will increase efficiency and allow continued transition to paperless files.

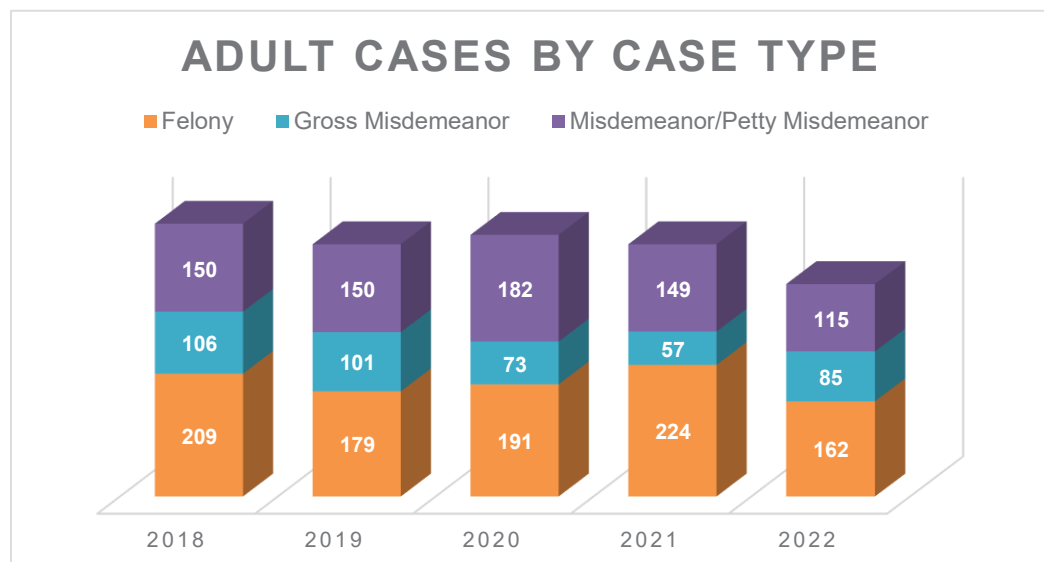
#### Criminal Justice

- The County Attorney's Office is responsible for prosecuting all felony and non-designated gross misdemeanor crimes that occur in Nicollet County. This Office also prosecutes all petty misdemeanor and misdemeanor crimes that occur outside the city limits of St. Peter and North Mankato. The Office reviews cases for charging and brings criminal charges when those charges are supported by the evidence. The Office handles the case until resolution—either through a guilty plea or jury trial. Nicollet County continues to see a high numbers of controlled substance-related crimes, particularly involving methamphetamine and fentanyl.

## County Attorney

### 2022 Year In Review

- Adult criminal complaints can be viewed by the public on the County Attorney webpage by accessing the “Adult Criminal Complaint Viewer.” The viewer allows access to complaints filed by the Nicollet County Attorney’s Office from January 1, 2020, to the present date.
- The Office continues to engage the services of Diversion Solutions to offer a program that works with individuals who have a revoked or suspended driver’s license. This program helps those individuals obtain a valid license while paying off their fines and fees. This program promotes licensed and insured drivers on public roads and permits individuals to work and drive lawfully.
- The County Attorney’s Office continues to support both the Brown-Nicollet-Watonwan Counties Adult Treatment Court and the Multi-County Veterans Court. These programs operate with a mission to reduce recidivism through rehabilitation and support to address both substance abuse disorders and mental health issues of the individuals participating in the Courts. Both Courts are comprised of a multi-disciplinary team of professionals—the Court, probation, social services, mental health professionals, chemical dependency professionals, and attorneys—who work with the individual to learn new skills to deal with their addiction and promote rehabilitation. The Multi-County Veterans Court Program is located in Blue Earth County and serves the Fifth Judicial District.

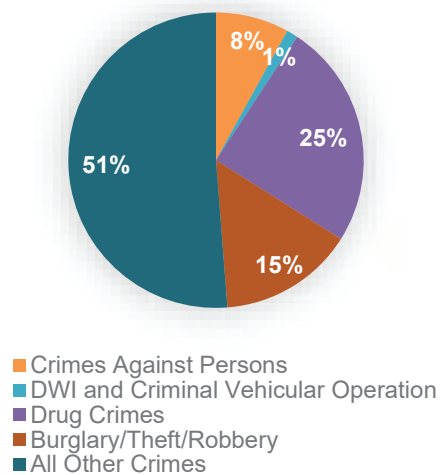


County Attorney

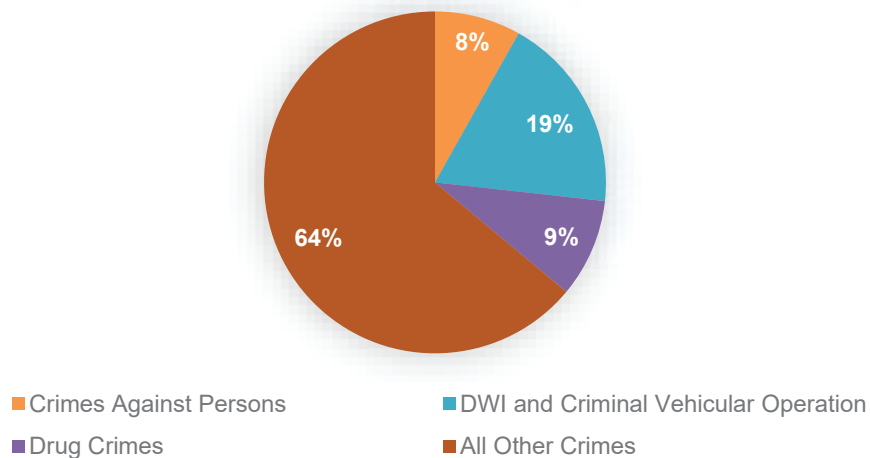
2022 Year In Review

---

### Adult Felony Cases by Case Type



### Adult Gross Misdemeanor Cases by Case Type



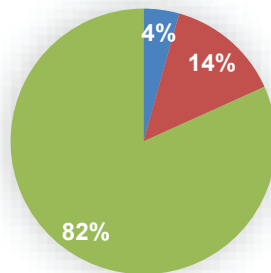


## County Attorney

### 2022 Year In Review

---

#### Adult Misdemeanor/Petty Misdemeanor Cases by Case Type



■ Crimes Against Persons ■ DWI and Criminal Vehicular Operation ■ All Other Crimes

#### Juvenile Offenses and Truancy

- The County Attorney's Office is responsible for prosecuting all offenses committed by juveniles (children between 10 and 18 years of age) that occur in Nicollet County. The County Attorney's Office, in cooperation with Nicollet County Community Corrections, reviews all petty misdemeanor and misdemeanor citations for diversion. If eligible, juveniles are given the opportunity to participate in a diversion program that allows the juvenile to avoid court involvement.
- The County Attorney's Office also handles all truancy cases. The Office understands that, when a child misses school, it can often be an indicator of other issues the child is facing. These issues may include substance use disorders, mental health concerns, bullying, and family issues that can include parental mental health and substance use disorders. Students and families continue to transition back to a "normal" school routine after COVID-19. County Attorney Zehnder Fischer continued to lead a group of system partners, called Stakeholders for Education Success, in discussions on how to best assist children and families struggling to participate in education.



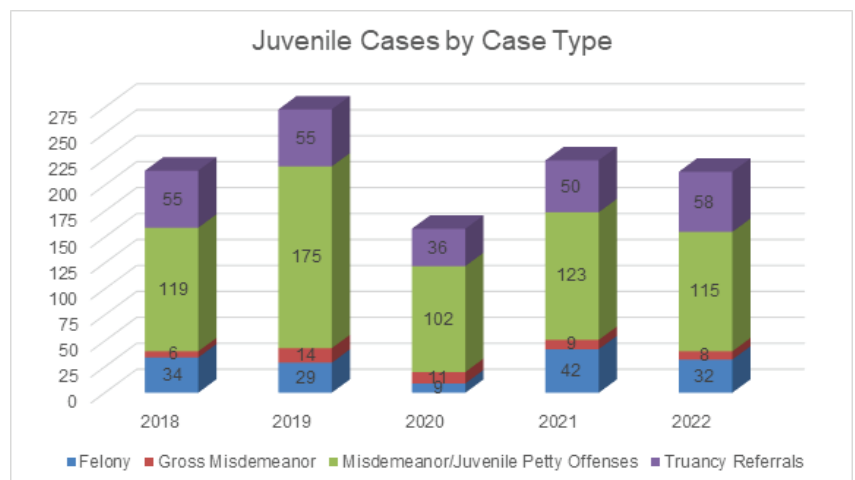
## County Attorney

### 2022 Year In Review

---

- In 2021 and 2022, the County Attorney's Office saw an increase in the number of students being referred for truancy intervention. The office started conversations with Community Corrections and school partners to expand early intervention efforts to increase earlier services to juveniles and reduce court involvement. These discussions prompted a revised Nicollet County Truancy Intervention Program, Diversion Policy, and Incentive Program. The program is designed to motivate children to avoid unexcused absences and to offer appropriate supports to children and their families to address the issues causing the truant behavior before Court involvement is necessary.
- Nicollet County has the benefit of two Community Corrections Agents assigned specifically to the schools to intervene when students start missing school. If school-based interventions do not reduce the absences, students and their parents/guardians are invited to a meeting with the County Attorney's Office and Community Corrections after the child has reached at least five unexcused absences. This is a Truancy Intervention Project meeting (hereinafter "TIP"). The goal of this meeting is to provide information to families about school absences and discuss interventions, all to avoid further school absences. If the student continues to have unexcused absences, the school submits a truancy petition to the County Attorney's Office. The student is given the opportunity to participate in a diversion program, if eligible, to address the barriers that affect school attendance without court involvement. If these interventions are not successful, the petition is filed with the Court.

- In the fall of 2022, the Office sent out 82 TIP letters. In calendar year 2022, the Office received a total of 34 petition referrals for the 2021-2022 school year and 24 petition referrals for the 2022-2023 school year.





## County Attorney

### 2022 Year In Review

---

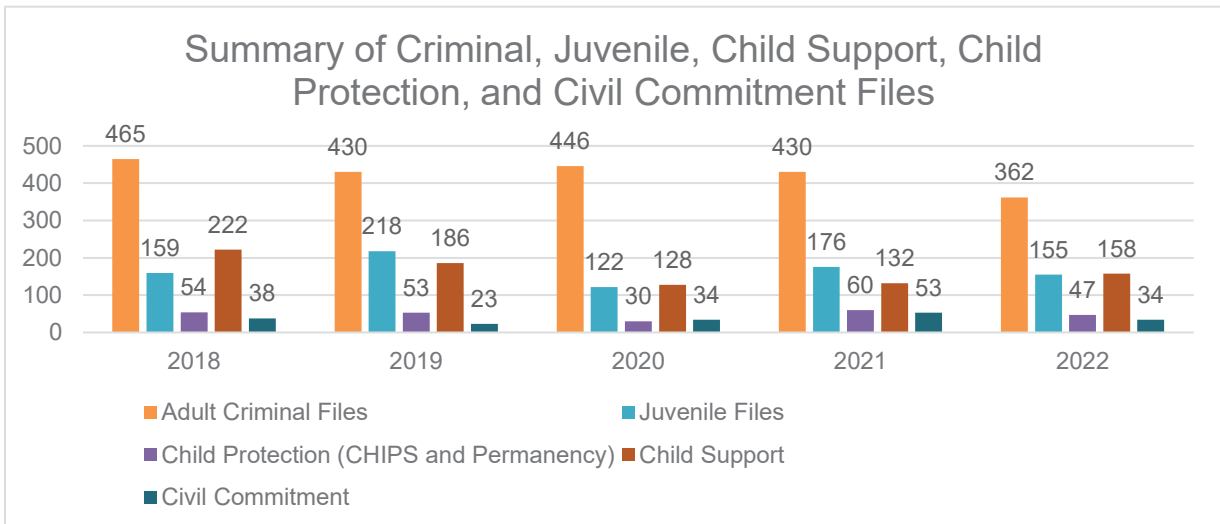
#### Health and Human Services

- The Office represents Nicollet County Health and Human Services (hereinafter “NCHHS”) in matters involving child protection, civil commitment, welfare fraud, child support enforcement, daycare and foster care licensing matters, guardianships, and other civil administrative matters. The Office participates in several screening teams and committees with NCHHS in the areas of child protection, adult protection, juvenile placement screenings, guardianships, and policy review. The Office’s work to support and provide legal services to NCHHS comprises the second largest area of work completed by the Office, with the criminal work being first.
- The Office provides the legal support for actions initiated by NCHHS to protect the most vulnerable of our community. As the population continues to age, the number of investigations involving vulnerable adults has increased. In 2022, the office assisted NCHHS with an increased number of emergency guardianship and conservatorship actions as compared to prior years.
- The increased mental health and chemical dependency needs of our community touched most cases handled by this Office. The number of new commitments, recommitments, *Jarvis* Petitions (petitions seeking to require a client to take medications), and revocations of stayed commitments remained consistent with prior years. To enhance the services provided to individuals who need mental health services, NCHHS, the Nicollet County Attorney’s Office, a physician, and Mayo Health System social workers and nurses meet on a quarterly basis to share procedural information and to exchange ideas on how to better handle commitments in Nicollet County.
- The number of child protection petitions filed on behalf of children and families increased in 2022 to pre-pandemic numbers. Like civil commitments, this increase in cases reflects the rise in chemical dependency and mental health needs of children and families. A child protection proceeding is filed when voluntary services do not reduce the risk to children and court intervention is required.

## County Attorney

### 2022 Year In Review

- The Office also represents NCHHS when seeking to establish paternity and child support obligations. As a result of State COVID-19 policy changes, the processing of certain financial benefit actions and child support enforcement actions was temporarily suspended. These suspensions have all ended. As a result, the Office resumed actions related to child support enforcement and processing benefit actions. The Office also resumed child support enforcement efforts to hold nonpaying obligors in contempt of court.



### Civil Representation of County Departments

- The County Attorney's Office represents the County Board and all county departments in civil matters, from contract review to tax appeals to civil litigation. In 2022, the Office reviewed 35 contracts for goods and services for various county departments. The Office also worked with Property and Public Services on four property tax appeals.
- The Office assists the various County Departments when there is a request for information under the Minnesota Data Practices Act. There was a significant increase in the number of data requests received by the County, including requests related to the 2022 election. The Office also works with Departments on policy and ordinance review.



## County Attorney

### 2022 Year In Review

---

- The Office also handles appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court. In 2022, the Office successfully handled four appeals to the Minnesota Court of Appeals and defended against further review of those appeals by the Minnesota Supreme Court.
- The Office represents the Nicollet County Drainage Authority and provides assistance to initiate redetermination of benefits proceedings on county drainage systems as well as improvement and repair projects.

### Victim Witness Services Program

- Since 2017, Nicollet County has benefited from the services of a full-time Victim Witness Coordinator through a grant funded by the Office of Justice Programs, under the Victims of Crimes Act.
- The Victim Witness Coordinator (hereinafter “VWC”) communicates with crime victims and witnesses about hearing dates, provides information about the criminal justice process, and supports victims from the charging stage of the proceedings to post-conviction proceedings. Crime victims do not ask to become part of the criminal justice system, and the VWC works to reduce the stress of the process for victims.
- The Nicollet County Board of Commissioners proclaimed April 24-30, 2022, as National Crime Victims’ Rights Week. The VWC distributed information to the public regarding victim’s rights and issues facing crime victims in the Government Center Atrium, the North Mankato Public Library, and the St. Peter Public Library.
- The Office continued to respond to the need to provide information to the community regarding scams and fraud that are perpetrated on members of the public. As part of her role, the VWC leads Community Outreach Programs to raise community awareness of scams and fraud. The VWC conducts presentations in collaboration with the Nicollet County Sheriff’s Office, the North Mankato Police Department, and the St. Peter Police Department, depending on the location of the presentation.





## County Attorney

### 2022 Year In Review

---

- County Attorney Zehnder Fischer and VWC Petersen authored monthly articles for news publications on topics related to victim issues, and articles in The County Line that is distributed to all households in Nicollet County. The VWC arranged to have a number of social media posts on Nicollet County's Facebook page throughout the year on various topics. Those topics included: National Stalking Awareness Month; Child Abuse Prevention Month; Crime Victims' Rights Week; Denim Day (for Sexual Assault Awareness Month); World Elder Abuse Awareness Day (both in English and Spanish); and Domestic Violence Awareness Month.
- As part of outreach efforts, the Office organized and presented at the following community engagement and awareness events:
  - Fraud Prevention Presentations for the Courtland Lions Club (March 2022) and St. Peter Lions Club (June 2022)
  - St. Peter Senior Expo: Fraud Prevention and Victim Service tabling (April 2022)
  - Child Abuse Awareness and Prevention Month: Information and displays were placed in the Nicollet County Government Center and the Nicollet County Health and Human Services buildings in St. Peter and North Mankato (April 2022)
  - Sexual Assault Awareness Month: VWC Petersen encouraged staff from Nicollet County, the St. Peter Police Department, Nicollet County Sheriff's Office, and North Mankato Police Departments to participate in Denim Day. Information about Denim Day was also presented through the St. Peter and North Mankato local access stations. Denim Day is a day set aside each year to bring awareness regarding misconceptions surrounding sexual assault crimes. (April 2022)
  - "Kids and the Juvenile System": Multiple system partnership presentation to members of the East African Community, held in North Mankato (July 2022)
  - Night to Unite Events in Courtland, North Mankato, Nicollet, and Lafayette (July and August 2022)



## County Attorney

### 2022 Year In Review

- Scams and Fraud Prevention Presentation to the Regional Township Board Director's Meeting (August 2022)
- The Nicollet County Fair: The Office hosted a booth with information on fraud prevention, victim service information, and the opportunity to use Distracted Driving Goggles, provided by the South Central Minnesota Toward Zero Death Region, to experience the dangers of distracted driving. Fair goers also had the opportunity to use the Seat Belt Convincer, coordinated by VWC Petersen and South Central Minnesota Toward Zero Death Region. (August 2022)
- Domestic Violence Awareness Month: Information regarding domestic violence, resources for domestic violence survivors, safety planning information, and purple ribbons were placed in the Government Center Atrium and in the lobbies of the Health and Human Services buildings in St. Peter and North Mankato. (October 2022)
- Boy Scout Troop 58: presentation regarding constitutional rights and obligations of a United States citizen (December 2022)
- The table below reflects the work of the VWC. In 2022, there was a significant increase in victim contact, which reflects the number of cases handled to resolve the case backlog created during the pandemic.



<sup>1</sup> The data for the Victim Witness Program is provided for the calendar year. The Grant data is submitted on a fiscal year of October 1 to September 30.



## County Attorney

### 2022 Year In Review

---

#### Community Outreach Activities

- Stakeholders for Education Success: This is a collaborative group of school officials, mental health professionals, medical professionals, probation agents, county attorneys, and human services, who gather to discuss and address issues impacting education. The group is chaired by County Attorney Zehnder Fischer. This group meets monthly, excluding the summer months, via Zoom. The group continues to discuss opportunities and ideas to engage children and families in education.
- Adolescent Chemical Wellness Advocates (ACWA): ACWA is a community collaboration of individuals seeking to prevent and reduce substance use among youth. County Attorney Zehnder Fischer participates in this group.

#### Community Service Programs

- In March, the County Attorney's Office coordinated the 6<sup>th</sup> Annual Cream of the Crop Classic food drive that challenged all County Departments to see who could collect the most cash and donations. Nicollet County raised a total of \$680.00 in monetary donations and 65 pounds of donated items. The Administrator's Office was the winning department for 2022 with the most in cash donations, earning the traveling trophy. (Coordinated by Paralegal Darcy Hoffman.)
- In July and August, the County Attorney's Office coordinated a back-to-school supply challenge for the Friends of Learning Backpack Program. 2022 was the fifth year of the Crayola Cup School Supply Challenge. In 2022, in place of only collecting supplies/money and announcing the winning department, there was a contest that allowed voting for a Department Head or Commissioner to get a pie in the face. Human Resources Director Kristy Larson "received" the pie.



## County Attorney

### 2022 Year In Review

---

#### Presentations and Continuing Education Programs

- Quarterly County Attorney and law enforcement meetings.
- County Attorney Zehnder Fischer presented to the Region Treatment Center Staff, "Forensic Services Incident Review Process" (May 2022)
- Chief Deputy Dunn and Paralegal Megan Kempenich attended the Child Support Conference (October 2022)
- Assistant County Attorneys Dan Green and Roxann Klein attended the Minnesota County Attorney Association Trial Advocacy Conference (August 2022)
- Assistant County Attorney Amanda Dorholt attended the Prosecuting Sexual Assaults with Adult and Child Victims (October 2022)
- County Attorney Zehnder Fischer presented law enforcement training regarding report writing, search and seizure, and legal update (October 2022)
- VWC Petersen gave a presentation to the Nicollet County Child Support Officers regarding domestic abuse (October 2022)
- Attorneys and staff also participated in several continuing education programs throughout the year.



## County Attorney

### 2022 Year In Review

---

#### Local Organizations and State Board Involvement

- Minnesota County Attorneys Association: President (County Attorney Zehnder Fischer), Juvenile Law Committee (County Attorney Zehnder Fischer), and Civil Commitment Committee (Chief Deputy Dunn).
- South Central Minnesota Toward Zero Deaths Steering Committee (County Attorney Zehnder Fischer)
- Brown-Nicollet-Watonwan Treatment Court Steering Committee (County Attorney Zehnder Fischer)
- Fifth Judicial District Equal Access to Justice Committee (County Attorney Zehnder Fischer)
- Adolescent Chemical Wellness Advocates Coalition Committee (County Attorney Zehnder Fischer)
- Friends of Learning Back to School Program. In 2022, 597 backpacks were filled with school supplies for the benefit of students from St. Peter and rural Nicollet County. (County Attorney Zehnder Fischer, Chairperson, and VWC Petersen).
- St. Peter Economic Development Authority President (Chief Deputy Dunn)
- St. Peter High School Mock Trial Coach (Chief Deputy Dunn)





## Environmental/Community Health (BNEH)

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Brown-Nicollet Environmental Health successfully completed MDH's program evaluation on Retail Program Standards 1 & 2.
- Educational resources provided to Nicollet County licensed establishments and the public through:
  - (5) Certified Food Protection Manager Courses
  - (4) Church Food Safety Refresher Trainings
  - (2) Gustavus Adolphus Public Health Presentations
  - Our TIPS Newsletter
- Brown-Nicollet Environmental Health provided 100 free short-term radon kits to the public during Radon Action Month.
- Rebecca Thomes became co-chair of the Minnesota Environmental Health Association Legislative Committee.
- Heather Coopman became chair of the Nicollet County Wellness Committee.
- Rebecca Thomes obtained certification as a Certified Pool Operator.
- Rebecca Thomes obtained certification as a Certified Food Protection Manager



## Environmental/Community Health (BNEH)

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Licensed Establishments & Special Event Licenses: 181
- Environmental Health Program Inspections completed in Nicollet County:
  - Food and Beverage: 169
  - Lodging: 20
  - Pools: 9
  - Jails: 1
  - MHP/RCA/YC: 13
- Plan Reviews for Licensed Establishments in Nicollet County: 7
- Enforcement Actions for Licensed Establishments in Nicollet County: 5

# ANNUAL REPORT

## BROWN-NICOLLET ENVIRONMENTAL HEALTH

# 2022



### Staff

Jesse Harmon	14 years	Environmental Health Director
Heather Coopman	1 year	Administrative Support Specialist
Rebecca Thomes	1 year	Environmental Health Specialist

### LICENSING SNAPSHOT

Licenses	Brown	Nicollet	Cottonwood	Watonwan	Total
Establishments	192	181	78	111	562

### ENVIRONMENTAL HEALTH PROGRAM ACTIVITIES

Inspections	Brown	Nicollet	Cottonwood	Watonwan	Total
Food and Beverage	166	169	75	82	492
Lodging	11	20	3	3	37
Pools	8	9	3	4	24
Jails	1	1	1	1	4
MHP/RCA	11	13	4	6	34
Youth Camps	-	1	-	1	2
<b>TOTAL Inspections</b>	<b>197</b>	<b>213</b>	<b>86</b>	<b>97</b>	<b>593</b>
Licensed Establishment Enforcement Actions	5	5	2	3	15

## ENVIRONMENTAL HEALTH RISK FACTORS ISSUED

### 2022 Risk Factors Issued Breakdown

#### 158- TCS Foods

(Proper temperature control & date marking)

#### 251- Protection from Contamination

(Hand washing, bare hand contact with food, cleaning & sanitizing, storage)

#### 6- Approved Food Source

(Approved sources of food and food in safe condition)

#### 20 - Employee Health

(Policy present and proper reporting)



## ENVIRONMENTAL HEALTH FOOD SAFETY AWARDS

Awards issued from Jan-Dec 2022*	Brown	Nicollet	Cottonwood	Watsonwan	Total
Restaurant/Bar	7	11	2	2	22
Schools	8	5	5	4	22
Hotel /Day Care	0	1	1	0	2

\* Food Safety Awards are awarded to establishments that meet the following criteria: facility must have a current license, facility should have a current CFPM as applicable, facilities should have (0) Priority 1 orders, (0) Priority 2 orders and no more than (6) Priority 3 orders, and have no re-issued orders from previous inspections.

## ENVIRONMENTAL HEALTH COMPLAINT RESPONSE

Complaint Investigations	Brown	Nicollet	Cottonwood	Watsonwan	Total
Food/Restaurant*	3	4	2	2	11
Foodborne Illness**	1	6	-	-	7
Public Health Nuisance	3	4	-	-	7
Lodging/Pools	4	2	-	2	8
MHP/RCA	2	1	-	-	3

\* Food/Restaurant Complaints are from consumers about service or cleanliness.

\*\* Foodborne Illness (FBI) includes actual investigations of possible foodborne illness. All of these complaints are referred to the Minnesota Department of Health Foodborne Illness Hotline and may or may not require further investigation or have been confirmed.

## ENVIRONMENTAL HEALTH EDUCATION/ COMMUNITY ACTIVITIES

### Education to Licensed Establishments

TIPS Newsletters - January, April, July, and November

Special Informational Mailings:

- Norovirus Information - (Childcare)
- Safe Handling of Drinking Water - (Golf Courses)
- Special Event Informational Memo - (City Offices and Chambers of Commerce)

Certified Food Manager Class and Exam : March (15 participants)

Certified Food Manager Renewal Classes:: February, June, September, and October (28 participants)

Food Safety Refresher Training to churches in all four counties

### RADON Education

Our agency continued the distribution of radon test kits and the promotion of radon awareness by offering radon test kits at no charge in January and at a reduced rate the rest of the year.

238 Radon Test Kits distributed in 2022- BNEH Office: ( 100 FREE Kits and 138 Short Term Kits).

## PLAN REVIEWS BY COUNTY

### Brown

Rush– New Ulm

Orale Authentic Mexican Tacos—New Ulm

Poppy's Bar & Play—Sleepy Eye

Shirley's Park—New Ulm

Lola's—New Ulm

Jeff Dittrich MFU—New Ulm

Sleepy Eye Golf Club—Sleepy Eye

### Nicollet

Arby's—St. Peter

Mulberry Board & Lodge—St. Peter

Jackson Board & Lodge—St. Peter

Chipotle—North Mankato

Plaza Jalisco—North Mankato

The Beast Foods—North Mankato

Starbucks—North Mankato

### Cottonwood

Asian Hut—Storden

Taqueria Las 3 Luna's—Mt. Lake

Meat Nate Café & Catering—Jeffers

### Watsonwan

Golf-Mor LLC—St. James

225 Event Center—St. James



## STAFF TRAINING AND DEVELOPMENT

MDH Regulators Breakfasts/Food Safety Partnership Meetings— JH/RT

South Central Healthcare Coalition Meetings—JH

LPHA General Membership Meetings—JH

EHCIB Meetings—JH

Spring MEHA—JH

Delegated EH Managers Meetings—JH

Certified Food Protection Manager Certification—RT

FPL Core Risk/Outbreak 101 Training—RT

Certified Pool Operator Certification—RT

Environmental Assessment Learning Lab—RT

Convene Trainings—JH/RT/HC

MDH Program Evaluation—JH/RT/HC

Cultural Agility Training—JH/HC

Incident Command Training—HC

Nicollet County Trainings—JH/RT/HC

### **Professional Development / Staff Committee Appointments**

Minnesota Environmental Health Association (MEHA) - H/RT

MEHA Legislative Committee—RT

Minnesota Food Safety Partnership - JH/RT

Local Public Health Association Membership . (LPHA) - JH

LPHA Safety Committee—JH

EHCIB Mobile Food Unit Workgroup—JH

EHCIB Board Member—JH

Nicollet County Wellness Committee—HC



## Extension

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Emma Severns, UMN Extension Educator-Ag Production Systems for Nicollet and Sibley Counties provided research-based education and outreach to the local community. Emma worked all of 2022 and resigned her position effective January 5, 2023. The position is currently posted, and hopefully will have someone in the position early 2023.
- In January, hosted BQA training in Lafayette where 18 local beef producers were recertified. Along with MDI, coordinated Women in Dairy Event at the Crow River Winery for Nicollet County producers and others for networking and exploring alternative business strategies. Educated over 140 people in the sheep and goat webinar series on how to prepare a lambing and kidding kit. Taught a poultry webinar to over 50 new backyard flock owners about end of life decisions for their birds and how to dispose of carcasses.
- In March, hosted a 2022 Crop Management Update in Lafayette where University researchers and Extension Educators discussed management considerations for the 2022 growing season. Hosted Dairy Producer Night Out where 35 local dairy farmers networked and learned from a panel of speakers.
- In May, helped organize a Soy Funday Event for Women in Nicollet & Sibley County for 50 attendees.
- In June, worked with Blue Earth colleague Shane Bugeja to hold a Tree Care Workshop for 47 participants. High reviews were received for this first-time workshop.
- Emma led the combined Nicollet/Sibley County Master Gardener monthly meetings in 2022. Projects included donating plants to the assisted living in St. Peter, plants for community spaces and pollinator gardens.



## Extension

### 2022 Year In Review

---

#### Extension Educator, 4-H Youth Development

- 4-H Youth Development Educator Dianna Kennedy worked in Nicollet County until May 2022. An interim educator worked with the support staff, summer coordinator and summer intern through the county fair season. Michelle Wicks began in her role as 4-H Youth Development Educator in September 2022.
- Return to in-person. In 2021 COVID had 4-H shifting to virtual online and outdoor programming. In 2022, 4-H clubs, events, and activities were meeting in person with protocols in place. This regenerated youth and families across the county, and it showed with an increase of participation, projects, and attendance at the Nicollet County Fair. Now, youth in 4-H have access to not only in-person events, but also opportunities for online learning through the University of Minnesota-Extension.
- Pollinator Habitat Program Blossoms. The Teen Pollinator Habitat Ambassador program continued its work in planting habitats and providing education to youth. The ambassadors presented at libraries, the children's museum, club meetings, schools' programs, and more. Partners included: Mankato Public School, St Peter Public Schools, Corteva, Nicollet County Pheasants Forever, Master Gardeners, and co-organizing the first annual City of North Mankato's National Pollinator Week planting event which was such a success, the ambassadors were asked to return in 2023.



## Extension

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Responded to 169 technical assistance requests via phone, email, walk-ins, and site visits pertaining to agriculture, horticulture, food, and natural resources. Most popular topics: land rent, Emerald Ash Borer, soil testing, pasture restoration and insect ID.
- Provided in-person Private Pesticide Applicator Workshops in Lafayette and Arlington that reached over 70 local pesticide applicators.
- Nicollet County Farm Family of the year was Steve, Kathy, Mark, and Betty Herberg family.
- Multiple news releases were printed in local newspapers to alert residents about popular topics and updates related to agriculture, horticulture, food, and natural resources.
- Once a month a radio session was broadcasted to highlight important agriculture updates to the local community.
- 338 youth enrolled in the Nicollet County 4-H program, along with 79 screened adult volunteers. 276 enrolled in 11 community clubs, 49 new members in grade K-5 participated in a six-week 4-H club at St Peter North Elementary and North Mankato Hoover Elementary.
- 21 new members completed their first year in 4-H.
- Eight 4-H members graduated from the program following their first year of college. Twelve members were college-bound graduates of high school.
- \$2000 in 4-H scholarships were awarded to Nicollet County 4-H seniors.



## Extension

### 2022 Year In Review

---

- Eight summer day camps were hosted.
- Youth planted over 300 plants to convert lawn into new prairie habitat at North Mankato City Hall.
- 190 Nicollet County 4-H members brought over 900 exhibits to the county fair. 57 4-H members advanced to the Minnesota State Fair with livestock and general projects, 6 members and the Nicollet County Horse Drill Team to the Minnesota State Horse Show, and one member to the MN State Shoot.
- Eight teens led as Nicollet County 4-H Ambassadors, crossing school and club boundaries to work together, grow friendships, and make a difference in our communities.



## Facilities and Maintenance

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- North Mankato Remodel Project
- Facilities Maintenance shared the Most Impactful Continuous Improvement Award with Public Works for 2021
- Upgraded the Jail Elevator Controller and Operator
- Conducted Research and Development, Design, Request for Pricing on numerous ARPA Funded Projects including remodel, repairs, upgrades to Nicollet County Assets





## Facilities and Maintenance

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Maintained (Mechanically, Custodial) over 150,000 square feet of facility areas
- Maintained (mowed, weed whipped, sprinkled) over 7 acres of land area
- Maintained (plowed) 90,000+ square feet of parking lots and sidewalks
- Spread over 2,000+ lbs of salt on sidewalks and parking lots
- Maintained (daily, weekly, monthly, yearly pm's) 8 hot water boilers for heat
- Maintained (daily, weekly, monthly, yearly pm's) 5 chillers and 8 air handlers for cooling
- All Elevator, Boiler, and Fire Alarm, Elevator Inspections up to date
- Spent around \$25,000.00 in Custodial Supplies
- Reviewed and renewed Service contracts with PAAPE, ChemSearch, Skogen Mechanical and LJP
- Fleet Management including scheduling and monitoring of HHS Fleet Vehicles



## Finance

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Successful 2021 audit completion, with additional responsibilities added by American Rescue Plan.
- Successful 2023 budget completion resulting in a 5.2% Levy increase.
- Completed 5 Year Capital Improvement Plan.
- Collaboration with Public Works and Administration to perform an extensive debt review and CSAH 15 funding plan.
- Concentrated focus on term investments for improved return on investments.
- Finance department work session reviews for numerous process changes from health insurance change.
- American Rescue Plan (ARP) Fiscal Recovery Funds Program (SLFRF) cash management and reporting.
- Creation of internal ARP project request and approval process via Laserfiche.
- Development of GASB 87 implementation regarding financial reporting of County leases.
- Completed public health chart of accounts general ledger reorganization.
- Class and Compensation Study team input and participation.
- Timely fiscal, grant, and census report submissions.
- Collaboration with Human Services and Finance to develop reporting for various program areas to assist with planning and decision making.



## Finance

### 2022 Year In Review

---

- Collaboration with Human Services and Finance to ensure all revenue streams are being researched and utilized to maximize revenue.
- Collaboration with Human Services and Finance to update training materials and practices for Social Services and Local Collaborative time studies in an effort to increase reimbursement rates.
- Collaboration with Human Services and Finance to absorb the Clubhouse/Lighthouse on Marshall into Nicollet County operations.
- Collaboration with Human Services and Finance to end collection of parental fees for Out of Home Placements, reducing 1 Collections FTE.
- Filled Accounting Specialist and Collections Officer vacancies.
- Ultimate Kronos Group (UKG) development of internal automated workflows.
- Sunset of Paymate system, extracting all required data.
- Continued focus of cross training and procedures in all areas.
- Completion and submission of 8 continuous improvement projects.
- Completion of continuous education and training opportunities by Finance staff.



## Finance

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Oversaw a \$25,000,000+ year end fund balance reserve
- Assisted in preparation of \$50.6M budget and determination of \$25.5M levy
- Managed Insurance for \$92,000,000+ of County property and equipment value
- Managed Debt balance of \$18M, keeping debt payments steady
- Processed 9,910 Accounts Payable checks/warrants in 2022
- Processed 2,936 Accounts Receivable receipts in 2022
- Processed 759 individual Human Services receipts in 2022
- Issued 6,988 Payroll & Benefits payments in 2022
- Integrated 51 new hires into the payroll process in 2022
- Processed 310 W2's for 2021 tax year in 2022
- Processed 270 1099's for 2021 tax year in 2022
- Total collections on all debts totaled \$672k in 2022
- Total credit card payments collected on all debts totaled \$36k in 2022
- Open collections accounts totaled 455 accounts at the end of 2022



## Health and Human Services

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

##### Across the Health and Human Services Department

- Offered outreach at community locations, including collaborating with University of Minnesota Extension to provide a cooking-based, nutrition education program that encourages people to eat healthier and make the best use of their food resources.
- Implemented a prevention workgroup across program areas focusing on prenatal exposure, family home visiting, and community education and prevention.
- Completed a remodel of the North Mankato office with a focus on privacy, accessibility, and service delivery.
- Created the HOPE housing program to assist families with homelessness prevention. Part of this funding allowed further development of a housing specialist role.
- Offered training opportunities related to cultural agility, safety and de-escalation, and leading with strengths.
- Revised non-emergency medical transportation procedures and forms to increase accessibility and ease of use.

##### Administrative Services and Support Team

- Welcomed:
  - Megan Enmark, Administrative Support Technician
  - Juan Escorza, Administrative Technician
  - Sanjuana Acevedo, Administrative Support Technician
  - Jency Medina, Administrative Support Technician



## Health and Human Services

### 2022 Year In Review

---

#### Adult Mental Health, Adult Protection, and Chemical Dependency

- Welcomed Andrea Gilbert as an Adult Mental Health Case Manager.
- Jessica DuRose was promoted to Team Lead for our adult mental health and adult protection program areas.
- Melanie Allison was promoted to Adult Mental Health/Adult Protection Case Manager.
- Purchased a new building for our clubhouse which was renamed Lighthouse on Marshall. Steve Bjerke joined the clubhouse team as a Peer Support Specialist.
- With the clubhouse being partially closed when packing, moving and slight remodeling of new location in February/March of 2022, staff worked to plan activities outdoors, or at the St. Peter Community Center, and provided phone outreach for continued connection. The new location offers much more natural sunlight, space, and a large lawn which will allow for gardens and a variety of outside activities.
- Completed a guardianship continuous improvement project with the County Attorney's office.
- Received grant funding for regional housing assistance associated with joining a four county initiative.
- Completed a successful representative payee audit.
- Transitioned from Rule 25 chemical dependency assessments to direct access.





## Health and Human Services

### 2022 Year In Review

---

#### Children's Mental Health Team

- Welcomed Richard Drenckhahn and Mahamed Hassan as Children's Mental Health Case Mangers.
- Volunteered for Books for Kids and South Central Minnesota Food Recovery Program.
- Streamlined IV-E process.
- Participated in the Community Town Hall panel in North Mankato.
- Facilitated several social skills groups during the summer and winter months.
- Utilized all state grant funds allotted to provide respite services.

#### Child Support:

- Passed case reviews completed by the Department of Human Services with no errors.
- Developed a step-by-step procedure to ensure compliance with new state directives related to married but separated parents needing child support services.
- Developed procedures to ensure compliance with multiple legislative changes.
- Continued to expand community outreach presentations.
- Participated in a continuous improvement project with the County Attorney's office.
- Volunteered for the Sharing Tree and Friends of Learning programs.



## Health and Human Services

### 2022 Year In Review

---

Child Protection, Parent Support Outreach Program, Intake, Social Services Information System (SSIS), Licensing:

- Welcomed:
  - Nicholas Devens, Child Protection Investigator
  - Isabelle Koser, Child Protection Case Manager
  - Anastasia Chmiel successfully completed an internship and was hired as a Child Protection Case Manager
- Completed a continuous improvement project about case aide role and duties
- Developed a new process for improving access to substance use disorder services for clients involved with child protection
- Family Child Care passed Rule 13 audit with no errors
- Developed a mentor program for new hires in child protection
- Trained a staff person in FIRST response to child abuse disclosures
- Participated in a continuous improvement event with the County Attorney's office
- Implemented group reflective supervision
- Developed protocol for a new child protection report screening process
- Participated in cross department meeting with law enforcement and the County Attorney's office to address holds, cross reporting, and cases including possession of child pornography
- Angie Obermiller was selected for Child Welfare Exemplary Service award by the Center for Advanced Studies in Child Welfare



## Health and Human Services

### 2022 Year In Review

---

#### Home and Community Based Services

- Welcomed Duwey-Jason Vo as a Home and Community Based Services Case Manager.
- Developed workflow process needs and guidance documents for upcoming MnCHOICES revision launch date.
- Prepared for and completed a Department of Human Services Lead Agency Review with only one corrective action.
- Participated in three managed care audits with 100% outcomes for UCare and Medica.

#### Income Maintenance

- Welcomed:
  - Christopher Bohmer, Eligibility Worker
  - Karon Dubke, Case Aide
  - Michele Rademaker, Eligibility Worker
  - Stacy Foster, Eligibility Worker
  - Dustin West, Eligibility Worker
  - Stephanie Dorweiler, Team Lead
  - Alyssa Castro Arntson, Eligibility Worker
  - Alexandra Zachman, Eligibility Worker
  - Child care assistance workers, Kelly Stein and Marjorie Schliemann, transitioned to the larger eligibility team
- Trained on a major rewrite to the MEC2 computer system.



## Health and Human Services

### 2022 Year In Review

---

#### Public Health

- Linda Kraus-Waggie, Public Health Nurse, retired in January after 33 years with the county
- Welcomed:
  - Ana Garza, Community Health Worker
  - Danielle Rutledge, Public Health Nurse for our school and daycare programs
  - Derrek Harju, Drug-Free Communities Coordinator
  - Kalthoum Mohamed, Community Health Worker
  - Sarah Cloutier, Community Engagement Planner
- Launched Healthy Families America (HFA), an evidence-based family home visiting program which allows our community health workers to offer culturally-responsive family home visiting services.
- Continued to respond to COVID-19 pandemic, including offering recurring walk-in vaccine clinics and distributing free antigen test kits to local organizations.
- Awarded grant from UCare to continue providing dental clinics to individuals in need, including dental cleanings, varnish, referrals, and education provided by a Registered Dental Hygienist.
- Awarded a Toyota Buckle Up for Life Safety grant to offer 50 free convertible car seats to families in need.
- Awarded a Health Equity in Breastfeeding Grant from WIC to promote breastfeeding in the community.
- Implemented the use of Captivated, a technology to assist in offering reminders and exchange of forms via text message, within the WIC team.



## Health and Human Services

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

##### Administrative Services and Support Team: Loan Closet

- Medical equipment was checked out on 188 occasions by 144 people.
- A total of 125 users donated to the Loan Closet in 2022, totaling \$1,300 in donations.

##### Adult Mental Health, Adult Protection, and Chemical Dependency Teams

- The Adult Mental Health team served 151 individuals, opening 68 cases in 2022. Letters of case management outreach were sent to an additional 88 persons struggling with their mental health and referred by a therapist, or placed on a 72 hour hold/hospitalization.
- Our Adult Mental Health and Chemical Dependency teams petitioned for 12 civil commitments for mental illness, one for chemical dependency, four for both mental illness and chemical dependency, and one related to a Rule 20 finding. Of those 19 commitment screenings, only six cases resulted in a full civil commitment, showing use of least restrictive alternatives whenever possible.
- The clubhouse served 62 unduplicated members in 2022.
- Our Representative Payee provided services for 15 individuals.
- Community Support Services were provided to 26 individuals.
- Our Chemical Dependency Team completed 91 Chemical Health Assessments and provided Treatment Coordination was provided to 20 individuals both via referral from our chemical dependency assessors and through Treatment Court.



## Health and Human Services

### 2022 Year In Review

---

- Our Community Based Coordinator screened 119 clients. Of those, 10 screenings were completed for those in jail custody, 38 were court ordered, and 65 were law enforcement referrals.
- Our Adult Protection Team screened 216 reports of maltreatment/abuse/neglect and 58 emergency protection reports. Of those screened, investigations were completed for 35 reports of maltreatment/abuse/neglect and urgent services were required in one emergency protection report.

#### Children's Mental Health

- Children's Mental Health received 177 intakes for children or families requesting case management services. This was up from 130 intakes in 2021. Of the referrals received, 110 moved onto ongoing case management and 7 were referred to the current workgroup. The remaining were forwarded to another County or the request was withdrawn.
- The Children's Mental Health team managed 5 out of home placements, all for mental health treatment.
- Forty-one youth in our community were able to benefit from the respite grant. Respite services are intended to reduce family stress and the likelihood of the child requiring out of home placement. The respite grant was used to provide both traditional and non-traditional respite.

#### Child Protection, Parent Support Child Outreach Program, Intake, SSIS

- In total, there were 1,771 intakes received for our social services programs.
- Our child protection team completed 50 investigations with one additional pending. Of those, there were four that were unable to conclude, 25 determinations of maltreatment and 20 that resulted in a need for child protective services.

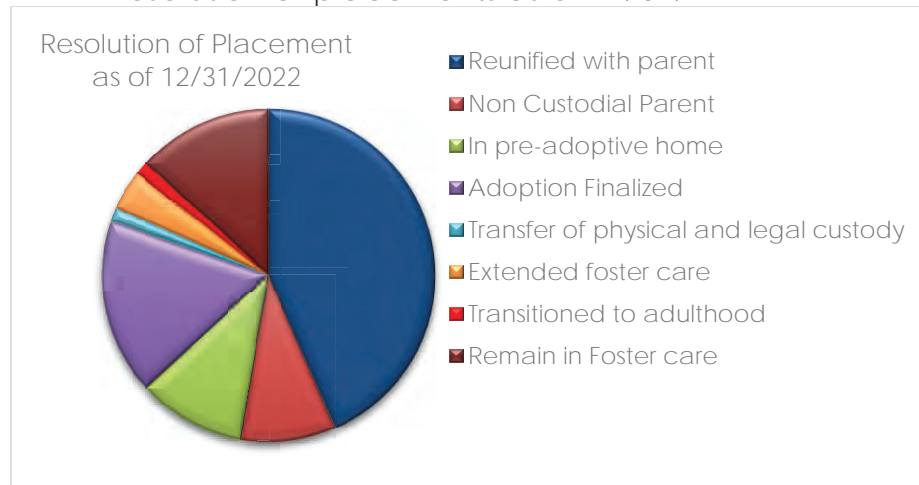


## Health and Human Services

### 2022 Year In Review

- There were 161 child protection family assessments completed with 4 additional pending and 8 unable to conclude, resulting in 38 needing child protective services.
- There were four completed child protection facility investigations. Of those, there was one determination of maltreatment and zero need for child protective services.
- Children Placed out of their home at points in time during 2022:
  - 1/1/2022: 42 children
  - 12/31/22: 25 children

- Resolution of placements as of 12/31/22:



- There were 13 child welfare cases including assessments, post-permanency assessments, extended foster care and ongoing case management.
- Our Parent Support Outreach Program (PSOP) served 94 cases through assessment and case management as well as three minor parent cases.



## Health and Human Services

### 2022 Year In Review

---

#### Child Support

- Total child support payments collected in 2022 were \$ 3,620,527.72.
- State performance measures for Nicollet County child support for FFY20 were:
  - Percent of current child support cases with paternity established was 101.75%
  - Percent of open child support cases with an order established was 92.91%
  - Percent of current child support paid was 74.68%. The statewide average saw the largest drop for this measure since the Performance Management system began. The Department of Human Services Performance Management team and the Child Support Division are researching this decline in performance to identify barriers and develop strategies to improve performance throughout the state.
- There were 1,062 open child support cases at year end.

#### Foster Care and Child Care Licensing

- Licensed family child care 53 programs
- Child foster care programs had 21 active licenses at the end of the year.
- Adult foster care had 6 active programs.
- Community residential settings for adults had 47 active licenses at the end of the year.



## Health and Human Services

### 2022 Year In Review

---

#### Home and Community Based Services

- 28 personal care assistant (PCA) assessments were conducted
- Certified assessors/case managers conducted 363 reassessments for clients we serve and who live in our county. This reflects assessments for all programs, over and under 65, and the use of both the LTCC paper tool and MnCHOICES.
- 224 initial assessments using MnCHOICES or the long-term care consultation tool were conducted by certified assessors for clients living in Nicollet County requesting services, referrals from other counties for their clients living in Nicollet County to access a waiver, and for those requesting resources/options.
- 159 county of residence reassessments for other counties whose clients live in our county and require reassessments for continued program eligibility were completed.
- 111 assessments were done for managed care organization members not on the Elderly Waiver program. In addition, 30 nursing facility assessments were conducted.
- Family Support Grant funds were utilized to serve 19 families whose children have a disability or meet mental health criteria for access.

#### Income Maintenance

- At the end of 2022 the Eligibility Team was serving: 2,708 MA and Minnesota Care METS cases, 5,748 people on Medical Assistance and Minnesota Care in the METS system, and 1,855 Maxis cases for SNAP, cash, health care and emergency assistance.
- New applications averaged 35 per month for METS, 132 per month for Maxis, and 18 for child care assistance.



## Health and Human Services

### 2022 Year In Review

---

- Supervisory and peer reviews were conducted on 51 health care cases and 9 SNAP cases.

\*All of the above numbers continue to be impacted by rules that have been in place throughout the public health emergency.

#### Public Health

- 139 family home visits were completed in 2022.
- Both community health workers became certified passenger safety technicians, increasing our ability to provide car seat safety education to all community members.
- We were awarded a Buckle Up for Life grant from Toyota, which gifted us 50 car seats to distribute to families in need. Our community health workers hosted a car seat distribution event in the fall and were able to provide 13 free seats. A total of 55 car seats were distributed in 2022.
- 1539 contacts/appointments were made with WIC clients; 128 were served monthly, on average.
- One of our public health nurses was able to identify and treat five cases of tuberculosis.



## Human Resources

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

##### Recruiting and Selection

- Managed high employee turnover.
- Attended job fair at Gustavus.
- Hired summer intern, who became a full-time employee in HHS.

##### Benefits

- Facilitated the transition of VEBA, HSA, and FSA accounts to WEX from Further.

##### Compensation

- Completed a classification and compensation study, which was implemented January 1, 2023.

##### Performance

- Updated performance review process and tools, trained staff.

##### Employee Relations

- Implemented an alternative work schedule program.
- Implemented a mobile work and telecommuting program.
- Implemented an Amazon business account policy.
- Enhanced content in monthly employee newsletter.

##### Wellness

- Increased employee participation in Wellness Committee activities.
- Provided wellness resources, including information about job burnout, to staff on NicNet.
- Provided guidance to staff about COVID protocols.

##### Diversity, Equity, and Inclusion

- Assisted in setting up three “quiet rooms” in County facilities to accommodate diverse cultural needs.



## Human Resources

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

New Hires: 66

*Temporary/Seasonal: 8*

Promotions: 9

Departures (*total*): 63

*Retirements: 14*

*Deaths: 0*

*Temporary/Seasonal: 10*

Leaves of Absence: 46 – *this includes LOA forms filled out for supervisor-approved unpaid time*

Work Comp Claims: 15

Non-employee Injury: 3

Random Drug and Alcohol Tests: 7

CDL Driving Records Checked: 14





## Property & Public Services (PPSD)

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

##### Public Services:

- Public Services is in the processes of working on 4 ditch improvement projects.
- Public Services is in the process for working on 15 ditches to be re-determined and completed 12 redeterminations.
- Hired 3 new replacement staff in the License Center.
- Completed a county-wide redistricting process for Nicollet County commissioner's districts. This process takes place every 10 years.
- Completed five elections in the county.
  - Two Special Elections for County Commissioner.
  - County wide Special Election for Congressional District 1
  - State Primary and General Elections

##### Property Assessment:

- Former Assessor retired and new Assessor was appointed.
- Former Chief Deputy Assessor and Senior appraiser retired.
- 4 new appraisers were hired to fill vacant positions.



## Property & Public Services (PPSD)

### 2022 Year In Review

---

#### Property Services:

- Deanna Biehn celebrated 25 years of service with the County before retiring at the end of the year. Ben Rosburg has now taken over her Feedlot role. Additionally, new Staff include Sheila Reem (SSTS), Rebecca Reinbold (GIS), and Loria Rebuffoni (Supervisor).
- 33.5 Feedlots received inspections to include:
  - Compliance Inspections
  - Construction Inspections
  - In field Land Application Inspections
  - Complaint initiated Inspections
- The County Environmental Specialist:
  - Organized a Nicollet County Fair booth to educate the public about Aquatic Invasive Species (AIS).
  - Prepared 6 wetland decisions and answered 53 wetland inquiries from the public and staff concerning wetland impacts, benefitting the County through Environmental Conservation.
  - Participated in the One Watershed One Plan (1W1P) Lower Minnesota River West Steering, Policy and Selection Committees including helping to submit final water plan for next 10 years in the lower MN river west watershed.
  - Participated in Tire, Appliance & Electronics Collection events held in Nicollet at Zins Implement and in St. Peter at the Nicollet County Fairgrounds, and participated in a Household Hazardous Waste Collection event held in Nicollet County in St. Peter at the St. Peter Waste Water Facility.



## Property & Public Services (PPSD)

### 2022 Year In Review

---

#### Recorder's Office:

- 4 employees became re-certified as Passport Agents
- US Department of State approved Nicollet County Passport Agency to operate in 2023.
- Passports accepted increased by 42 applications for a total of 614 in 2022.
- Passport photos taken increased by 159 for a total of 659 in 2022.
- Provided 150 parcel searches requested from Farm Service Agency.
- Plats available to view for all RecordEASE subscribers and users.
- In-progress: RecordEASE Web subscribers can replenish their own escrow accounts by credit card thru their RecordEase access.
- Official Plat project to lien out duplicate copies from the North Mankato Vault.
- Installed Point & Pay software. Now offering credit card transactions at our customer counter.
- Moved historical deed and lien books to Government Center storage.
- Represented Nicollet County at the Study Abroad Event located at Gustavus Adolphus College. Passport agents were there to help students and faculty with questions about International Travel and the Passport process.



## Property & Public Services (PPSD)

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

##### Public Services:

- Processed 20,069 motor vehicle transactions (increase 994 from 2021), generating \$153,287 in county fees (increase \$7,926 from 2021).
- Processed 5,408 driver's license transactions (decrease of 542 from 2021), generating \$42,706 in county fees (decrease of \$1,526 for 2021).
- Processed 1,859 DNR transactions (increase 99 from 2021), generating \$8,457 (increase of \$56 from 2021).
- Processed 1,928 vital transactions (increase of 34 from 2021), generating \$15,826 in county fees (decrease of 703 from 2021).
- Processed 1,288 land transfers, 195 splits, and 9 new plats.

##### Property Assessment:

- Quintile inspections completed for approximately 2,817 parcels county-wide.
- Participated in 12 Local Boards of Appeal and Equalization meetings and held Open Book appeal sessions for 7 jurisdictions.
- Processed, inspected and valued approximately 1,523 property changes made in 2022 (includes new construction, demolition, and changes made to existing structures).
- Processed and reviewed over 1,000 special program applications and renewals (approximately 160 special agricultural homesteads, 16 corporate farm tier linkages, 153 disabled veteran value exclusions, 47 blind/disabled homesteads, and over 600 regular/relative homesteads).
- Processed 204 parcel splits, combinations and new plats.
- Valued and classified over 17,500 parcels for property tax purposes.



## Property & Public Services (PPSD)

### 2022 Year In Review

---

#### Property Services:

- The County Deputy Zoning Administrator issued a total of 127 Zoning permits in 2022, collecting \$40,643 to include:
  - 12 new residences
  - 78 Structures (non-dwelling)
  - 12 Renewable Energy
  - 7 Conditional Use Permits (CUPs)
  - 9 Variances (as opposed to 19 in 2021)
- Interactive Zoning Map went live on the County Website.
- Historic Zoning permits were scanned into Property Records for Record Retention efficiency.
- Created a fillable PDF zoning permit application for primary and accessory structures; implemented e-signatures for zoning permits via Adobe to reduce turnaround time and to simplify the process for the public.
- Nicollet County serviced 14 Minnesota Pollution Control Agency (MPCA) – AgBMP low interest loans projects (a 267% participation increase from 2021), which improves water quality within the County.
- 11 septic repair/replacement loans totaling \$166,009 (a 252% increase over 2021)
- 3 well repair/replacement loans totaling \$74,136.42
- 55 SSTS Construction permits were issued.
- SSTS Technician and Administrative Staff audited existing Compliance records, to stay in line with Statute requirements.



## Property & Public Services (PPSD)

### 2022 Year In Review

---

- GIS updated the parcel split review process from paper to digital. The dashboard increases workflow for multiple Staff.
- Administrative Specialist trained to assist with the 2022 elections, providing over 80 hours of service to the Public Services Department with the mid-term election.

#### Recorder's Office:

- Recorded 5,649 Real Estate documents
- 45.54% of all recordings were completed electronically
- Registered 268 Torrens Certificates of Title
- Recorded 9 plats
- 2022 RecordEase web revenue totaled \$68,494.00, with 36 monthly subscriptions:
  - Web Occasional Credit Card User - \$8,104.00
  - Web Subscribers - \$60,390.00
- Processed 614 passport applications
- Provided 659 passport photos
- 99.72% of recorded documents met the M.S. 357.182 Sub. 3 compliance date





## Public Works

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Brown-Nicollet Environmental Health successfully completed MDH's program evaluation on Retail Program Standards 1 & 2.
- In-progress-redetermination of ditch benefits on CD 9, CD23A, CD27A, CD30A, CD32A, CD32A Lat1, CD40A, CD87, CD88
- Completed Redetermination of Benefits: CD 8A, CD35A, CD47A, CD52, CD65, CD71, CD75, CD78 L2 B4, CD78, CD82, CD84
- Provided construction oversight on CD 86A pump station and tile improvement project
- Provided construction oversight of CD 62A Improvement Project
- Provided construction oversight of CD 79 Improvement Project
- Provided construction oversight on CD 77 Lateral 2 improvement Project
- Continuing Drainage Records Modernization
- Continued implementation of a ditch system online records program DrainageDB
- Robert Lueck-Mechanic/HEO (NCPW-St. Peter Shop) left employment in December
- Construction contract awarded to Mathiowetz Construction Co. for the reconstruction of CSAH 15 from TH 111 to CR 51. Tree removal work started in October.
- Received a 2021 American Concrete Paving Association national concrete paving Gold Award for the best County/City concrete project in the nation for the concrete overlay project on CSAH 13 from 506<sup>th</sup> St. TH 99. Staff were presented the award in Nashville, Tennessee in November.



## Public Works

### 2022 Year In Review

---

- Construction contract awarded to Holtmeier Construction for CSAH 23 ravine erosion and bank stabilization project SAP 052-623-027. Project substantially completed in November
- Developing plans and specifications on CSAH 21 for bank stabilization project SP 052-621-031 near CSAH 14. FHWA ER & State HSEM Grants Awarded for Project = \$4,500,000
- Construction contract awarded to Holtmeier Construction to replace failing culverts on Kerns Drive for Belgrade Township project SAP 052-599-027. Project will be constructed in 2023 due to precast concrete box culvert supply delays.
- Completed final FEMA repair work on 2-large culverts on CSAH 15 between CSAH 10 and CSAH 4.
- Developing plans and specifications to replace an aging box culvert on Old River Bluff Road for Belgrade Township
- Received Nicollet County 2021 Most Impactful-Continuous Improvement Project Award



## Public Works

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Maintained 307 miles of paved and gravel surfaced County Highways
- Maintained 73 bridges
- 5 miles of County drainage system ditch cleaned
- 25 routine ditch repairs on County drainage system
- 1,654,029 feet of pavement restriping completed
- 70,000 lbs of crack sealant installed
- 2,850 tons of salt/sand mix used for ice control
- 82 days requiring snow and ice control
- 54,650 gallons of fuel (11,222 gallons gas + 42,428 gallons diesel) used
- 250 highway signs replaced
- 4,400 tons of gravel used
- 900 acres of road right of way sprayed
- 9 Miles of Bituminous Sealcoat completed
- 57 Gopher State One Call Locates Request Verified
- Received \$4,500 Mn Trail Riders Association (MTRA) grant for providing crushed limestone for park trails and new park signage and kiosk.
- Received \$7,500 grant from Enbridge Pipeline Company to purchase an additional side by side UTV for 7 Mile Creek Park.



## Public Works

### 2022 Year In Review

---

- Permits Issued:
  - 44 Utility Permits
  - 6 Access Permits
  - 2 Special Event Permits
  - 1 Excavation in the ROW Permits
- Equipment Purchases
  - Tandem Axel Plow Truck w/Snow Attachments Unit 23-1
  - John Deere 772GP Motorgrader
  - Front Mount Retriever (Reclaimer) for Motorgrader
- CSAH 23 SAP 052-623-027 Ravine Restoration/Stabilization and Culvert Lining Project Completed-\$1,800,000 Funded By:
  - \$1,800,000 State Aid Regular Construction
- CSAH 15 2-Large Culvert Repairs Between CSAH 10 and CSAH 4 Completed-\$130,000 Funded By:
  - \$97,500 FEMA
  - \$32,500 State HSEM Disaster
- CSAH 15 Full Reconstruction Project SAP 052-615-025 from TH 111 to CR 51 (11 miles) – Contract Awarded-\$21,300,000.
  - Anticipated Construction Funding:
    - \$1,500,000 Local Road Improvement Program (LRIP) State Bond Grant
    - \$5,000,000 State Aid Regular Construction
    - \$2,500,000 Wheelage Tax
    - \$1,400,000 Local Property Tax
    - \$10,900,000 Local Option Sales Tax
  - ROW and Easements Acquired
    - Existing prescriptive ROW converted to Fee Title – 130 acres
    - New Fee Title ROW – 28 acres
    - Temporary Easements – 64 acres
    - 125 Parcels Acquired

# NICOLLET COUNTY SHERIFF'S OFFICE

## 2022



Serving Citizens since 1853

# ANNUAL REPORT

**Section 1: Nicollet County Sheriff's Office Incident Numbers**

1. Offense/Incidents – current year totals
2. Offense/Incidents comparison – monthly
3. Offense/Incidents comparison – day of the week
4. Offense/Incidents – yearly comparison
5. Deputy Special Activity Report – Frontline Public Safety Solutions
6. CAD calls for service for all agencies dispatched by Nicollet County
7. 911 Call Type – yearly comparison
8. 911 call location – yearly comparison
9. Traffic accident location – current year totals
10. Traffic accident – yearly comparison within Nicollet County
11. Traffic Citations – yearly comparison
12. Traffic Stop – current year totals

**Section 2: Nicollet County Jail Numbers**

1. Inmate Population Report – yearly comparison
2. Prisoners Boarded Out – Expenditures – yearly comparison
3. Out of County Prisoner Revenue – yearly comparison
4. Huber Revenue – yearly comparison
5. Booking Fee Revenue – yearly comparison
6. Fingerprint Fee Revenue – yearly comparison
7. Medical Co-Pay Revenue – yearly comparison
8. Drug Screen Revenue – yearly comparison
9. Laundry Expenditures – yearly comparison
10. Food Service Expenditures – yearly comparison

**Section 3: Nicollet County Civil Process Numbers**

1. Civil Process Income – yearly comparison



**Section 1: Nicollet County Sheriff's Office Numbers**

## **Offenses/Incidents – current year totals**

	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
Abandoned Vehicle	39	16	12	3					8
Adult/Child Protection	87	80							7
Agency Assist	389	322	3	64					
Alarm	84	38	6	32					8
Assist other agency	207	174	8	16			5		4
Civil Defense Test	14	14							
Civil Issue	128	94	9	2					23
Community Event	16	14	2						
County Moving Permit	47	47							
Disturbance	80	28	3	2		1	2		44
Domestic	58	26	2	1			1		28
Door/Window found open	11	10		1					
Extra Patrol	11	8	3						
Fire	71	17	12	10					32
Found Property	20	16	2						2
Funeral/Money Escort	8	7		1					
General Order/Special Detail	5	5							
Hospice Notice	5	5							
Illness/Death Notifications	1	1							
Information Only	78	78							
Jail Activity	19	11	6	2					
Lost Property	8	3	2	1	1				1
Missing Person/Runaway JV	17	8		2					7
MN Duty Officer Report	11	10	1						
Motorist Assist	331	257	20	1		2	1		50
Neighbor/Neighborhood Issues	24	18	2						4
Noise Complaint	18	9		3		1			5
On Call Social Worker Referral	31								31
Parking Complaint	19	9	2			2			6
Probation Transports	3	3							
Public Assist	490	102	38	6					344
Public Education/Public Relations	13	12	1						

	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Residence Check Requests	10	10							
Search Warrants	5	5							
Sign or Light Repair/Roadway Obstruction	178	66	21						91
Solicitor/Scam Complaints	35	22	8						5
Suspicious Circumstance	456	267	32	31	1	17	3		105
TipLine/Tip info	27	6	2	3					16
Traffic stops	2190	31		3		1893	263		
TRT callout	4	4							
TZD	10	10							
UA party complaint	3								3
Void	83	83							
Warrant other agency	14	14							
Warrant service/attempts	35	22		1			12		
Welfare Check	107	44	2	10					51
<b>Totals</b>	5500	2026	199	195	2	1916	287		875

911 Verification	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
GAC Blue Lights	40	16	4						20
Ghost Calls	9	9							
Hang up	575	22	458	4					91
Misdial/Pocket Dial	789	17	627	5					140
Test Call	80	78							2
<b>Totals</b>	1493	142	1089	9					253

Accident	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Car vs Deer	148	35	33						80
Hit & Run Injuries	1				1				
Hit & Run Property Damage	19				3				16
Injuries	48	14	15				3		16
No Injuries	183	39	41	2	1		7		93
Vehicle in the ditch	165	78	30	2			1		54
<b>Totals</b>	564	166	119	4	5		11		259

<b>Animal Complaint</b>	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
Animal at large	91	63	8	4		2			14
Animal Bite	11	5	2			1			3
Barking Dog	7	6				1			
Deer tag request	21	16		1					4
Found/Impounded Animal	62	29	27						6
Lost Animal	23	16	7						
Other	47	14	9	2	1				21
<b>Totals</b>	<b>262</b>	<b>149</b>	<b>53</b>	<b>7</b>	<b>1</b>	<b>4</b>			<b>48</b>

<b>Civil Orders</b>	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
DANCO	23	23							
HRO	69	69							
OFP	30	30							
Order for Hearing	33	33							
<b>Totals</b>	<b>155</b>	<b>155</b>							

<b>Commitments</b>	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
Inebriacy	3	3							
Mental Illness	14	14							
<b>Totals</b>	<b>17</b>	<b>17</b>							

<b>Compliance Checks</b>	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
Nighthawk	8	7					1		
Probation	110	94					16		
Tobacco	1	1							
<b>Totals</b>	<b>119</b>	<b>102</b>					<b>17</b>		

Firearms Accidents	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Shotgun	1								1
<b>Totals</b>	1								1

Home Accidents	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Other	1	1							
<b>Totals</b>	1	1							

K9	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Assist	16	11	2	3					
Demo	3	3							
<b>Totals</b>	19	14	2	3					

Medical	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
General Medical	256	12	61	11					172
Lift Assist	17		5	3					9
Mental Cases	13	8							5
Sudden Death/Body Found	21	9	9		1				2
Suicide	2	1							1
Suicide Attempts	10	5							5
Suicide Threats	32	16	1	1					14
<b>Totals</b>	351	51	76	15	1				208

Paper Service/Attempts	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
General	1366	1365	1						
Apprehension and Hold	7	7							
<b>Totals</b>	1373	1372	1						

Patrols	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
ATV Patrol	1	1							
Boat/Water Patrol	1	1							
<b>Totals</b>	2	2							

Permits	Total Reported	Issued	Assist/ Info Only	Denied	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Federal Firearms Permit	1	1							
Fireworks/Explosives Permit	1	1							
Permit To Acquire	83	80		2	1				
Permit To Carry	231	208		1	22				
Permit To Carry Renew	102	98			4				
Silencer/Suppressor Permit	12	1	10		1				
<b>Totals</b>	430	389	10	3	28				

Predatory Offender Registration	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Checks	1	1							
Notifications	2	2							
<b>Totals</b>	3	3							

Records	Total Reported	Cleared	Assist/ Info Only	Denied	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Firearms sales	5	1	4						
Miscellaneous	12	2	9		1				
Request	20	16	4						
Sealing/Expungements	10	6	1		3				
<b>Totals</b>	47	25	18		4				

Traffic Complaints	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
ATV Complaint	4	2				2			
Driving Complaint	442	81	35	8		10	3		305
Snowmobile Complaint	2	1				1			
<b>Totals</b>	448	84	35	8		13	3		305

<b>Transports</b>	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
Adult	134	130		4					
Juvenile	13	13							
Mental Health	11	11							
<b>Totals</b>	158	154		4					

<b>Weather</b>	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
Warning	9	6		3					
Watch	16	4	1	11					
<b>Totals</b>	25	10	1	14					

	<b>Total Reported</b>	<b>Cleared</b>	<b>Assist/ Info Only</b>	<b>Unfounded/ Cancelled</b>	<b>Active</b>	<b>Warned</b>	<b>Arrest/ Cited</b>	<b>Refer to Co Atty</b>	<b>Refer to Other Agency</b>
<b>General Call Totals</b>	10,968	4,862	1,603	262	41	1,933	318		1,949



## Group A & B Crimes

Group A crimes listed in bold <i>Group B crimes listed in italics.</i>	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
<b>Animal Cruelty</b>	1			1					
<b>Assault</b>	32	3					7	6	16
<i>Bad Checks</i>	1	1							
<b>Burglary/Breaking &amp; Entering</b>	21				9		1	1	10
<i>Burn Prohibited Materials</i>	2			1		1			
<i>Burn w/o a permit</i>	4	1				3			
<b>Counterfeiting/Forgery</b>	1								1
<i>Court Order Violation OFP/HRO/DANCO</i>	12			1			3	1	7
<i>Disorderly Conduct</i>	5						5		
<i>Driving Under the Influence</i>	19						19		
<i>Drunkenness</i>	6	2	1						3
<b>Fraud</b>	20				12			5	3
<i>Fugitive from Justice</i>	3						3		
<i>Liquor Law Violations</i>	5						5		
<b>Motor Vehicle Theft</b>	1								1
<b>Narcotics</b>	19	1					17	1	
<i>Obscene/Harassing Communications</i>	7	2			1		1		3
<i>Other Criminal Offenses</i>	4						2	2	
<b>Pornography/Obscene Material</b>	1				1				
<b>Property Destruction/Damage/Vandalism</b>	22	1	1		14		1	1	4
<i>Pursuit</i>	3				1		1	1	
<b>Sex Offenses</b>	5			1					4
<b>Stolen Property</b>	1	1							
<b>Theft/Larceny</b>	68	16	1	3	26		4		18
<i>Traffic Violations F/GM Cancelled IPS</i>	3						3		
<i>Trespass of Real Property</i>	7		1		2	3			1
<i>Unlawful Disposal</i>	13	1			11				1
<b>Weapon Law Violation</b>	4	1	1						2
<b>Group A/B Totals</b>	290	30	5	7	77	7	72	18	74

## Calls for Service Grand Totals:

	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
<b>General Call Totals</b>	10,968	4,862	1,603	262	41	1,933	318		1,949
<b>Group A/B Totals</b>	290	30	5	7	77	7	72	18	74
<b>Totals</b>	11,258	4,892	1,608	269	118	1,940	390	18	2,023

# Offense/Incidents comparison - monthly

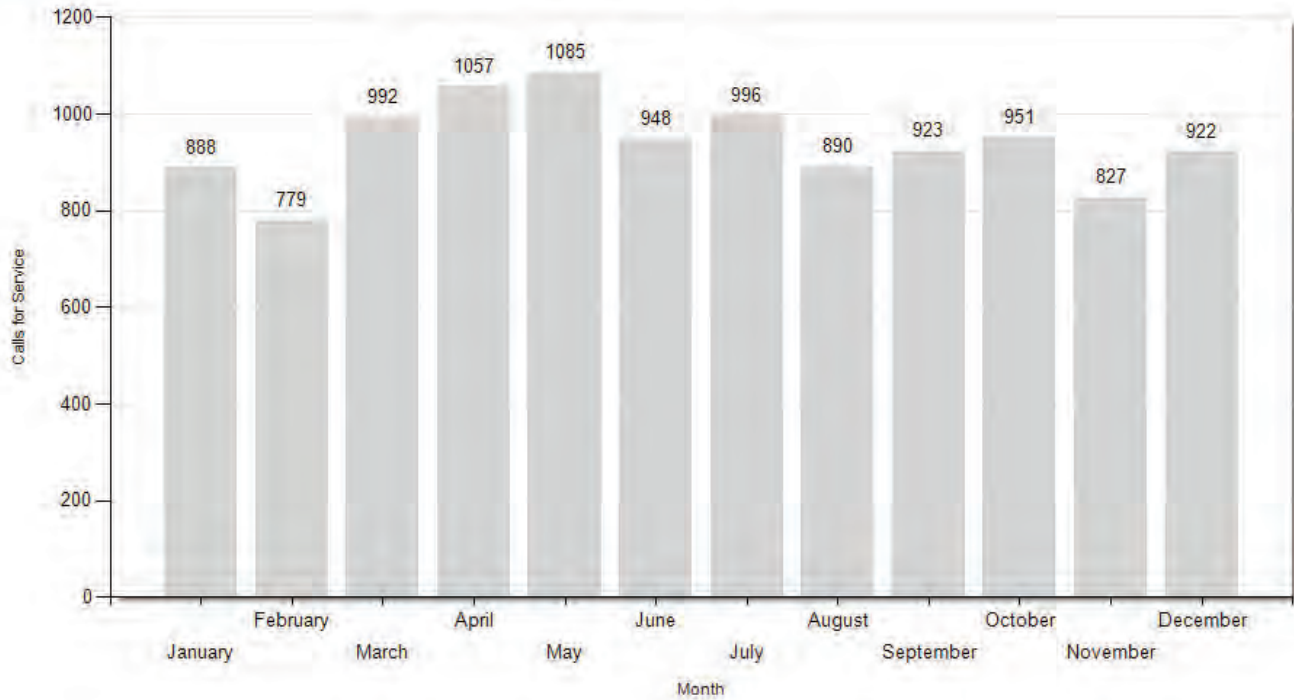


## Calls for Service Monthly

Start Date: 1/1/2022

End Date: 12/31/2022

Total Calls: 11278



# Offense/Incidents comparison – day of the week

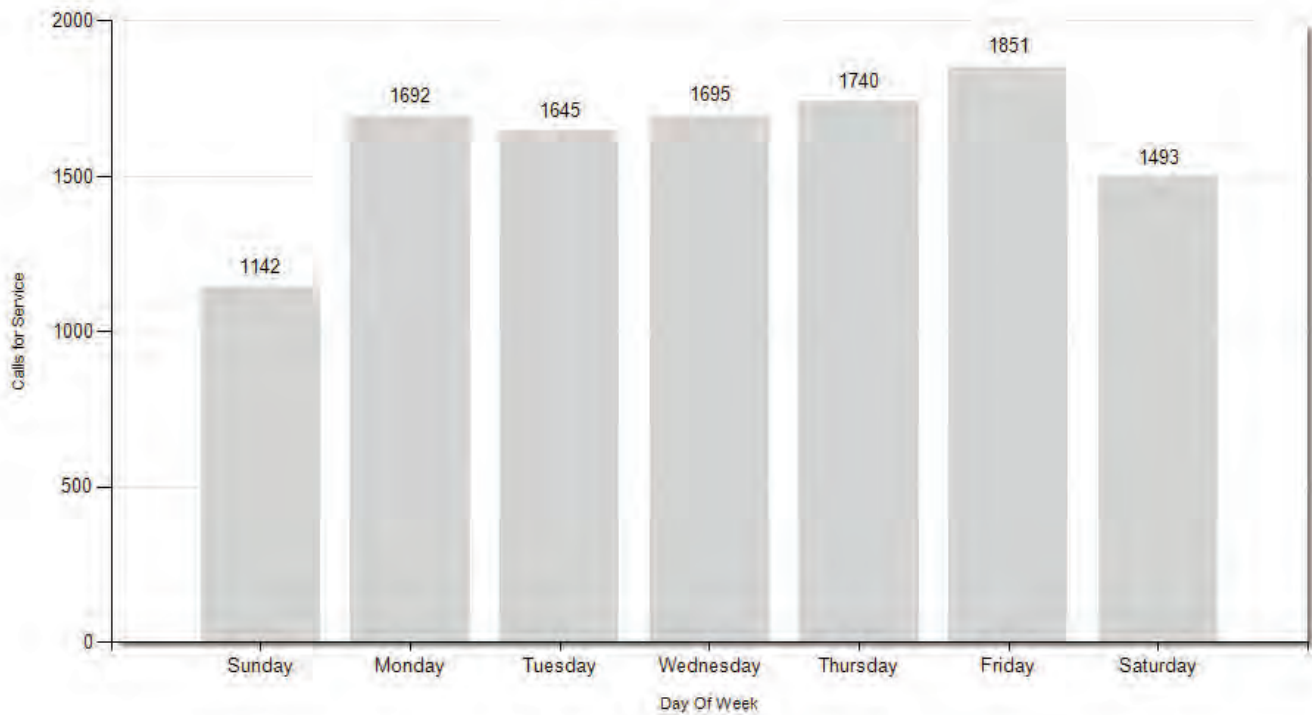


## Calls for Service Day Of Week

Start Date: 1/1/2022

End Date: 12/31/2022

Total Calls: 11278



## Offenses/Incidents – Yearly comparison

<b>Event Type</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
911 Verification	1,493	1,912	1,245
Abandoned Vehicle	39	38	
Accident	564	451	575
Adult/Child Protection	87	56	53
Agency Assist	389	357	307
Alarm	84	77	63
Animal Complaint	262	228	168
Animal Cruelty (A) 720	1	1	
Arson (A) 200		1	
Assault (A) 13	32	35	39
Assist other agency	207	222	235
ATV Accidents		2	2
Bad Checks (B) 90A	1	1	
Burglary/Breaking & Entering (A) 220	21	15	19
Burn Prohibited Materials (B) 90Z	2	3	
Burn w/o a permit (B) 90Z	4	8	
Civil Defense Test	14	14	13
Civil Issue	128	113	125
Civil Orders	155	149	125
Commitments	17	15	15
Community Event	16	5	
Compliance Checks	119	116	54
Counterfeiting/Forgery (A) 250	1	3	3
County Moving Permit	47	36	22
Court Order Violation OFP/HRO/DANCO (B) 90z	12	15	
Disorderly Conduct (B) 90C	5	3	
Disturbance	80	71	
Domestic	58	57	72
Door/Window found open	11	3	10
Driving Under the Influence (B) 90D	19	18	35

<b>Event Type</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Drunkenness (B) 90E	6	1	7
Extra Patrol	11	9	13
Fire	71	86	54
Firearms Accidents	1		
Found Property	20	25	
Fraud (A) 26	20	11	
Fugitive from Justice (B) 90Z	3	10	
Funeral/Money Escort	8	21	6
General Order/Special Detail	5	4	6
Home Accidents	1		
Hospice Notice	5	5	8
Illness/Death Notifications	1	7	2
Information Only	78	79	
Jail Activity	19	14	7
K9	19	10	12
Liquor Law Violations (B) 90G	5	8	
Lost Property	8	13	
Medical	351	350	282
Missing Person/Runaway JV	17	16	
MN Duty Officer Report	11	14	
Motor Vehicle Theft (A) 240	1	8	9
Motorist Assist	331	279	247
Narcotics (A) 35	19	50	73
Neighbor/Neighborhood Issues	24	13	8
Noise Complaint	18	24	27
Obscene/Harassing Communications (B) 90z	7	11	
Occupational Accidents			1
On Call Social Worker Referral	31	57	38
Other Criminal Offenses (B) 90z	4	2	
OTP Complts/Tire Chalk		2	
Paper Service/Attempts	1,373	1,092	946



<b>Event Type</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Parking Complaint	19	13	21
Patrols	2	1	217
Permits	430	634	735
Pornography/Obscene Material (A) 370	1		
Predatory Offender Registration	3	3	2
Probation Transports	3	11	25
Property Destruction/Damage/Vandalism (A) 290	22	41	68
Public Accidents		1	
Public Assist	490	378	368
Public Education/Public Relations	13	8	
Pursuit (999)	3	3	
Records	47	68	25
Residence Check Requests	10	25	7
Runaway (B) 90I		1	
Search Warrants	5	10	3
Sex Offenses (A) 11/36	5	12	3
Sign or Light Repair/Roadway Obstruction	178	157	150
Solicitor/Scam Complaints	35	59	70
Stolen Property (A) 280	1	2	
Suspicious Circumstance	456	535	597
Theft/Larceny (A) 23	68	90	69
TipLine/Tip info	27	14	
Traffic complaints	448	478	434
Traffic stops	2,190	2,078	2,484
Traffic Violations - F/GM (999)	3	4	
Transports	158	214	212
Trespass of Real Property (B) 90J	7	15	
TRT callout	4	2	3
TZD	10	10	46
UA party complaint	3	3	5
Unlawful Disposal (B) 90Z	13	13	
Vehicle repossession		7	3

<b>Event Type</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Void	83	89	92
Warrant other agency	14	6	9
Warrant service/attempts	35	28	40
Weapon Law Violation (A) 520	4	5	11
Weather	25	16	27
Welfare Check	107	92	92
<b>Grand Totals</b>	<b>11,258</b>	<b>11,372</b>	<b>11,007</b>

*Due to 2021 changeover to FBI's NIBRs reporting, Offense/Incident types were changed and updated. The 2020 total listed above does not include outdated or removed types and does not depict the full list from the 2020 year-end report.*

## Deputy Special Activity Report – Frontline Public Safety Solutions

Vacation Watch	2022
Number active watches	14
Number of checks performed	460

Directive Patrol	2022
Number active patrols	22
Number of checks performed	529

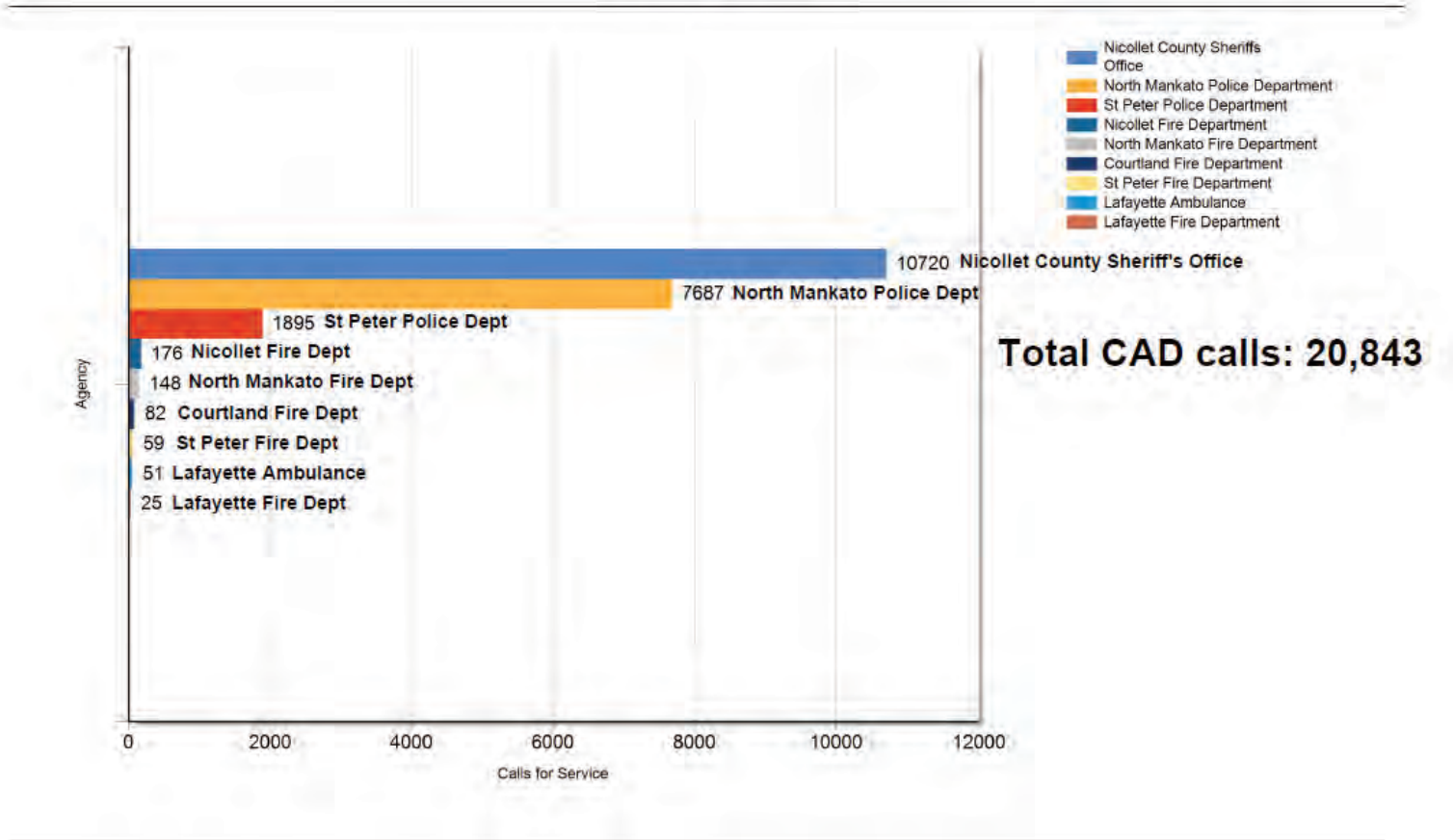
Abandoned/Stalled Vehicles	2022
Number active vehicles	29
Number of checks performed	29
Number of vehicles towed	1

CAD calls for service for all agencies dispatched by Nicollet County

CAD Calls for Service All Agencies

Start Date: 1/1/2022

End Date: 12/31/2022



## 911 Call Type – Yearly Comparisons

Call Type	2022	2021	2020
Assault	26	21	26
Burglary/Breaking & Entering	10	9	11
Court Order Violation OFP/HRO/DANCO	5	1	
Disorderly Conduct	3	1	
Disturbance	62	58	
Domestic	51	54	62
Driving Under the Influence	6	3	5
Fire	49	69	47
Medical	297	291	238
Motor Vehicle Accidents	379	324	382
Motor Vehicle Theft		4	4
Narcotics	1	2	2
Obscene/Harassing Communications	2	5	
Property Destruction/Damage/Vandalism	5	13	24
Sex Offenses	2	4	1
Sudden Death/Body Found	15	11	13
Suspicious Circumstance	160	194	
Theft/Larceny	17	26	33
Traffic Complaint	344	358	333
Weapon Law Violation	1	1	5
Welfare Check	54	55	60
<b>Totals:</b>	<b>1,489</b>	<b>1,504</b>	<b>1,494</b>

*Due to 2021 changeover to FBI's NIBRs reporting, Offense/Incident types were changed and updated. The 2020 total listed above does not include outdated or removed types and does not depict the full list from the 2020 year-end report.*

## 911 Call Location- Yearly Comparisons

<b>911 Call Location</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Blue Earth County	<b>955</b>	<b>901</b>	<b>972</b>
Brown County	<b>152</b>	<b>178</b>	<b>122</b>
Le Sueur County	<b>191</b>	<b>237</b>	<b>207</b>
Sibley County	<b>60</b>	<b>88</b>	<b>66</b>
Renville County	<b>1</b>	<b>2</b>	<b>1</b>
Other Counties/States	<b>70</b>	<b>46</b>	<b>50</b>
Unknown	<b>144</b>	<b>140</b>	<b>174</b>
Belgrade Township	<b>261</b>	<b>219</b>	<b>215</b>
North Mankato City	<b>496</b>	<b>610</b>	<b>226</b>
Bernadotte Township	<b>15</b>	<b>15</b>	<b>13</b>
Brighton Township	<b>21</b>	<b>8</b>	<b>15</b>
Courtland Township	<b>55</b>	<b>110</b>	<b>122</b>
Courtland City	<b>31</b>	<b>59</b>	<b>43</b>
Granby Township	<b>31</b>	<b>38</b>	<b>28</b>
Lafayette Township	<b>74</b>	<b>89</b>	<b>72</b>
Lafayette City	<b>30</b>	<b>55</b>	<b>51</b>
Klossner	<b>9</b>	<b>5</b>	<b>9</b>
Lake Prairie Township	<b>140</b>	<b>150</b>	<b>136</b>
New Sweden Township	<b>36</b>	<b>43</b>	<b>23</b>
Nicollet Township	<b>88</b>	<b>135</b>	<b>135</b>
Nicollet City	<b>96</b>	<b>114</b>	<b>120</b>
Oshawa Township	<b>95</b>	<b>82</b>	<b>124</b>
St. Peter City	<b>560</b>	<b>635</b>	<b>345</b>
Ridgely Township	<b>13</b>	<b>14</b>	<b>16</b>
Traverse Township	<b>83</b>	<b>55</b>	<b>65</b>
West Newton Township	<b>51</b>	<b>50</b>	<b>28</b>
St. George	<b>2</b>	<b>2</b>	
<b>Totals:</b>	<b>3,760</b>	<b>4,080</b>	<b>3,378</b>

## **Traffic Accident Locations – Current Year Totals**

<b>Call Location</b>	<b>Property</b>	<b>Personal</b>	<b>Fatal</b>	<b>Total</b>
Blue Earth County	<b>87</b>	<b>13</b>		<b>100</b>
Brown County	<b>11</b>			<b>11</b>
Le Sueur County	<b>26</b>	<b>2</b>		<b>28</b>
Sibley County	<b>2</b>	<b>2</b>		<b>4</b>
Other Counties	<b>1</b>			<b>1</b>
Unknown	<b>1</b>			<b>1</b>
Belgrade Township	<b>46</b>	<b>6</b>		<b>52</b>
North Mankato City	<b>3</b>			<b>3</b>
Bernadotte Township	<b>1</b>	<b>1</b>		<b>2</b>
Brighton Township	<b>5</b>	<b>2</b>		<b>7</b>
Courtland Township	<b>23</b>	<b>2</b>		<b>25</b>
Courtland City	<b>3</b>			<b>3</b>
Granby Township	<b>9</b>			<b>9</b>
Lafayette Township	<b>19</b>	<b>1</b>		<b>20</b>
Klossner	<b>2</b>			<b>2</b>
Lake Prairie Township	<b>20</b>	<b>7</b>		<b>27</b>
New Sweden Township	<b>8</b>	<b>3</b>		<b>11</b>
Nicollet Township	<b>16</b>	<b>1</b>		<b>17</b>
Nicollet City	<b>7</b>	<b>1</b>		<b>8</b>
Oshawa Township	<b>20</b>	<b>2</b>		<b>22</b>
St. Peter City	<b>8</b>			<b>8</b>
Ridgely Township	<b>7</b>			<b>7</b>
Traverse Township	<b>12</b>	<b>4</b>		<b>16</b>
West Newton Township	<b>13</b>	<b>2</b>		<b>15</b>
<b>Totals:</b>	<b>350</b>	<b>49</b>		<b>399</b>



## **Traffic Accidents – Yearly Comparison (within Nicollet County)**

<b>Accident Type</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Property	<b>222</b>	<b>293</b>	<b>207</b>
Injury	<b>32</b>	<b>66</b>	<b>36</b>
Fatal		<b>3</b>	<b>2</b>
<b>Totals:</b>	<b>254</b>	<b>362</b>	<b>245</b>

## **Traffic Citations -Yearly Comparisons**

<b>Offense Type</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Reckless Driving	2	1	1
Careless Driving	2	2	2
Ted Foss Law		1	
Window Tint Violation	4	5	6
Disorderly Conduct	6	3	5
Drug Paraphernalia		11	
Marijuana Violations	6	11	35
5 <sup>th</sup> Deg Assaults	1		1
Burning violations		1	
Property Damage Viol	1		
Theft	2	1	2
Underage Consume/Poss	5	18	23
Underage Drink & Drive	2		1
Pass/Lane change Viol			2
Fail to report accident		2	1
Open Bottle	4		2
Stop Sign	3	5	7
Drive After Revocation	31	51	45
Drive After Suspension	18	16	22
Drive After Cancellation	2	5	2
Speeding	167	166	118
Insurance Violations	7	9	17
Fail to Yield		3	5
Unsafe Equipment	4		2
Expired Registration	9	12	8
Overweight Vehicle			
Driver's License Viol	7	26	31
Motorcycle Violations	1		
No Child Restraint			
No Seatbelt		2	1
DWI	6	5	10

Offense Type	2022	2021	2020
ATV Violation		2	1
Text/Distracted Drive	4	6	4
No MN DL	18		
Other Violations	2	8	9
<b>Totals:</b>	<b>314</b>	<b>372</b>	<b>363</b>

### Current Year Traffic Stop Totals

Current year Traffic Stop Totals	Total Stops	Closed	Warnings	Arrests/Citations
<b>Totals</b>	<b>2,190</b>	<b>34</b>	<b>1,893</b>	<b>263</b>

**Section 2: Nicollet County Jail Numbers**

## **Inmate Population Report – Yearly Comparisons**

	2022	2021	2020
<b>Males</b>	<b>423</b>	<b>370</b>	<b>414</b>
<b>Females</b>	<b>61</b>	<b>113</b>	<b>123</b>
<b>Totals:</b>	<b>484</b>	<b>483</b>	<b>537</b>

	2022	2021	2020
<b>Average Days Confined</b>	<b>11.6</b>	<b>9.72</b>	<b>9.27</b>
<b>Average Daily Population</b>	<b>14.93</b>	<b>12.87</b>	<b>13.6</b>
<b>Total Number of Days Confined</b>	<b>5,449.22</b>	<b>4,696.17</b>	<b>4,977.59</b>
<b>Percent Usage</b>	<b>43.91%</b>	<b>37.84%</b>	<b>40%</b>

## **Prisoners Boarded Out – Expenditures – Yearly Comparisons**

Housing County	2022	2021	2020
Blue Earth County	\$11,400	\$0	\$0
<b>Totals:</b>	<b>\$11,400</b>	<b>\$0</b>	<b>\$0</b>

## Out of County Prisoner Revenue – Yearly Comparisons

	2022	2021	2020
Blue Earth County	\$76,260		
Le Sueur County	\$1,920		
State of MN	\$7,800		
Tri-County Corrections			\$180
Waseca County			\$1,560
Scott County		\$14,365	
Self Pay	\$720	\$3,240	
<b>Totals:</b>	<b>\$86,700</b>	<b>\$17,605</b>	<b>\$1,740</b>

## Huber Revenue – Yearly Comparisons

2022	2021	2020
\$19,753.22	\$2,585	\$15,720

## Booking Fee Revenue – Yearly Comparisons

2022	2021	2020
\$2,692.39	\$3,642.86	\$3,508.78

## Fingerprints Fee Revenue – Yearly Comparisons

2022	2021	2020
\$1,600	\$1,070	\$230

### **Medical Co-Pay Revenue – Yearly Comparisons**

<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>\$115.56</b>	<b>\$164.90</b>	<b>\$66.52</b>

### **Drug Screen Revenue – Yearly Comparisons**

<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>\$660</b>	<b>\$200</b>	<b>\$440</b>

### **Laundry Expenditures – Yearly Comparisons**

	<b>Pounds of Laundry</b>	<b>Cost of Laundry</b>
<b>2022</b>	<b>11,077</b>	<b>\$6,812.38</b>
<b>2021</b>	<b>9,735</b>	<b>\$5,868.14</b>
<b>2020</b>	<b>10,968</b>	<b>\$6,419.82</b>

### **Food Service Expenditures – Yearly Comparisons**

<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>\$92,327.66</b>	<b>\$92,550.29</b>	<b>\$95,872.30</b>

### **Section 3: Nicollet County Civil Process Numbers**

### **Civil Process Income – Yearly Comparisons**

<b>2022</b>	<b>2021</b>	<b>2020</b>
<b>\$29,014.50</b>	<b>\$20,650.44</b>	<b>\$20,244.56</b>

# Call Count by Call Category

For (Agent)



Creation Date: 01/18/2023 10:26:30 AM      Grouping: Agent  
 Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM      Filter Criteria:

## Summary Information

Agent	Total Calls	Call Category		Call Service (Emergency Incoming)					Outgoing (Emergency, Non-Emergency, Other)	Abandoned (Emergency)	Avg Wait (Emergency Incoming)	
		Emergency	Non-Emergency	Wire-Line	Wireless	VoIP	SMS	Unknown				
Total	36,452	9,911	26,541	0	816	8,318	634	47	96	9,879	517	00:00:03



Creation Date: 01/18/2023 10:26:30 AM

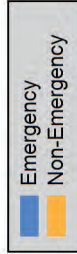
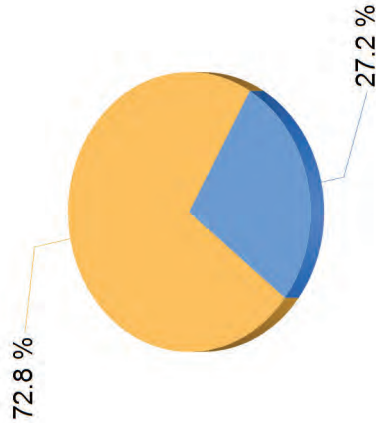
Grouping: Agent

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

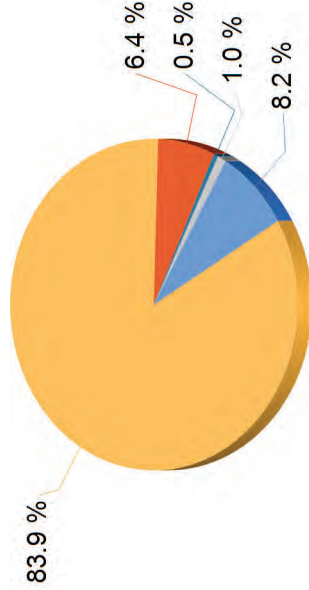
Filter Criteria:

## Detail Chart

Call Count by Call Category



Call Count by Call Service (Emergency Incoming)



Creation Date: 01/18/2023 10:26:30 AM

Grouping: Agent

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Report Description

**Report Definition:** Provides the total number of processed calls per category and type for the specified date range and filter criteria. The possible call categories are:

- Call Category:
  - Emergency – Emergency call processed on either an incoming or outgoing trunk, or an SMS conversation between a caller and an agent.
  - Non-Emergency – Non-emergency call processed either on an incoming or outgoing line, or an SMS conversation initiated by an agent.
  - Other – Internal call (within the site) processed on an intercom, and any other non-emergency or non-administrative call.
- Call Service (Emergency Incoming):
  - Wire-line – Emergency incoming call that was transmitted through a wire or cable.
  - Wireless – Emergency incoming call that was transmitted through the air using a mobile telephone.
  - VoIP (Voice over Internet Protocol) – Emergency incoming call that was transmitted over a data network using the Internet Protocol.
  - SMS (Short Message Service) – Emergency incoming call (text message) that was transmitted through the air typically using a mobile device.
  - Unknown – Emergency incoming call for which we have insufficient data to determine the call service.
- Outgoing – New call that originated from within the site. (Transfers are not included here.) The outgoing call count includes:
  - Emergency calls – Console call back from an abandoned call.
  - Non-Emergency calls – Console to external location outside of the call center.
  - Other calls – Other non-emergency or non-administrative call.
- Abandoned – Emergency call where the caller hung up before the call was answered. The abandoned call count includes:
  - Not Serviced calls – Abandoned call where the calling party's number was recorded but the system did not find any call where the agent called the caller back.
  - Released calls – Abandoned call where the system released the call prior to a callback.
  - Serviced calls – Abandoned call where the calling party's number was recorded and the system found that the agent called the caller back.
  - Unserviceable – Abandoned call where the calling party's number was not recorded or was invalid, so the agent could not call the caller back.

Also provides the wait duration, that is the number of seconds the caller waited before the emergency incoming call was answered or abandoned.

Users select the row detail or member for the call count report. Typically they may count calls for agents, consoles, trunks, and so on. The users may also choose to include up to two grouping levels. So, for example, the report could count calls received by Agents, grouped by Site and Class of Service (COS).

# Call Count by Month

For (Year)

Creation Date: 01/18/2023 10:32:40 AM

Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Detail Information

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Occurrences</b>	1	1	1	1	1	1	1	1	1	1	1	1	
<b>Call Count:</b>	3,032	2,452	2,716	2,794	3,334	3,159	3,273	3,098	2,917	3,179	3,149	3,349	36,452
<b>% of Total:</b>	8.3 %	6.7 %	7.5 %	7.7 %	9.1 %	8.7 %	9.0 %	8.5 %	8.0 %	8.7 %	8.6 %	9.2 %	100.0 %
<b>Avg / Month:</b>	3,032	2,452	2,716	2,794	3,334	3,159	3,273	3,098	2,917	3,179	3,149	3,349	3,038
<b>Call Count:</b>	3,032	2,452	2,716	2,794	3,334	3,159	3,273	3,098	2,917	3,179	3,149	3,349	36,452
<b>% of Total:</b>	8.3 %	6.7 %	7.5 %	7.7 %	9.1 %	8.7 %	9.0 %	8.5 %	8.0 %	8.7 %	8.6 %	9.2 %	100.0 %
<b>Avg / Group:</b>	3,032	2,452	2,716	2,794	3,334	3,159	3,273	3,098	2,917	3,179	3,149	3,349	3,038

# Call Count by Month

For (Year)

Creation Date: 01/18/2023 10:32:40 AM

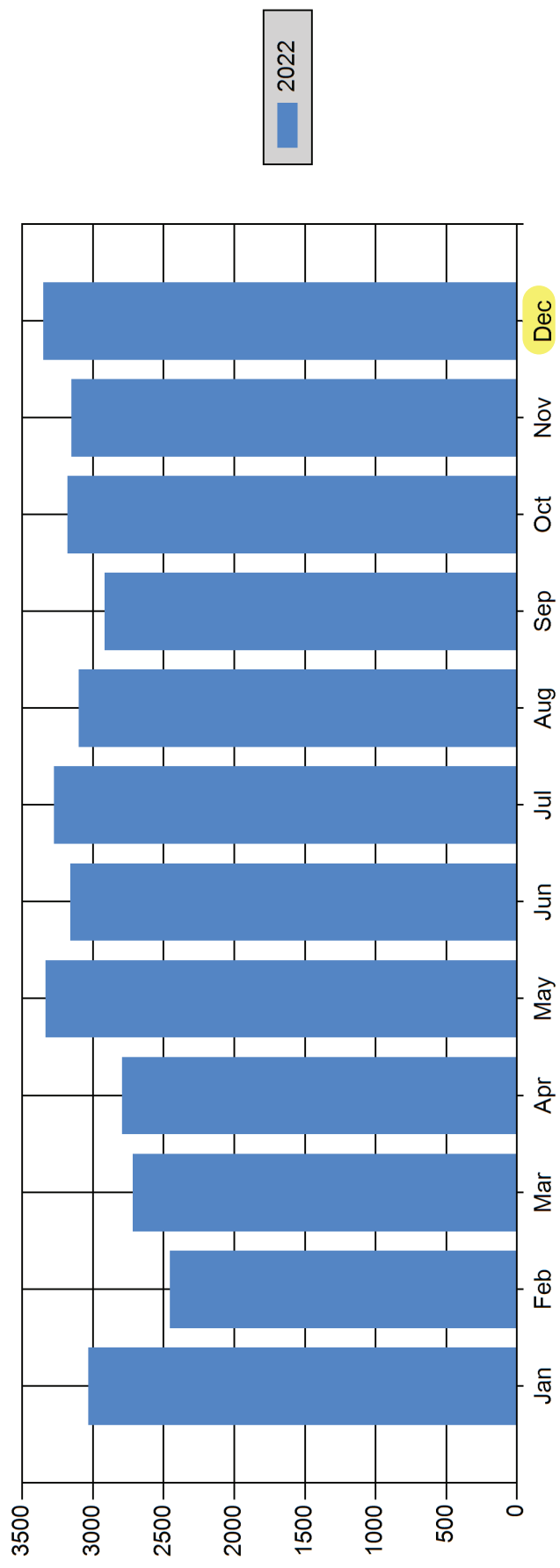
Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Detail Chart

Call Count by Year



Creation Date: 01/18/2023 10:32:40 AM

Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Report Description

**Report Definition:** Provides the total number of calls processed each month for the specified date range and filter criteria. The peak month of the year is also presented in the Summary Information section.

This report displays the call count, percentage of total, and average by month. The data element (item being counted) is calls. Users select the row detail or member for the call count report. Typically they may count calls for agents, consoles, trunks, and so on. The users may also choose to include up to two grouping levels. So, for example, the report could count calls received by Agents, grouped by Site and Class of Service (COS).

**Note:**

A grey-colored figure on the report indicates a partial count was reported for the time period (hour, day, week, and so on). *Examples: The total count was for only half the hour rather than the entire hour. The average per year was extrapolated from ¼ year's data rather than from a full year's data.*

# Call Count by Day

For (Year)

Creation Date: 01/18/2023 10:36:03 AM      Grouping: Year  
 Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM      Filter Criteria:

## Detail Information

Year	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
<b>Occurrences</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>53</b>	
<b>2022</b>								
Call Count:	3,998	5,468	5,511	5,433	5,692	5,649	4,701	36,452
% of Total:	11.0 %	15.0 %	15.1 %	14.9 %	15.6 %	15.5 %	12.9 %	100.0 %
Avg / Day:	77	105	106	104	109	109	89	100
<b>Total</b>								
Call Count:	3,998	5,468	5,511	5,433	5,692	5,649	4,701	36,452
% of Total:	11.0 %	15.0 %	15.1 %	14.9 %	15.6 %	15.5 %	12.9 %	100.0 %
Avg / Group:	77	105	106	104	109	109	89	100

# Call Count by Day

For (Year)

Creation Date: 01/18/2023 10:36:03 AM

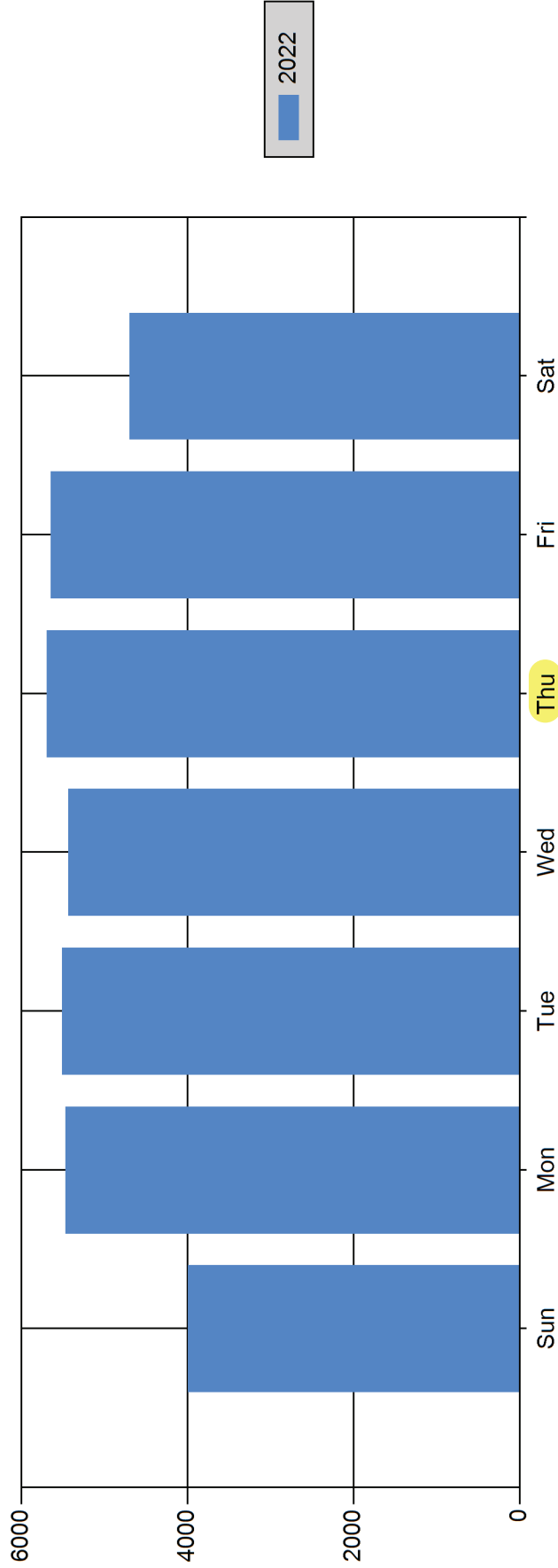
Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Detail Chart

Call Count by Year





Creation Date: 01/18/2023 10:36:03 AM

Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Report Description

**Report Definition:** Provides the total number of calls processed each day of the week for the specified date range and filter criteria. The peak day of the week is also presented in the Summary Information section.

This report displays the call count, percentage of total, and average by day of the week. The data element (item being counted) is calls. Users select the row detail or member for the call count report. Typically they may count calls for agents, consoles, trunks, and so on. The users may also choose to include up to two grouping levels. So, for example, the report could count calls received by Agents, grouped by Site and Class of Service (COS).

### Note:

A grey-colored figure on the report indicates a partial count was reported for the time period (hour, day, week, and so on). *Examples: The total count was for only half the hour rather than the entire hour. The average per year was extrapolated from ¼ year's data rather than from a full year's data.*



# Call Count by Hour

For (Year)



Creation Date: 01/18/2023 10:34:30 AM

Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Detail Information

Year	0	1	2	3	4	5	6	7	8	9	10	11	12
	Occurrences	365	365	365	365	365	365	365	365	365	365	365	365
2022	Call Count:	861	699	714	678	481	568	910	1,180	1,846	2,035	2,229	2,270
	% of Total:	2.4 %	1.9 %	2.0 %	1.9 %	1.3 %	1.6 %	2.5 %	3.2 %	5.1 %	5.6 %	6.1 %	6.2 %
	Avg / Hour:	2	2	2	2	1	2	2	3	5	6	6	6
Total	Call Count:	861	699	714	678	481	568	910	1,180	1,846	2,035	2,229	2,270
	% of Total:	2.4 %	1.9 %	2.0 %	1.9 %	1.3 %	1.6 %	2.5 %	3.2 %	5.1 %	5.6 %	6.1 %	6.2 %
	Avg / Group:	2	2	2	2	1	2	2	3	5	6	6	6

# Call Count by Hour

For (Year)

Creation Date: 01/18/2023 10:34:30 AM

Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Detail Information

Year	13	14	15	16	17	18	19	20	21	22	23	Total
	Occurrences	365	365	365	365	365	365	365	365	365	365	365
2022	Call Count:	2,238	2,355	2,323	2,231	2,008	1,978	1,533	1,291	1,197	916	36,452
	% of Total:	6.1 %	6.5 %	6.4 %	6.1 %	5.5 %	5.4 %	4.2 %	3.5 %	3.3 %	2.5 %	100.0 %
	Avg / Hour:	6	6	6	6	6	5	4	4	3	3	4
Total	Call Count:	2,238	2,355	2,323	2,231	2,008	1,978	1,533	1,291	1,197	916	36,452
	% of Total:	6.1 %	6.5 %	6.4 %	6.1 %	5.5 %	5.4 %	4.2 %	3.5 %	3.3 %	2.5 %	100.0 %
	Avg / Group:	6	6	6	6	6	5	4	4	3	3	4

# Call Count by Hour

For (Year)

Creation Date: 01/18/2023 10:34:30 AM

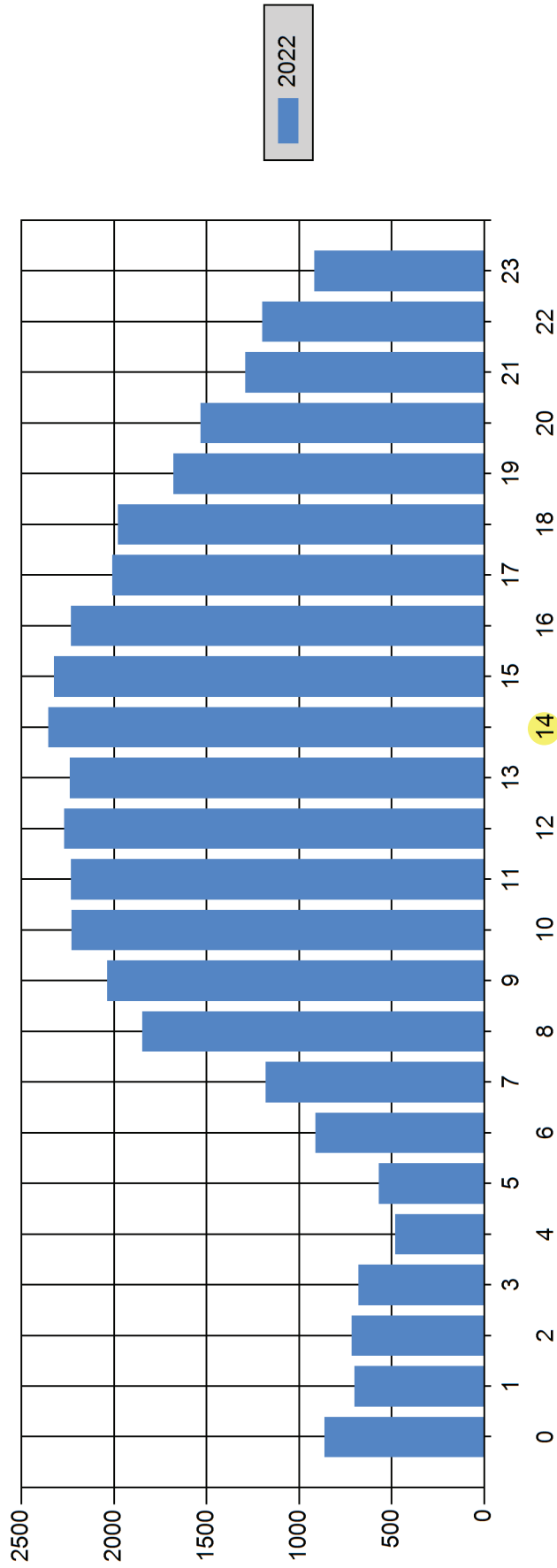
Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Detail Chart

Call Count by Year



Creation Date: 01/18/2023 10:34:30 AM

Grouping: Year

Date Range: 01/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria:

## Report Description

**Report Definition:** Provides the total number of calls processed each hour (00-01 through 23-24) for the specified date range and filter criteria. The peak hour of the reporting period is also presented in the Summary Information section.

This report displays the call count, percentage of total, and average per hour. The data element (item being counted) is calls. Users select the row detail or member for the call count report. Typically they may count calls for agents, consoles, trunks, and so on. The users may also choose to include up to two grouping levels. So, for example, the report could count calls received by Agents, grouped by Site and Class of Service (COS).

### Note:

A grey-colored figure on the report indicates a partial count was reported for the time period (hour, day, week, and so on). *Examples: The total count was for only half the hour rather than the entire hour. The average per year was extrapolated from ¼ year's data rather than from a full year's data.*

## Nicollet County Fraud Statistic yearly comparison

Case Referrals received	2022	2021	2020
<b>Totals</b>	<b>143</b>	<b>142</b>	<b>135</b>

Cases with Discrepancies	2022	2021	2020
<b>Totals</b>	<b>111</b>	<b>115</b>	<b>102</b>

Types of Fraud Found	2022	2021	2020
Unreported Income	38	33	38
Unreported Assets	5	4	2
Household Composition	13	22	16
Absent Parent	8	11	12
SNAP Trafficking/Misuse	1	0	1
Residence	19	16	14
Felony Warrant (closure of case)	5	13	8
In Custody (closure of case)	8	17	10
Other	16	25	6
<b>Totals</b>	<b>113</b>	<b>141</b>	<b>107</b>

Disqualifications	2022	2021	2020
1 year disqualification	24	19	14
2 year disqualification	3	7	6
10 year disqualification	0	0	0
Permanent disqualification	0	0	0
<b>Totals</b>	<b>27</b>	<b>26</b>	<b>20</b>

Criminal Cases referred to the Co Atty	2022	2021	2020
<b>Totals</b>	<b>5</b>	<b>3</b>	<b>3</b>

Overpayments	2022	2021	2020
<b>Totals</b>	<b>\$76,464.90</b>	<b>\$77,353.76</b>	<b>\$75,231.76</b>

Yearly case savings	2022	2021	2020
<b>Totals</b>	<b>\$217,276</b>	<b>\$238,412</b>	<b>\$231,512</b>

## **CASE SAVINGS:**

Case savings is when an investigation determines new information that was previously unknown to the agency and the new determined information changes their eligibility therefore reduces the monthly benefit amount from what the client was previously receiving.

Let's make a hypothetical example with a client that has applied for public assistance in Nicollet County. With the information the client provided to the county (earnings, household members, assets etc.), they would have been eligible for \$300 of cash or food assistance in January based off the information reported at that point by the client.

A fraud investigation was then completed due to suspected possible discrepancies on the client's case. The investigation found the client failed to report a job. The new known income is plugged into the case and the client's eligibility changed. The new known income changed the monthly benefit to \$0.00 a month because the client earned too much money for the particular program they applied for. The difference of \$300 is the case savings.

The Minnesota Department of Human Services emphasizes that the case savings is the most important statistical category. The philosophy that if prevention can take place before an ineligible application receives benefits or if benefits to ineligible recipients are terminated quickly, fewer federal, state, and county tax dollars are misspent. This philosophy has proved to ensure only eligible recipients draw benefits from the finite pool of program dollars.

The Minnesota Department of Human Services takes the total monthly case savings and multiplies it by 4. This is done as an average client will remain on public assistance an average of at least 4 months. This multiplication gives a # that is called the "total case savings," which is under estimated for reporting purposes.

## **OVERPAYMENT:**

Any actual payments provided to a client in which they should have not received due to the findings of the fraud investigation. The determination of overpayment is sent to the client to payback. The overpayment is then tracked by the Nicollet County Collections team to ensure the overpayment is paid back in full.

# 2021/2022 Towards Zero Deaths End of Year Report

Deputy Steve Hlavac





In 2021 & 2022 the Nicollet County Sheriff's Office again participated in the Toward Zero Deaths program. Two patrol sergeants, an investigator and four road deputies were eligible to participate in the program. The year began with Deputy Steve Hlavac taking the role of department coordinator over from Sergeant Thelemann.

There were seven enforcement campaigns throughout the year consisting of 3 DWI campaigns, 2 seat belt, 1 distracted driving and 1 speed enforcement.

- **End of year total numbers**

- Total hours worked: 48
- Traffic stops performed: 122
- Total warnings given: 162
- Total citations issued: 16
- Number of arrests: 0

## **Nicollet Public School Mock Crash**

On May 5, 2022, Nicollet County Sheriff's Office with the assistance of Minnesota State Patrol, St. Peter Police Department, Nicollet Fire Department, Mayo Ambulance, Mayo Air Care, South Central EMS, Mankato Mortuary, and Affordable Towing put on a "mock crash" event at the Nicollet Public School for the senior high the Thursday before their prom. The day consisted of displays, drunk goggles, a rollover simulator, talks followed up by the mock crash event. The event was well received by the students and was considered a success.





Dates: 1/1/22 thru 12/31/22

Re: Medical Examiner statistics for 2022.

Dear Sheriff Lange,

This letter will provide a summary of the medical examiner statistics for the above period.

A total of 77 deaths were reported. Of this number, 31 were accepted as medical examiner cases with the remaining 46 released with the private physician responsible for signing the death certificate. Examinations performed on the accepted medical examiner cases were as follows:

Complete autopsy with toxicology	<u>15</u>
External examination with toxicology	<u>3</u>
Death certificate signed without examination	<u>13</u>
Total cases accepted	<u>31</u>

A breakdown of all reported cases by manner included:

Natural	<u>60</u>
Accident	<u>12</u>
Suicide	<u>5</u>
Homicide	<u>0</u>
Undetermined	<u>0</u>
Pending	<u>0</u>

As of 1/27/2023 there were a total of 172 cremation approvals and 80 terminal registrations from the County.

If, after reviewing this letter, you should have any questions please don't hesitate to contact me.

Sincerely,

Kelly Mills, M.D.  
Medical Examiner



## Technologies

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Migrated Aumentum Tax from an on-premise solution to vendor hosted.
- Upgraded VMWare server systems to the latest versions.
- Migrated Laserfiche platform to new servers and upgraded all software to latest versions.
- Migrated E-mail servers from physical hardware to virtualized systems.
- Initiated an on-going recovery process for E-mail message archival.
- Upgraded servers and systems to support greater number of telecommuter and remote work requests.
- Made steps to shift from a revolving role-based support system to a priority and schedule-based system – this is ongoing.
- Installed upgraded firewall systems and integrated Sheriff's office into a current new system, eliminating legacy hardware.
- Re-evaluated all current projects to gain better understanding of the overall goals and starting points.
- Restarted several large projects, including Papercut secure print, obsolete server upgrades, Office365 migration, Board room video recording
- Implemented virtual meeting functionality in most conference rooms.
- Assisted in the HHS moving to the Lighthouse on Marshall building.



## Technologies

### 2022 Year In Review

---

- Assisted with move in operations for HHS North Mankato renovation project.
- Continued with initiative to move all staff to notebook computers with uniform docking stations and configurable desk phones at each desk. This facilitates staff being easily able to move desks with minimal involvement from technologies directly.
- Assisted with Probation taking over portions of the former GAL space in the courthouse – project ongoing to fill all the needs for the new office space.
- Following the vacancy of former Technologies Director, operated without a full-time Systems Administrator with the current Network Administrator filling both roles as he is able.
- Brought an additional, temporary remote technician on to assist with front line issue/ticket handling.
- Implemented Slack collaboration software as approved solution for hybrid communications for technologies staff.
- Moved all technologies-related meetings to virtual to better accommodate hybrid office situation.



## Technologies

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Managed 3,591 tickets with 3,517 tickets closed or completed.
- Of the 3,591 tickets, 213 were related to employment changes (onboarding, offboarding, and personnel changes) that included an additional 1,336 total subtasks.
- Approximately 60 weeks of recorded staff time was dedicated to project work.
- 217 tracked projects with 92 currently in progress



## Veterans Services (VSO)

### 2022 Year In Review

---

#### SIGNIFICANT ITEMS:

- Nathan Tish (CVSO) and Gerald Dotson (ACVSO) each obtained all necessary Continuing Education Unit (CEU) requirements in order to retain state and national CVSO accreditation.
- Gerald Dotson was elected to serve as the MACVSO District 9 alternate Representative for a one-year term through the fall of 2023.
- Pete Hagert joined our team of VSO Van Drivers. Hagert, Robert Murphy, Robert Stuewe, and David Arpin assist the office of Veterans Services by providing transportation service for area Veterans to and from the Minneapolis VA Medical Center for their scheduled appointments.
- Jessalyn Mercado provided additional support from the Nicollet County Health and Human Services element by assisting the office of Veterans Services with an ongoing project to transfer all client files to an electronic information management system. The electronic filing process, which has been ongoing for several years, is near completion at this time.





## Veterans Services (VSO)

### 2022 Year In Review

---

#### 2022 DEPARTMENT STATISTICS:

- Federal VA expenditure (GDX) report indicates approximately \$17.048 million dollars toward Nicollet County Veterans for various programs and benefits, increasing by \$1.173 million dollars (7.39%) over prior year.
- GDX Report indicates federal VA Compensation and Pension benefits increased approximately 9.64% from \$7.9 million to \$8.7 million dollars over the prior year. These Compensation and Pension benefits are monetary benefits that are directly awarded to Veterans and their surviving spouses.
- Secured \$51,973.84 in state and local financial assistance from community partners to further assist clients experiencing financial hardship situations.
- Secured \$10,000 CVSO Operational Enhancement Grant from the Minnesota Department of Veterans Affairs.
- Engaged in approximately 5,503 phone conversations; an average of 22 per business day
- Conducted approximately 714 appointments with clients pertaining to applications for benefits
- Welcomed approximately 694 unscheduled walk-in clients for benefit-related inquiries
- Provided 97 transports to Minneapolis VA Medical Center for scheduled medical appointments



# Nicollet County Board of Commissioners

## Board Meeting Agenda Item



<b>Agenda Item:</b> Non-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: 04/25/2023  Item Type: Regular Agenda <small>(Select One)</small>
Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>	
<b>BACKGROUND/JUSTIFICATION:</b> This portion of the meeting is closed for labor negotiations pursuant to Minnesota Statutes Chapter 13D.03 to discuss the Non-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	
<b>ACTION REQUESTED:</b> Approve the Non-Licensed Law Enforcement CBA for 2023-2024.	
<b>FISCAL IMPACT:</b> Included in current budget <small>(Select One)</small>  If "Other", specify:	<b>FUNDING</b> County Dollars =  State <small>(Select One)</small>
<b>FTE IMPACT:</b> No FTE change <small>(Select One)</small>  If "Increase or "Decrease," specify:  Related Financial/FTE Comments:	<b>Total:</b>



**APRIL 11, 2023**  
**OFFICIAL PROCEEDINGS OF THE**  
**NICOLLET COUNTY DRAINAGE AUTHORITY**

The Nicollet County Drainage Authority met in regular session on Tuesday, April 11, 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 Dehen and seconded by Commissioner Zins to approve the agenda. Motion carried with all voting in favor.

**Consent Agenda**

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

1. March 28, 2023 Regular Drainage Minutes
2. Consider Ditch Repair Report #23-001

Motion carried with all voting in favor.

**Public Appearances**

There were no appearances related to the regular Drainage meeting.

At 9:48, there was a short recess until the informational meeting at 10:00.

**Public Works**

***Consider CD 83 Ditch Bank/Driveway Repair Options***

At 10:00, Director Greenwood opened an informational meeting to gather landowner feedback on three options proposed by Houston Engineering to repair the erosion and destabilization occurring in the CD 83 ditch/Hippert driveway area.

Bruce Hippert spoke on behalf of his brother who owns the land where the driveway is located and stated that he was amenable to moving his driveway to another location.

Michelle Schroeder, Courtland Township, came forward to discuss concerns related to her property lines shown on Beacon and benefits for CD 81. She was invited to speak with Jaci Kopet, Property & Public Services Director, after the meeting to discuss her concerns.

Property owner Pet Nelson, Brookview Lane, came forward with concerns about his property. He is on the receiving end where the water drains and much of his hillside area is eroding. He is not part of the ditch system but came to the meeting to gain a better understanding of the proposed ditch work. At this point, Commissioner Zins asked for clarification as to whether this was a ditch improvement project, and Director Greenwood stated that this was not considered an improvement project and was more limited in scope.

Cody Reinhart, New Ulm, asked how the project cost is shared among the ditch owners. Director Kopet came forward at this time and gave an overview of how the costs and benefits are determined. He is a landowner on CD81 and paying an outlet benefit into CD83.

Jeff Glimmer, Nicollet County landowner, came forward to ask questions related to moving the driveway. He owns land upstream and is concerned about the continuing ditch erosion. Director Greenwood explained that by moving the driveway over, it will buy a significant amount of time before erosion begins to occur again. He also strongly recommended this option as it has the lowest cost for landowners on the system.

Karen Brinkman of Lafayette Township came forward to provide her recommendation that moving the driveway would be the best option. Bruce Hippert also came forward to provide final comments on behalf of his brother who owns the driveway. He stated the creek has been in its location for as long as he can remember. He believes it would likely take another hundred years before it begins causing issues to the driveway again.

Motion by Commissioner Morrow and seconded by Commissioner Kolars to approve Option #1 to relocate the Hippert driveway for a total cost of \$51,000. The motion was approved with all voting in favor on a roll call vote.

Motion by Commissioner Morrow and seconded by Commissioner Zins to authorize Director Greenwood to execute all agreements and documents necessary to move the CD 83 project forward. Motion approved with all voting in favor.

### **Adjourn**

Chair Kolars adjourned the meeting at 10:31 a.m.

---

JACK KOLARS, CHAIR  
BOARD OF COMMISSIONERS

ATTEST:

---

MANDY LANDKAMER, CLERK TO THE BOARD

# Nicollet County Drainage Authority Meeting Agenda Item



<b>Agenda Item:</b> Public Hearing - CD86A Selly Excavating Contract Acceptance		
Primary Originating Division/Dept.: Public Services  Contact: Nathan Henry                      Title: Ditch Inspector  Amount of Time Requested 30            minutes  Presenter: Chuck Brandel                      Title: ISG Engineer	Meeting Date: 04/25/2023  Item Type: Regular Agenda <small>(Select One)</small>	
Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No		
County Strategy: <small>(Select One)</small> Programs and Services - deliver value-added quality services		
<b>BACKGROUND/JUSTIFICATION:</b>  A public hearing is scheduled at 10:00 a.m. for the acceptance of the Selly Excavating Inc. contract for the improvement project to CD 86A.  Please see the attached report from ISG. It is the Engineer's recommendation to close out the Selly Excavating contract and pay the final pay application.  Chuck Brandel from ISG will be in attendance to present this item.		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Drainage Authority Action Taken on this Item: <input type="radio"/> Yes <input checked="" type="radio"/> No  If yes, when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
<b>ACTION REQUESTED:</b>  The Drainage Authority will be asked to approve or deny the acceptance of the Selly contract		
<b>FISCAL IMPACT:</b> Other <small>(Select One)</small>  If "Other", specify   <b>FTE IMPACT:</b> No FTE change <small>(Select One)</small> If "Increase or "Decrease" specify:  Related Financial/FTE Comments:	<b>FUNDING</b> Drainage Authority Dollars =  Grant <small>(Select One)</small>  <b>Total</b>	

# Contract Acceptance Bid Package 2

Nicollet County Ditch No. 86A – Pump Station



To: Nicollet County Drainage Authority  
From: Chuck Brandel, PE  
Date: March 17, 2023  
Subject: Bid Package 2 Contract Acceptance

---

Nicollet County Drainage Authority,

Nicollet County Ditch No. 86A is located within Brighton and Bernadotte Townships. The Improvement project began in 2016 with a petition to evaluate options to improve the pump station at the outlet of the system to achieve at least a 1.10 in/day drainage coefficient as well as to install a supplemental tile for Lateral 1 Main tile and improve Branch 3B tile targeting a 0.50 in/day drainage coefficient. After several meetings and two Amendments, The Final Engineer's Report (FER) was approved in October of 2018.

The project was divided into two bid packages to attract competitive bids from local contractors. Bid Package No. 1 included construction of a high-capacity pump station while Bid Package No. 2 was construction of a supplemental tile to Lateral 1 of the main. Plans and specifications were developed, and the bid packages were advertised and bid publicly in September of 2020 for Bid Package No. 1 and February of 2021 for Bid Package No. 2.

Bid Package No. 2 was awarded to Selly Excavating Inc. (Contractor) in March 2021. Construction commenced in May 2021 and lasted until August 2021. The original contract amount for the project was \$60,014.50 while the final contract amount is \$55,882.85.

It is the Engineer's opinion that the Contractor conformed to the plans and specifications in accordance with the plans and specifications. The Engineer recommends that the contract be accepted, and final payment be issued.

Please contact me with any questions or comments.

Sincerely,

A handwritten signature in black ink, reading "Chuck T. Brandel", is positioned above the printed name.

Chuck Brandel, PE  
Vice President ISG

# Contract Acceptance Bid Package 2

Nicollet County Ditch No. 86A – Pump Station



## **EXHIBIT A**

## **CONSTRUCTION PICTURES**



# Contract Acceptance Bid Package 1

Nicollet County Ditch No. 86A – Pump Station



# Contract Acceptance Bid Package 1

Nicollet County Ditch No. 86A – Pump Station



## **EXHIBIT B**

## **FINAL PAY REQUEST**



ISG	Contractor's Application for Payment No.		2 FINAL
	Application Period: 1/19/2023 - 1/19/2023	Application Date: 1/19/2023	
To Nicollet County Drainage Authority (Owner): 501 S. Minnesota Ave. St. Peter, MN 56082	From Selly Excavating, Inc. (Contractor): 525 W Derrynname St. Le Center, MN 56057	Via ISG (Engineer): Chuck Brandel 115 E Hickory St. Suite 300 Mankato, MN 56001	
Project: Nicollet County Ditch No. 86A High Capacity Stormwater Pump Station	Contract:		
Owner's Contract No.	Contractor's Project No.	Engineer's Project No.	17686.2

# Application For Payment

## Change Order Summary

### Approved Change Orders

Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$ 60,014.50
2. Net change by Change Orders.....	\$ -
3. Current Contract Price (Line 1 ± 2).....	\$ 60,014.50
4. Completed Bid Items (Column J total on Completed Items)	\$ 55,882.85
5. Completed Change Order Items (Column K total on Change Order Items)	\$ -
6. Temporary Withholdings (Column L on Temporary Withholdings)	\$ -
7. Stored Materials (Column L total on Stored Materials)	\$ -
8. TOTAL COMPLETED AND STORED TO DATE LESS TEMPORARY WITHHOLDINGS	\$ 55,882.85
9. RETAINAGE:	
a. X \$ 55,882.85 Work Completed (Line 4+5+6).....	\$ -
b. X \$ - Stored Material (Line 7).....	\$ -
c. Total Retainage (Line 5.a + Line 5.b).....	\$ -
10. AMOUNT ELIGIBLE TO DATE (Line 8 - Line 9.c).....	\$ 55,882.85
11. LESS PREVIOUS PAYMENTS (Line 10 from prior Application).....	\$ 53,088.71
12. AMOUNT DUE THIS APPLICATION.....	\$ 2,794.14
13. BALANCE TO FINISH, PLUS RETAINAGE (Column L total on Completed Items + Column M Total Change Order Items + Column L on Temporary Withholdings - Stored Materials + Line 9.c above).....	\$ -

# Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Brian Wagner

Date:

2/14/23

Payment of:

\$2,794.14

(Line 8 or other - attach explanation of the other amount)

is recommended by:

Chris T. Bell  
(Engineer)

3/15/2023

(Date)

Payment of:

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding or Financing Entity (if applicable)

(Date)

Completed Bid Items



Nicollet County Ditch No. 86A  
High Capacity Stormwater Pump Station

Nicollet County Drainage Authority

1/19/2023 Pay Request To 2 FINAL 1/19/2023

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item Number	Bid Item	Unit	Quantity	Unit Price	Total Amount	Quantity This Pay Request	Amount This Pay Request	Quantity To Date	Amount To Date	Quantity Remaining	Amount Remaining
01.7113.1000.01	MOBILIZATION	LS	1.00	\$ 4,000.00	\$ 4,000.00	0.00	\$ -	1.00	\$ 4,000.00	0.00	\$ -
31.3700.1000.07	CLASS III RIPRAP WITH GEOTEXTILE FABRIC	CY	10.00	\$ 75.00	\$ 750.00	0.00	\$ -	14.00	\$ 1,050.00	0.00	\$ -
32.9219.1103.04	SEEDING DISTURBED AREA (SEED MIX: BUFFER BLEND WITH CATEGORY 3 BLANKET)	SY	925.00	\$ 2.00	\$ 1,850.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
33.0513.1000.02	INSTALL DROP INTAKE (18-INCH)	EA	2.00	\$ 1,250.00	\$ 2,500.00	0.00	\$ -	2.00	\$ 2,500.00	0.00	\$ -
33.0513.1000.02	CAP DROP INTAKE (18-INCH)	EA	1.00	\$ 250.00	\$ 250.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
33.4510.1000.02	CONNECT EXISTING 24-INCH TILE	EA	1.00	\$ 1,200.00	\$ 1,200.00	0.00	\$ -	1.00	\$ 1,200.00	0.00	\$ -
33.4510.1000.02	CONNECT EXISTING 10-INCH TILE	EA	1.00	\$ 525.00	\$ 525.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
33.4510.1000.02	CONNECT EXISTING 8-INCH TILE	EA	3.00	\$ 450.00	\$ 1,350.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
33.4510.1000.02	CONNECT EXISTING 6-INCH TILE	EA	2.00	\$ 400.00	\$ 800.00	0.00	\$ -	2.00	\$ 800.00	0.00	\$ -
33.4510.1000.02	CONNECT EXISTING 4-INCH TILE	EA	3.00	\$ 350.00	\$ 1,050.00	0.00	\$ -	0.00	\$ -	0.00	\$ -
33.4510.1000.07	GRANULAR PIPE FOUNDATION	CY	32.00	\$ 35.00	\$ 1,120.00	0.00	\$ -	17.00	\$ 595.00	0.00	\$ -
33.4510.1000.10	TILE INVESTIGATION	HR	5.00	\$ 160.00	\$ 800.00	0.00	\$ -	3.00	\$ 480.00	0.00	\$ -
33.4510.1103.03	24-INCH AGRICULTURAL TILE	LF	1,310.00	\$ 33.45	\$ 43,819.50	0.00	\$ -	1353.00	\$ 45,257.85	0.00	\$ -
					\$ 60,014.50		\$ -		\$ 55,882.85		\$ -

# Contract Acceptance Bid Package 1

Nicollet County Ditch No. 86A – Pump Station



## **EXHIBIT C**

## **CLOSEOUT SUBMITTALS**



## Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

### Confirmation Summary

Confirmation Number:	0-324-431-968
Submitted Date and Time:	15-Feb-2023 1:13:29 PM
Legal Name:	SELLY EXCAVATING INC
Federal Employer ID:	03-0568206
User Who Submitted:	Selly Excavating
Type of Request Submitted:	Contractor Affidavit

### Affidavit Summary

Affidavit Number:	1420791808
Minnesota ID:	8150501
Project Owner:	NICOLLET COUNTY DRAINAGE AUTHORITY
Project Number:	15-17686
Project Begin Date:	03-May-2021
Project End Date:	15-Jul-2021
Project Location:	KLOSSNER, MN
Project Amount:	\$55,882.85
Subcontractors:	No Subcontractors

### Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

### Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) [withholding.tax@state.mn.us](mailto:withholding.tax@state.mn.us). Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please [print this page](#) for your records using the print or save functionality built into your browser.





AIA®

## Document G707™ – 1994

**Consent of Surety to Final Payment****PROJECT:** *(Name and address)*

Engineer's Project No. 17686 - Nicollet County Ditch  
No. 86A Tile Project, work as further outlined in  
Contractor's Bid, Nicollet County, Lafayette, Minnesota

**ARCHITECT'S PROJECT NUMBER:**OWNER ☐**CONTRACT FOR:**ARCHITECT ☐CONTRACTOR ☐**TO OWNER:** *(Name and address)*

Nicollet County Drainage Authority  
1700 Sunrise Drive  
Saint Peter, MN 56082

**CONTRACT DATED:** 2/25/2021SURETY ☐OTHER ☐

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
*(Insert name and address of Surety.)*

Granite Re, Inc.  
14001 Quailbrook Drive  
Oklahoma City, OK 73134

, SURETY,

on bond of  
*(Insert name and address of Contractor.)*

Selly Excavating, Inc.  
525 West Derrynane Street  
Le Center, MN 56057

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve  
the Surety of any of its obligations to  
*(Insert name and address of Owner.)*

Nicollet County Drainage Authority  
1700 Sunrise Drive  
Saint Peter, MN 56082

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: March 1, 2023  
*(Insert in writing the month followed by the numeric date and year.)*

Granite Re, Inc.

*(Surety)**(Signature of authorized representative)*

Troy Staples, Attorney-in-fact

*(Printed name and title)*

Attest:  
*(Seal)*

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



**GRANITE RE, INC.**  
**GENERAL POWER OF ATTORNEY**

**Know all Men by these Presents:**

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

WANDA FRANZ; TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:


To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said.

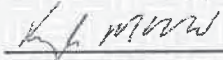
WANDA FRANZ; TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 3<sup>rd</sup> day of January, 2020.

STATE OF OKLAHOMA    )  
                                  ) SS:  
COUNTY OF OKLAHOMA )



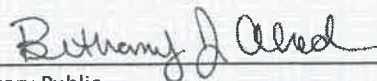
  
Kenneth D. Whittington, President

  
Kyle P. McDonald, Assistant Secretary

On this 3<sup>rd</sup> day of January, 2020, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:  
April 21, 2023  
Commission #: 11003620



  
Notary Public

**GRANITE RE, INC.**  
**Certificate**

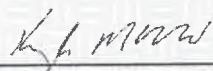
THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this

1st day of March, 2023.



  
Kyle P. McDonald, Assistant Secretary







1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner for the performance of the Construction Contract's Correction Period Obligations. The Construction Contract is incorporated herein by reference.
2. If the Contractor performs the Correction Period Obligations, the Surety and the Contractor shall have no obligation under this Warranty Bond.
3. If Owner gives written notice to Contractor and Surety during the Bond Period of Contractor's obligation under the Correction Period Obligations, and Contractor does not fulfill such obligation, then Surety shall be responsible for fulfillment of such Correction Period Obligations. Surety shall either fulfill the Correction Period Obligations itself, through its agents or contractors, or, in the alternative, Surety may waive the right to fulfill the Correction Period Obligations itself, and reimburse the Owner for all resulting costs incurred by Owner in performing Contractor's Correction Period Obligations, including but not limited to correction, removal, replacement, and repair costs.
4. The Surety's liability is limited to the amount of this Warranty Bond. Renewal or continuation of the Warranty Bond will not modify such amount, unless expressly agreed to by Surety in writing.
5. The Surety shall have no liability under this Warranty Bond for obligations of the Contractor that are unrelated to the Construction Contract. No right of action will accrue on this Warranty Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.
6. Any proceeding, legal or equitable, under this Warranty Bond may be instituted in any court of competent jurisdiction in the location in which the Work or part of the Work is located and must be instituted within two years after the Surety refuses or fails to perform its obligations under this Warranty Bond.
7. Written notice to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown in this Warranty Bond.
8. Definitions
  - 8.1. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page of this Warranty Bond, including all Contract Documents and changes made to the agreement and the Contract Documents.
  - 8.2. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.
  - 8.3. *Correction Period Obligations*—The duties, responsibilities, commitments, and obligations of the Contractor with respect to correction or replacement of defective Work, as set forth in the Construction Contract's Correction Period clause, EJCDC®C-700, Standard General Conditions of the Construction Contract (2018), Paragraph 15.08, as duly modified.
  - 8.4. *Substantial Completion*—As defined in the Construction Contract.
  - 8.5. *Work*—As defined in the Construction Contract.
9. Modifications to this Bond are as follows:

None

**GRANITE RE, INC.**  
**GENERAL POWER OF ATTORNEY**

**Know all Men by these Presents:**

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

WANDA FRANZ; TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

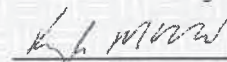
WANDA FRANZ; TOM LAHL; TOM KEMP; LISA M. FRANCOUR; JENNIFER BOYLES; ZACHARY PATE; TROY STAPLES; NICHOLAS HOCHBAN may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 3<sup>rd</sup> day of January, 2020.

STATE OF OKLAHOMA     )  
                                      ) SS:  
COUNTY OF OKLAHOMA    )



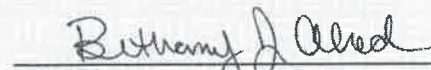
  
Kenneth D. Whittington, President

  
Kyle P. McDonald, Assistant Secretary

On this 3<sup>rd</sup> day of January, 2020, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:  
April 21, 2023  
Commission #: 11003620



  
Notary Public

**GRANITE RE, INC.**  
**Certificate**

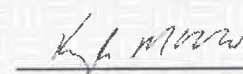
THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this

1st day of March, 2023.



  
Kyle P. McDonald, Assistant Secretary

# Contract Acceptance Bid Package 1

Nicollet County Ditch No. 86A – Pump Station



## **EXHIBIT D**

## **AS-BUILT**



# NICOLLET COUNTY COUNTY DITCH No. 86A

BRIGHTON TWP, MINNESOTA

## AS-BUILT PLANS FOR TILE PROJECT

ISG PROJECT # 15-17686

ISG



NOTE:  
THE CLARITY OF THESE PLANS DEPEND  
UPON COLOR COPIES. IF THIS TEXT DOES  
NOT APPEAR IN COLOR, THIS IS NOT AN  
ORIGINAL PLAN SET AND MAY RESULT IN  
MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR  
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: 01/10/2022 I.C. NO.: 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC.  
AND MAY NOT BE USED, COPIED OR DUPLICATED  
WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

NICOLLET COUNTY

COUNTY DITCH No.  
86A

BRIGHTON TWP MINNESOTA

**AS-BUILT**  
01/10/22

PROJECT NO. 15-17686

CAD FILE NAME 17686 TITLE & WATERSHED MAPS

DRAWN BY TJS

DESIGNED BY JRR

REVIEWED BY CJB

ORIGINAL ISSUE DATE 08/21/2020

CLIENT PROJECT NO.

TITLE

**TITLE**

SHEET

**1**

OF 7

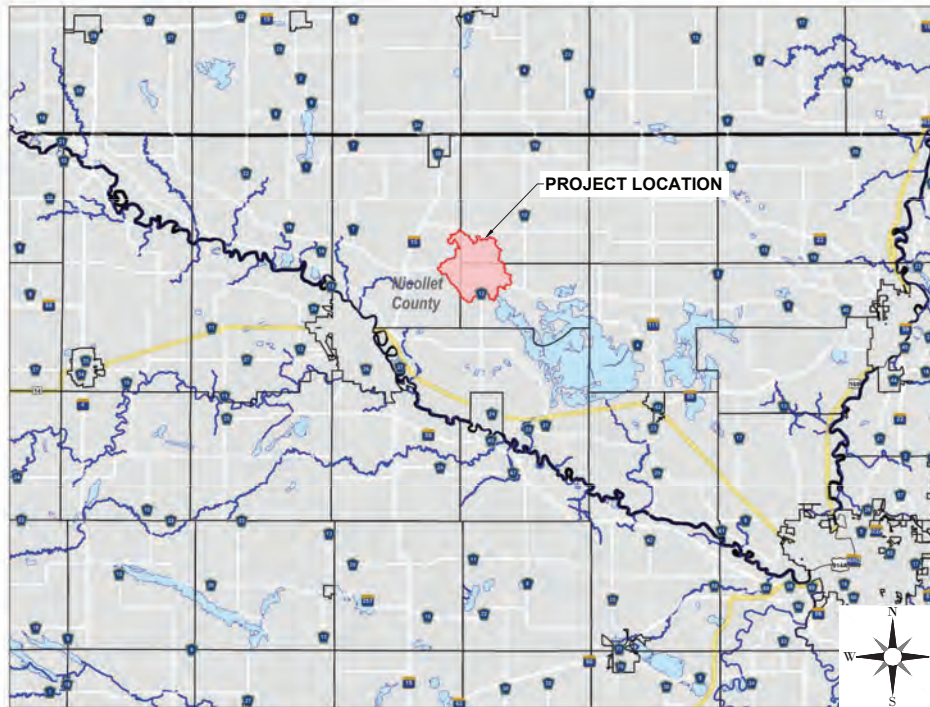
### LEGEND

#### EXISTING

- WATERSHED BOUNDARY
- CITY LIMITS
- SECTION LINE
- QUARTER SECTION LINE
- RIGHT OF WAY LINE
- PROPERTY / LOTLINE
- EASEMENT LINE
- ACCESS CONTROL
- WATER EDGE
- WETLAND BOUNDARY
- FENCE LINE
- EXISTING OPEN DITCH
- CULVERT
- DITCH TILE
- PRIVATE TILE
- WATER
- GAS
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- UNDERGROUND TV
- OVERHEAD UTILITY
- UNDERGROUND UTILITY
- UNDERGROUND FIBER OPTIC
- CONTOUR (MAJOR)
- CONTOUR (MINOR)
- DECIDUOUS TREE
- CONIFEROUS TREE
- TREE LINE
- DROP INTAKE
- HYDRANT
- POWER POLE

#### PROPOSED

- EASEMENT
- PROPOSED OPEN DITCH
- OPEN DITCH REPAIR
- CULVERT (RCP)
- CULVERT (CMP)
- TILE
- TILE (PIPE WIDTH)
- WATER
- GAS
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND TV
- CONTOUR (MAJOR)
- CONTOUR (MINOR)
- DROP INTAKE
- SLOUGH REPAIR
- SPOIL PLACEMENT
- TREE CLEARING
- REMOVE TREE
- BUFFER



LOCATION MAP

### SHEET INDEX

- 1 TITLE
- 2 NOTES & QUANTITIES
- 3-4 DETAILS
- 5 WATERSHED MAP
- 6 BID PACKAGE #2- PROJECT LOCATION
- 7 PLAN & PROFILE LATERAL 15- MAIN

#### GIS DISCLAIMER:

INFORMATION FOR THE BOUNDARY / LOT LINES, AND UNDERGROUND UTILITIES SHOWN WAS DERIVED FROM DIGITAL DATABASES AND IS FOR INFORMATIONAL PURPOSES ONLY. DATA MAY NOT HAVE BEEN PREPARED FOR, OR BE SUITABLE FOR LEGAL, ENGINEERING, OR SURVEYING PURPOSES.

### PROJECT GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS AND CLARIFICATIONS ISSUED BY THE ARCHITECT/ENGINEER.
2. CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR IN COMPLETE SETS IN ORDER TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK.
3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
4. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
5. DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILING REQUIRED THROUGHOUT THE WORK. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN, WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
6. ALL MANUFACTURED ARTICLES, MATERIALS AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED AND CONDITIONED ACCORDING TO MANUFACTURERS' INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURERS' INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
7. ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
8. THE LOCATION AND TYPE OF ALL INPLACE UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & S GROUP, INC. (ISG). NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS AND ELEVATIONS OF ALL INPLACE UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
9. THE CONTRACTOR IS TO CONTACT "GOPHER STATE ONE CALL" FOR UTILITY LOCATIONS. MINIMUM 3 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (1-800-252-1166).

### PROJECT INDEX:

OWNER:  
NICOLLET COUNTY DRAINAGE AUTHORITY  
501 S. MINNESOTA AVE.  
ST. PETER, MN 56082  
PH: 507-934-7806

PROJECT:  
SECTIONS 25 & 36  
LAFAYETTE TWP  
SECTIONS 29, 30, 31, 32, & 33  
BURNADOTTE TWP  
SECTIONS 1, 2, & 12  
LAFAYETTE SOUTH TWP  
SECTIONS 4, 5, 6, 7, 8, & 9  
BRIGHTON TWP

MANAGING OFFICE:  
ISG  
MANKATO OFFICE  
115 E HICKORY STREET  
SUITE 300  
MANKATO, MN 56001  
PHONE: 507.387.6651  
FAX: 507.387.3583  
PROJECT MANAGER: CHUCK BRANDEL  
EMAIL: CHUCK.BRANDEL@ISGNC.COM

#### SPECIFICATIONS REFERENCE

ALL CONSTRUCTION SHALL COMPLY WITH NICOLLET COUNTY REQUIREMENTS AND MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2016 EDITION, AND THE STANDARD SPECIFICATIONS FOR SANITARY SEWER, STORM DRAIN AND WATERMAIN AS PROPOSED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA 2013, UNLESS DIRECTED OTHERWISE.

#### PROJECT DATUM

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD83), 1995 ADJUSTMENT (NAD83/1995) ON THE NICOLLET COUNTY COORDINATE SYSTEM IN U.S. SURVEY FEET.  
ELEVATIONS HAVE BEEN REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).  
RTM GPS METHODS WERE USED TO ESTABLISH HORIZONTAL AND VERTICAL COORDINATES FOR THIS PROJECT.

**B.M. ELEVATION=941.30**  
0.8 MILES NORTHWEST OF COURTLAND,  
0.7 MILES WEST ALONG HIGHWAY 14 & CR 25,  
MNDOT CONTROL DISK 5202 R

#### TOPOGRAPHIC SURVEY

THIS PROJECT'S TOPOGRAPHIC SURVEY CONISTS OF DATA COLLECTED ON APRIL / 2016 BY ISG.

GENERAL PROJECT NOTES:

1. DURING CONSTRUCTION, CONTRACTOR MAINTAINED A DRAINAGE OUTLET FOR THE ENTIRE CD 86A PROJECT AREA.
2. ALL PIPE DIMENSIONS REFERENCED IN THE PLANS REFER TO THE INSIDE DIAMETER.
3. ALL ROAD SIGNAGE, COORDINATION, AND TRAFFIC CONTROL SIGNAGE WERE INCIDENTAL TO ROAD RESTORATIONS.
4. ALL DEWATERING FOR THE PROJECT WAS INCIDENTAL.
5. PRODUCT MATERIAL WAS AS SPECIFIED IN THE PLANS. IF NO SPECIFIC MATERIAL WAS CALLED OUT, MATERIAL SHALL CONFORM TO THE APPROVED PRODUCT LIST IN THE SPECIFICATIONS.
6. ALL EFFORTS WERE MADE DURING CONSTRUCTION TO SEPARATE SOIL TYPES. BACKFILL SHALL BE COMPACTED PRIOR TO PLACEMENT OF TOPSOIL, EXCEPT THE TOP TWO (2) FEET, FOR WHICH COMPACTION SHALL BE MINIMIZED TO THE EXTENT POSSIBLE. TOPSOIL WAS PLACED TO A MINIMUM DEPTH OF 18" OR UNIFORM TO THE TOPSOIL DEPTH OF THE SURROUNDING AREA. EXCAVATED SPOILS WAS SPREAD EVENLY IN CONSTRUCTION AREA AS TO NOT IMPEDE DRAINAGE. ALL EFFORTS WAS MADE TO KEEP TOPSOIL ON TOP AND SEPARATED. NO TOPSOIL WAS PLACED IN THE TRENCH BELOW 2' FROM EXISTING GROUND UNLESS APPROVED BY THE ENGINEER.
7. ALL SPOIL, LEVELING, GRADING, AND RESTORATION OF DISTURBED AREAS WAS IN ACCORDANCE TO THE CONTRACT DOCUMENTS AND SHALL BE INCIDENTAL TO THE WORK.
8. HEAVY VEGETATIVE CLEARING WITH TREE REMOVAL SHALL ONLY BE COMPLETED AS NECESSARY FOR SAFE CONSTRUCTION PRACTICES AND WITHIN THE ALLOWED CONSTRUCTION EASEMENT. TREE REMOVAL SHALL BE PAID FOR BY THE ACRE UNDER THE HEAVY VEGETATIVE CLEARING WITH TREE REMOVAL BID ITEM UNLESS THE INDIVIDUAL TREE IS CALLED OUT AS "REMOVE TREE."
9. TREES CALLED OUT AS "REMOVE TREE" SHALL BE PAID FOR BY EACH UNDER THE REMOVE TREE BID ITEM.
10. ALL UTILITIES SHOWN ON THE PLAN ARE APPROXIMATE. LOCATION, SIZE, AND ELEVATIONS ARE TO BE VERIFIED AS PART OF TILE INVESTIGATION, IN COORDINATION WITH THE UTILITY OWNER.
11. AGGREGATE SURFACE IS INCIDENTAL TO CROSSING OR ROAD RESTORATION.
12. RIPRAP QUANTITIES ARE ESTIMATED. ADDITIONAL QUANTITY MAY BE REQUIRED BY ENGINEER. ALL RIPRAP QUANTITIES WAS PAID BY CY INSTALLED.

GENERAL TILE INSTALLATION NOTES:

1. UNLESS OTHERWISE NOTED, CONTRACTOR SHALL LIMIT CONSTRUCTION ACTIVITY TO WITHIN A 100-FOOT WIDE SWATH ALONG PROPOSED TILE ALIGNMENTS FOR 24" TILE OR LESS, AND A 150-FOOT SWATH ALONG PROPOSED TILE ALIGNMENTS FOR TILES LARGER THAN 24". THE SWATH NEED NOT BE CENTERED ON THE PROPOSED TILE ALIGNMENT. ALL ACCESS ROADS SHOULD FOLLOW THE PROPOSED ALIGNMENTS. THE SWATH SHALL NOT DISTURB ANY NON-AGRICULTURAL PRIVATE PROPERTY, DISTURBANCE THROUGH ROAD CROSSINGS, ROAD DITCHES, AND GRASS BUFFERS SHALL BE LIMITED TO THE WIDTH OF A TRENCH NECESSARY FOR SAFE CONSTRUCTION PRACTICES, AND MUST BE RE-SEEDDED WHERE NEEDED.
2. MISCELLANEOUS TREE CLEARING SHALL BE INCIDENTAL TO TILE INSTALLATION, UNLESS SPECIFIED IN THE PLANS.
3. ALL PIPE BEDDING AND ENCASEMENT IS INCIDENTAL TO STANDARD TILE INSTALLATION. REFER TO SPECIFICATIONS FOR DEFINITIONS. FOUNDATION MATERIAL SHALL BE USED IF UNSUITABLE OR UNSTABLE SOILS ARE PRESENT. THE USE OF FOUNDATION MATERIAL SHALL BE APPROVED BY THE ENGINEER BEFORE PLACEMENT.
4. ALL GRANULAR BEDDING AND ENCASEMENT MATERIAL SHALL BE 3/4" CLEAN CRUSHED ROCK AND SHALL BE INCIDENTAL TO TILE INSTALLATION. A GRADATION SHALL BE APPROVED BY THE ENGINEER BEFORE CONSTRUCTION STARTS.
5. IF REPAIRS TO THE INSTALLED PIPE ARE FOUND TO BE NECESSARY, FROM INITIAL TELEVISION, CONTRACTOR SHALL COMPLETE THE REPAIR BEFORE ANY ADDITIONAL TILE IS PAID FOR.
6. UNLESS OTHERWISE NOTED, ALL HDPE BENDS AND FITTINGS SHALL BE INCIDENTAL TO THE TILE PAY ITEMS, MUST BE BANDED, WRAPPED IN FABRIC, AND SURROUNDED WITH CRUSHED ROCK.
7. ALL TILE ENDS MUST BE CAPPED TO NOT TAKE SEDIMENT UNLESS ANOTHER TILE (PRIVATE OR PUBLIC) IS CONNECTED INTO THE PROPOSED TILE. CAPPING SHALL BE INCIDENTAL TO TILE INSTALLATION.
8. ALL BENDS MUST BE CONSTRUCTED AS PRE-FABRICATED BENDS. ANY BENDS LARGER THAN 45° MUST BE CONSTRUCTED WITH MULTIPLE BENDS WITH AT LEAST 10 FEET IN BETWEEN EACH BEND.
9. UNLESS SPECIFICALLY NOTED, HDPE AND RCP WILL BE THE ONLY ACCEPTABLE MATERIALS FOR ALL PROPOSED BURIED TILE. REFER TO SPECIFICATIONS FOR PROPER INSTALLATION REQUIREMENTS.
10. VERIFY EXISTING TILE LOCATIONS AND ELEVATIONS PRIOR TO CONSTRUCTION. PAID FOR AS TILE INVESTIGATION, ANY ALIGNMENT CHANGES MADE DUE TO TILE INVESTIGATION SHALL BE APPROVED BY THE ENGINEER DURING CONSTRUCTION. ALL EFFORTS WILL BE MADE TO UTILIZE THE SAME FITTINGS AS DESIGNED AND CONTRACTOR SHALL BE COMPENSATED FOR ADDITIONAL BENDS AND FITTINGS, IF NEEDED.
11. DROP INTAKES WILL BE PAID FOR BY EACH AND NO ADDITIONAL COMPENSATION WILL BE MADE FOR IN-FIELD ELEVATIONS THAT VARY FROM THE PLANS. MINOR SHAPING AROUND DROP INTAKES AND CULVERT INLETS SHALL BE INCIDENTAL TO THEIR RESPECTIVE PAY ITEMS.
12. DROP INTAKES THAT ARE NOT INTENDED TO TAKE SURFACE FLOW MAY BE CAPPED, AS DETERMINED BY THE ENGINEER. INTAKES MAY BE CUT DOWN AND BURIED AFTER FINAL TELEVISION, PER LANDOWNER REQUEST, AND WILL BE PAID FOR AS "CAP DROP INTAKE".
13. DROP INTAKES THAT ARE DESIGNED TO BE ON PROPERTY LINES SHALL BE ADJUSTED IN THE FIELD TO MATCH ACTUAL LOCATION OF PROPERTY LINE.
14. AT CROSSINGS OF EXISTING TILE, ONLY THE UPSTREAM SIDE NEED BE CONNECTED, UNLESS OTHERWISE DEEMED NECESSARY. EACH CROSSING WILL BE PAID FOR AS ONE CONNECTION. ALL BENDS, TEES, CONNECTING TILE, AND OTHER FITTINGS NECESSARY FOR CONNECTION SHALL BE INCIDENTAL TO CONNECTION BID ITEM.
15. ALL TILE CONNECTIONS MUST BE CONNECTED ON THE SIDE OF THE RECEIVING PIPE. TILE CONNECTIONS CANNOT BE MADE COMPLETELY VERTICAL TO PIPE.
16. EXISTING BRANCH CONNECTIONS SHALL BE CONSTRUCTED ONE SIZE LARGER THAN THE EXISTING SIZE, UNLESS OTHERWISE SPECIFIED, WITH DUAL WALL HDPE AND APPROPRIATE FITTINGS. (SINGLE WALL PE TILE WILL NOT BE ALLOWED)
17. ALL PRIVATE TILE CONNECTIONS SHALL BE CONSTRUCTED WITH INSERT-A-TEE CONNECTIONS OR APPROVED EQUAL, WHERE POSSIBLE. CONNECTING TILE SHALL MATCH EXISTING SIZE AND SLOPE. (PE TILE WILL BE ALLOWED FOR PRIVATE TILE CONNECTIONS ONLY)

TOTAL AS-BUILT QUANTITIES			
Item Code	Item	Unit	Installed Quantity
01.7113.1000.01	MOBILIZATION	LS	1
31.3700.1000.07	CLASS III RIPRAP WITH GEOTEXTILE FABRIC	CY	14
32.9219.1103.04	SEEDING DISTURBED AREA (SEED MIX: BUFFER BLEND WITH CATEGORY 3 BLANKET)	SY	792
33.0513.1000.02	INSTALL DROP INTAKE (18-INCH)	EA	2
33.0513.1000.02	CAP DROP INTAKE (18-INCH)	EA	0
33.4510.1000.02	CONNECT EXISTING 24-INCH TILE	EA	1
33.4510.1000.02	CONNECT EXISTING 8-INCH TILE	EA	0
33.4510.1000.02	CONNECT EXISTING 6-INCH TILE	EA	2
33.4510.1000.02	CONNECT EXISTING 4-INCH TILE	EA	0
33.4510.1000.07	GRANULAR PIPE FOUNDATION	CY	17
33.4510.1000.10	TILE INVESTIGATION	HR	3
33.4510.1103.03	24-INCH AGRICULTURAL TILE	LF	1353



NOTE:  
THE CLARITY OF THESE PLANS DEPEND  
UPON COLOR COPIES. IF THIS TEXT DOES  
NOT APPEAR IN COLOR, THIS IS NOT AN  
ORIGINAL PLAN SET AND MAY RESULT IN  
MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR  
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: 01/10/2022 I.C. NO. 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC.  
AND MAY NOT BE USED, COPIED OR DUPLICATED  
WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

NICOLLET COUNTY

COUNTY DITCH  
No. 86A

BRIGHTON TWP MINNESOTA

AS-BUILT  
01/10/22

PROJECT NO. 15-17686  
CAD FILE NAME 17686 NOTES, CITY'S DETAILS  
DRAWN BY TJS  
DESIGNED BY JRR  
REVIEWED BY CJB  
ORIGINAL ISSUE DATE 08/21/2020  
CLIENT PROJECT NO. -

TITLE

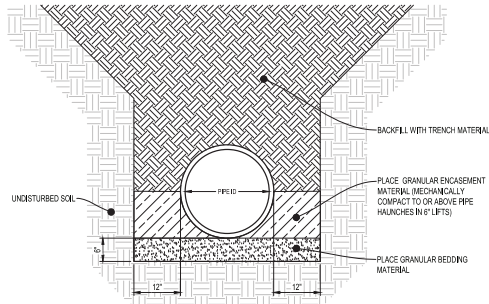
NOTES &  
QUANTITIES

SHEET

2

OF 7

ISG

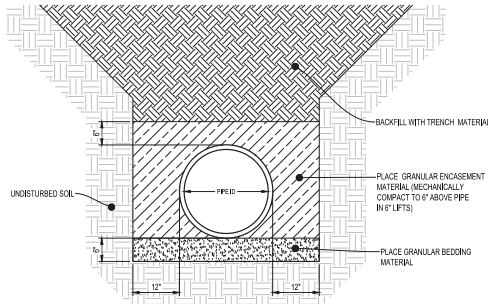


**NOTE:**

GRANULAR BEDDING, GRANULAR ENCASEMENT, AND BACKFILL SHALL BE INCIDENTAL TO CONSTRUCTION.

**RCP FLAT BOTTOM  
TRENCH BEDDING**

NTS AG100

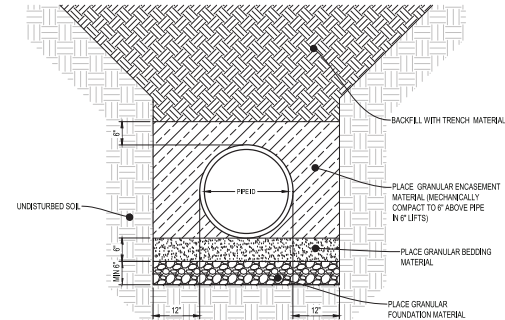


**NOTE:**

GRANULAR BEDDING, GRANULAR ENCASEMENT, AND BACKFILL SHALL BE INCIDENTAL TO CONSTRUCTION.

**HDPE FLAT BOTTOM  
TRENCH BEDDING**

NTS AG105



**NOTES:**

GRANULAR BEDDING, GRANULAR ENCASEMENT, AND BACKFILL SHALL BE INCIDENTAL TO CONSTRUCTION.  
GRANULAR FOUNDATION BELOW THE PIPE PAD FOR BY CUBIC YARD ONLY WHERE NEEDED AND APPROVED BY ENGINEER.

**HDPE FLAT BOTTOM TRENCH  
WITH GRANULAR FOUNDATION**

NTS AG110

**NOTE:**  
THE CLARITY OF THESE PLANS DEPEND UPON COLOR COPIES. IF THIS TEXT DOES NOT APPEAR IN COLOR, THIS IS NOT AN ORIGINAL PLAN SET AND MAY RESULT IN MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: 01/10/2022 I.C. NO. 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC. AND MAY NOT BE USED, COPIED OR DUPLICATED WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

**NICOLLET COUNTY**

**COUNTY DITCH  
No. 86A**

BRIGHTON TWP MINNESOTA

**AS-BUILT  
01/10/22**

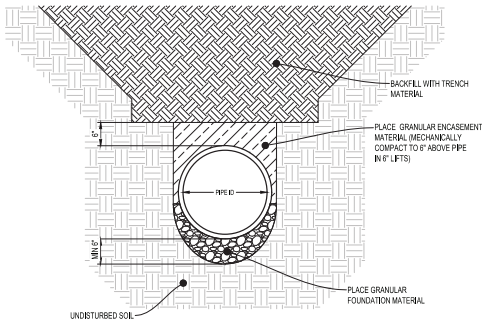
PROJECT NO. 15-17686  
CAD FILE NAME 17686 NOTES, CITY'S DETAILS  
DRAWN BY TJS  
DESIGNED BY JRR  
REVIEWED BY CJB  
ORIGINAL ISSUE DATE 08/21/2020  
CLIENT PROJECT NO. -

TITLE

**DETAILS**

SHEET

**3** OF 7

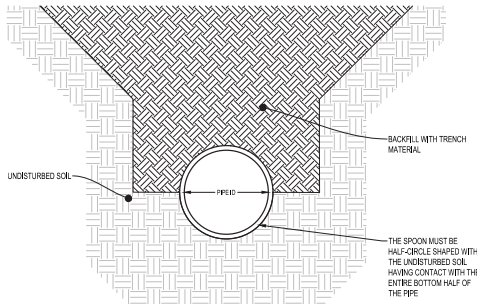


**NOTES:**

BACKFILL SHALL BE INCIDENTAL TO CONSTRUCTION.  
GRANULAR FOUNDATION BELOW THE PIPE PAD FOR BY CUBIC YARD ONLY WHERE NEEDED AND APPROVED BY ENGINEER.

**SPOON TRENCH  
WITH GRANULAR FOUNDATION**

NTS AG115

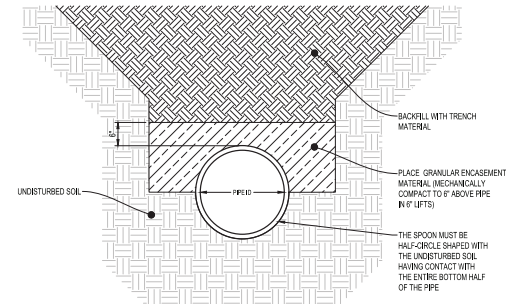


**NOTES:**

BACKFILL SHALL BE INCIDENTAL TO CONSTRUCTION.  
SPOON DIMENSIONS SHALL COMPLY WITH PIPE MANUFACTURER SPECIFICATIONS.

**RCP SPOON  
TRENCH BEDDING**

NTS AG120



**NOTES:**

GRANULAR ENCASEMENT AND BACKFILL SHALL BE INCIDENTAL TO CONSTRUCTION.  
SPOON DIMENSIONS SHALL COMPLY WITH PIPE MANUFACTURER SPECIFICATIONS.

**HDPE SPOON  
TRENCH BEDDING**

NTS AG125

**\*\*METHOD USED DURING CONSTRUCTION\*\***

ISG

NOTE:  
THE CLARITY OF THESE PLANS DEPEND  
UPON COLOR COPIES. IF THIS TEXT DOES  
NOT APPEAR IN COLOR, THIS IS NOT AN  
ORIGINAL PLAN SET AND MAY RESULT IN  
MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR  
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: 01/10/2022 I.C. NO. 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC.  
AND MAY NOT BE USED, COPIED OR DUPLICATED  
WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

NICOLLET COUNTY

COUNTY DITCH  
No. 86A

BRIGHTON TWP MINNESOTA

**AS-BUILT**  
**01/10/22**

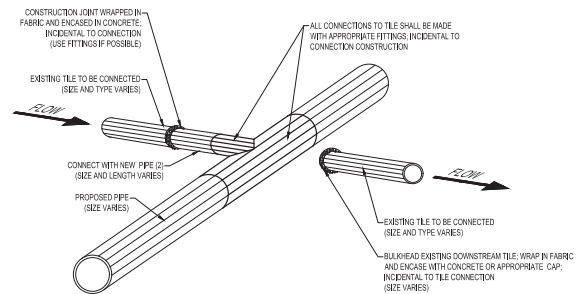
PROJECT NO. 15-17686  
CAD FILE NAME 17686 NOTES, CITY'S DETAILS  
DRAWN BY TLS  
DESIGNED BY JRR  
REVIEWED BY CJB  
ORIGINAL ISSUE DATE 08/21/2020  
CLIENT PROJECT NO.

TITLE

**DETAILS**

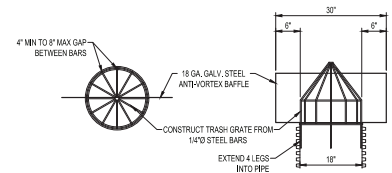
SHEET

**4** OF 7



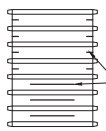
**NOTES:**  
ALL TILE CONNECTIONS SHALL BE CONSTRUCTED WITH APPROPRIATE FITTINGS  
(INCIDENTAL TO CONNECTION).  
ALL TILE CONNECTIONS SHALL NOT BE INSTALLED COMPLETELY VERTICAL FROM  
TOP OF PIPE.

**CONNECT TO EXISTING TILE**  
NTS AG200

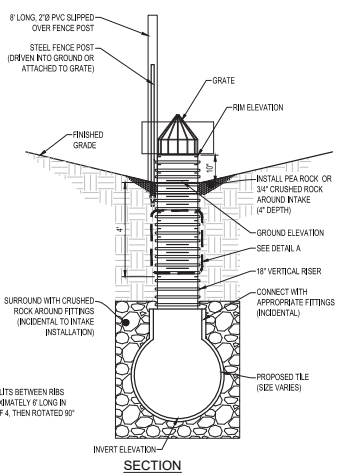


**SURFACE INLET GRATE**  
(INCIDENTAL)

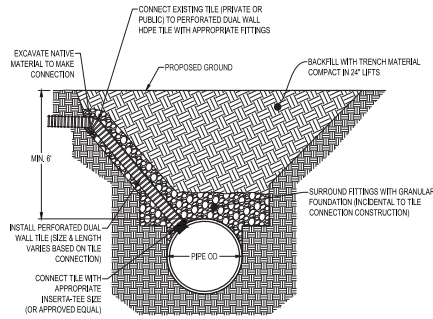
**NOTES:**  
ALL APPROPRIATE FITTINGS ARE INCIDENTAL TO INTAKE  
CONSTRUCTION.  
ALL INTAKES SHALL BE CONNECTED TO SUBSURFACE TILE BY  
MEANS OF APPROPRIATE ELBOWS, TEES, OR CONNECTED BY  
APPROPRIATE FITTINGS.  
ALL VERTICAL RISERS SHALL BE WRAPPED WITH HMDOT TYPE  
1 GEOTEXTILE FABRIC (INCIDENTAL TO EACH INTAKE).  
VERTICAL RISERS MAY BE CUT DOWN AND BURIED AT 3'  
BELOW GRADE AFTER FINAL TELEVISION (PER LANDOWNER  
REQUEST). (SHALL BE PAID FOR AS 'CAP DROP INTAKE').  
INTAKE CAPS SHALL BE SUBSTITUTED FOR TRASH GRATES IN  
AREAS THAT WILL NOT TAKE SURFACE FLOW, AS APPROVED  
BY THE ENGINEER.



**DETAIL A**



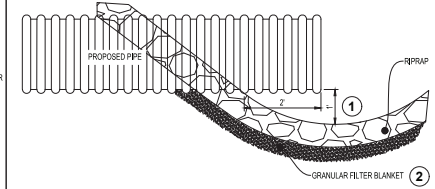
**DROP INTAKE**  
NTS AG320



**NOTES:**  
TILE LENGTH SHALL BE INCIDENTAL TO TILE CONNECTION.  
INSERTA-TEE (OR APPROVED EQUAL) SHALL BE INCIDENTAL TO TILE CONNECTION.

**DEEP TILE CONNECTION DETAIL**  
NTS AG240

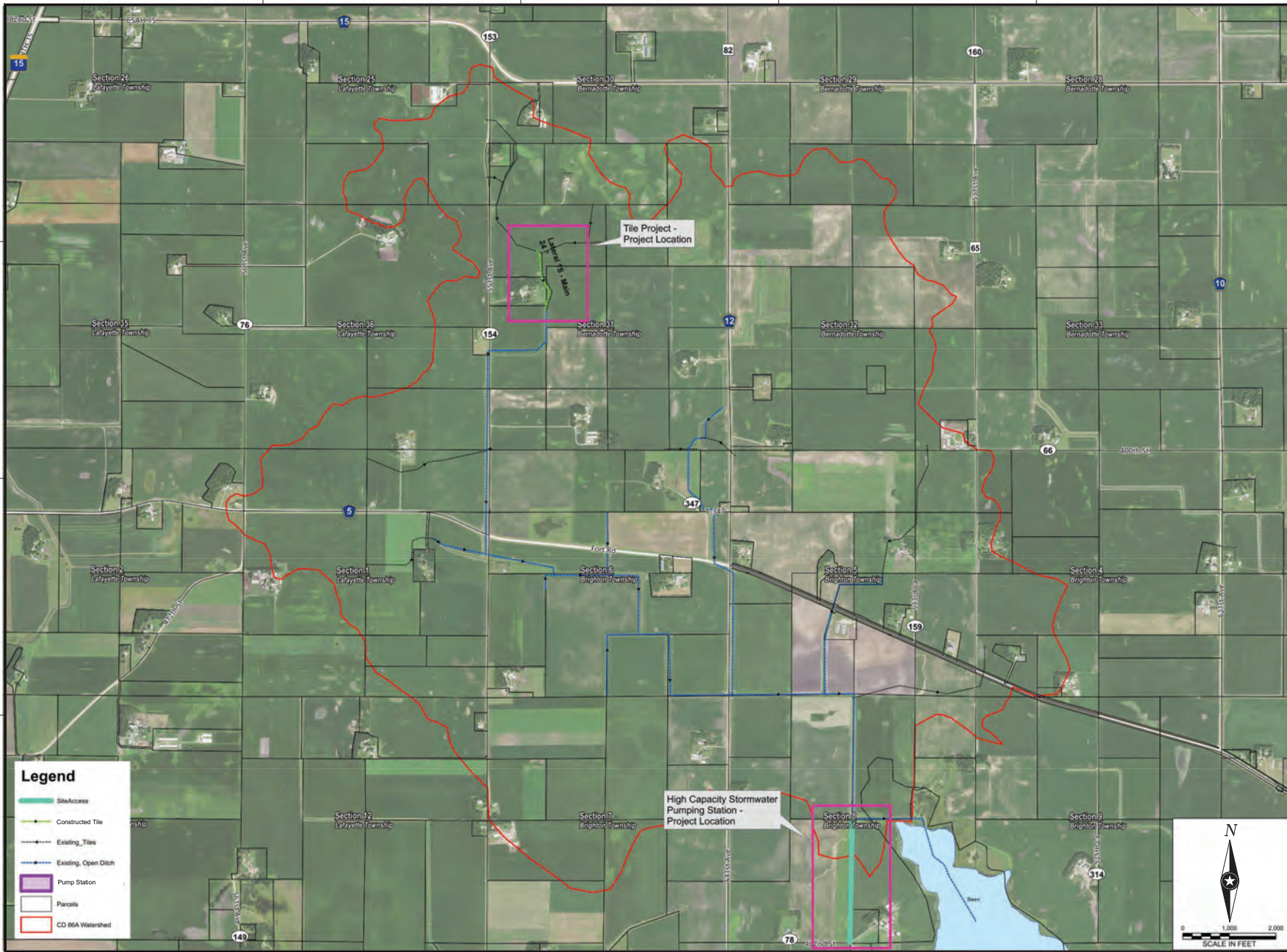
PIPE DIA	RIPRAP
12" TO 18"	4 CY CLASS III
21" TO 30"	5 CY CLASS III
30" TO 36"	12 CY CLASS III
42" TO 48"	16 CY CLASS III
54" & UP	20 CY CLASS IV



**NOTES:**  
① 1' MIN. ABOVE RIPRAP. FOR PIPES GREATER THAN OR EQUAL TO 30", USE 1.5' - 2'.  
② THE CONTRACTOR, AS AN OPTION, MAY SUBSTITUTE A GEOTEXTILE FABRIC, SPEC. 3801,  
FOR THE GRANULAR FILTER BLANKET. THE FABRIC SHOULD EXTEND BEYOND THE  
RIPRAP BY 2' IN ALL DIRECTIONS.  
FOR PIPES LESS THAN 18", INSTALL RODENT GUARD (INCIDENTAL TO TILE OUTLET).  
RIPRAP AT OUTLET SHALL NOT IMPIDE FLOW FROM PIPE, OR RECEIVING BODY. RIPRAP  
AT OUTLET SHALL ALSO EXTEND ABOVE AND ALONG SIDES OF PIPE.  
ADDITIONAL RIPRAP MAY BE NECESSARY BASED ON ELEVATIONS (PAID FOR BY CY).

**RIPRAP AT TILE OUTLET**  
NTS AG620





NOTE:  
THE CLARITY OF THESE PLANS DEPEND  
UPON COLOR COPIES. IF THIS TEXT DOES  
NOT APPEAR IN COLOR, THIS IS NOT AN  
ORIGINAL PLAN SET AND MAY RESULT IN  
MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR  
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

CHARLES J. BRANDEL  
*Charles J. Brandel*  
DATE: 01/10/2022 LIC. NO. 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC.  
AND MAY NOT BE USED, COPIED OR DUPLICATED  
WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

**NICOLLET COUNTY**

**COUNTY DITCH  
No. 86A**

BRIGHTON TWP MINNESOTA

**AS-BUILT  
01/10/22**

PROJECT NO.	15-17686
CAD FILE NAME	17686 TITLE & WATERSHED MAPS
DRAWN BY	TLS
DESIGNED BY	JRR
REVIEWED BY	CJB
ORIGINAL ISSUE DATE	08/21/2020
CLIENT PROJECT NO.	

TITLE  
**WATERSHED MAP**

SHEET  
**5** OF 7





NOTE:  
THE CLARITY OF THESE PLANS DEPEND  
UPON COLOR COPIES. IF THIS TEXT DOES  
NOT APPEAR IN COLOR, THIS IS NOT AN  
ORIGINAL PLAN SET AND MAY RESULT IN  
MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR  
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

CHARLES J. BRANDEL  
*Charles J. Brandel*  
DATE: 01/10/2022 I.C. NO. 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC.  
AND MAY NOT BE USED, COPIED OR DUPLICATED  
WITHOUT PRIOR WRITTEN CONSENT.

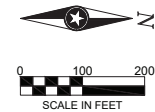
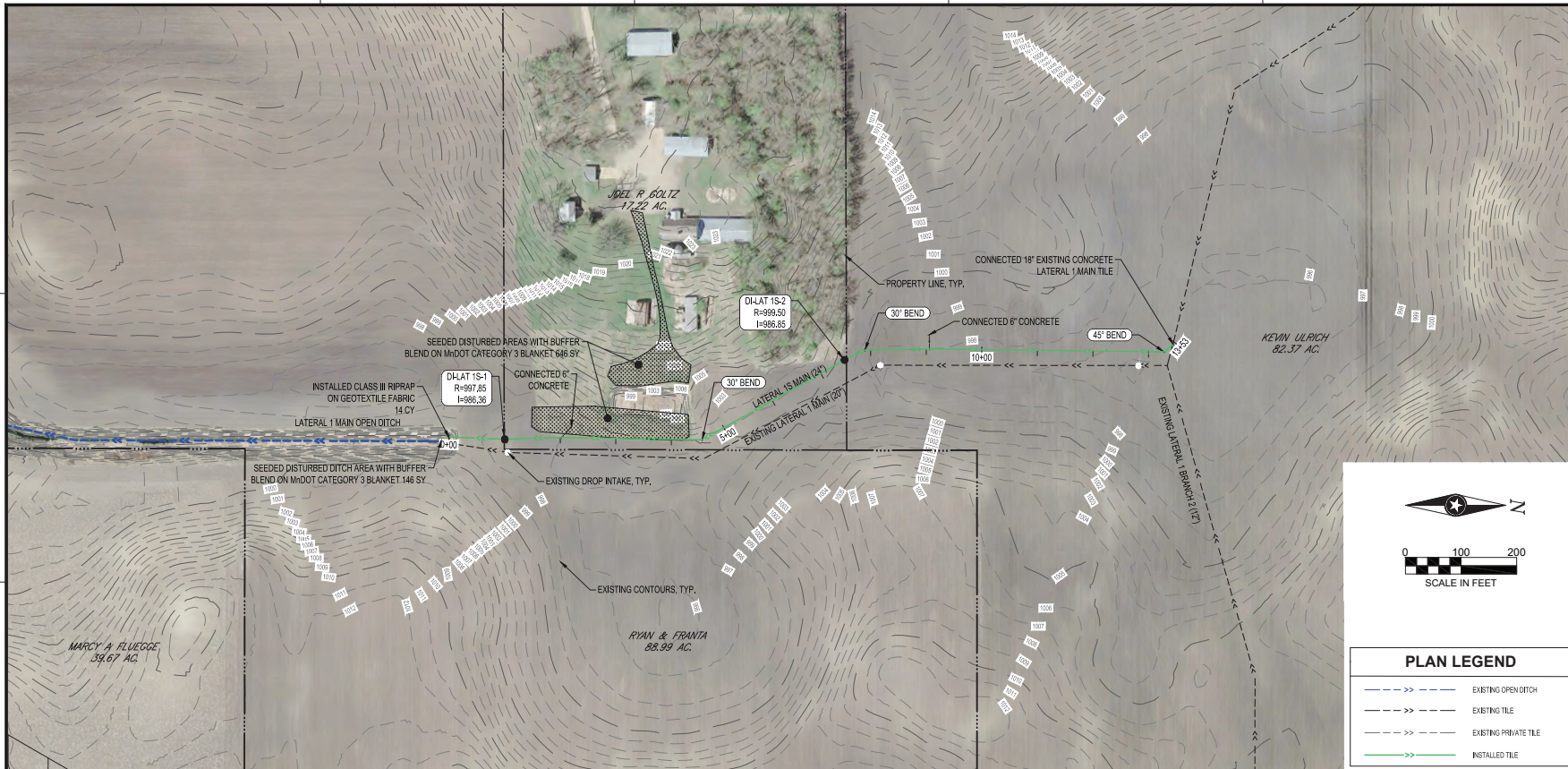
PROJECT  
**NICOLLET COUNTY**  
**COUNTY DITCH No.**  
**86A**  
BRIGHTON TWP MINNESOTA

**AS-BUILT**  
**01/10/22**

PROJECT NO. 15-17686  
CAD FILE NAME 17686 TITLE & WATERSHED MAPS  
DRAWN BY T.S.  
DESIGNED BY JRR  
REVIEWED BY CJB  
ORIGINAL ISSUE DATE 08/21/2020  
CLIENT PROJECT NO. -

TITLE  
**TILE PROJECT-  
PROJECT LOCATION**

SHEET  
**6**  
OF 7



#### PLAN LEGEND

- EXISTING OPEN DITCH
- EXISTING TILE
- EXISTING PRIVATE TILE
- INSTALLED TILE

ISG

NOTE:  
THE CLARITY OF THESE PLANS DEPEND  
UPON COLOR COPIES. IF THIS TEXT DOES  
NOT APPEAR IN COLOR, THIS IS NOT AN  
ORIGINAL PLAN SET AND MAY RESULT IN  
MISINTERPRETATION.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR  
REPORT WAS PREPARED BY ME OR UNDER MY DIRECT  
SUPERVISION AND THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE  
STATE OF MINNESOTA.

CHARLES J. BRANDEL

DATE: 01/10/2022 I.C. NO. 43359

THIS DOCUMENT IS THE PROPERTY OF I & S GROUP, INC.  
AND MAY NOT BE USED, COPIED OR DUPLICATED  
WITHOUT PRIOR WRITTEN CONSENT.

PROJECT

NICOLLET COUNTY

COUNTY DITCH  
No. 86A

BRIGHTON TWP.

MINNESOTA

**AS-BUILT**  
**01/10/22**

PROJECT NO. 15-17686

CAD FILE NAME 17686 TILE

DRAWN BY T.L.S.

DESIGNED BY JRR

REVIEWED BY CJB

ORIGINAL ISSUE DATE 08/21/2020

CLIENT PROJECT NO.

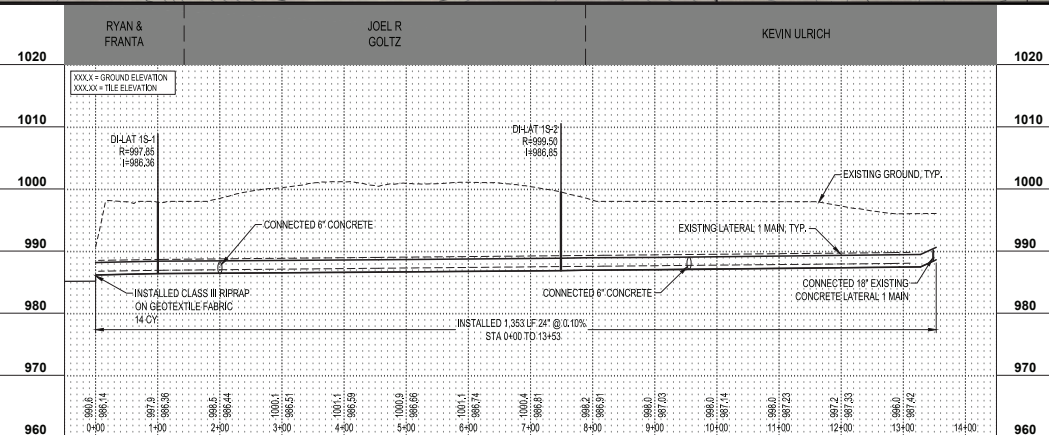
TITLE

**PLAN & PROFILE**  
**LATERAL 1S- MAIN**

SHEET

**7**

OF 7



# Contract Acceptance Bid Package 1

Nicollet County Ditch No. 86A – Pump Station



## **EXHIBIT E**

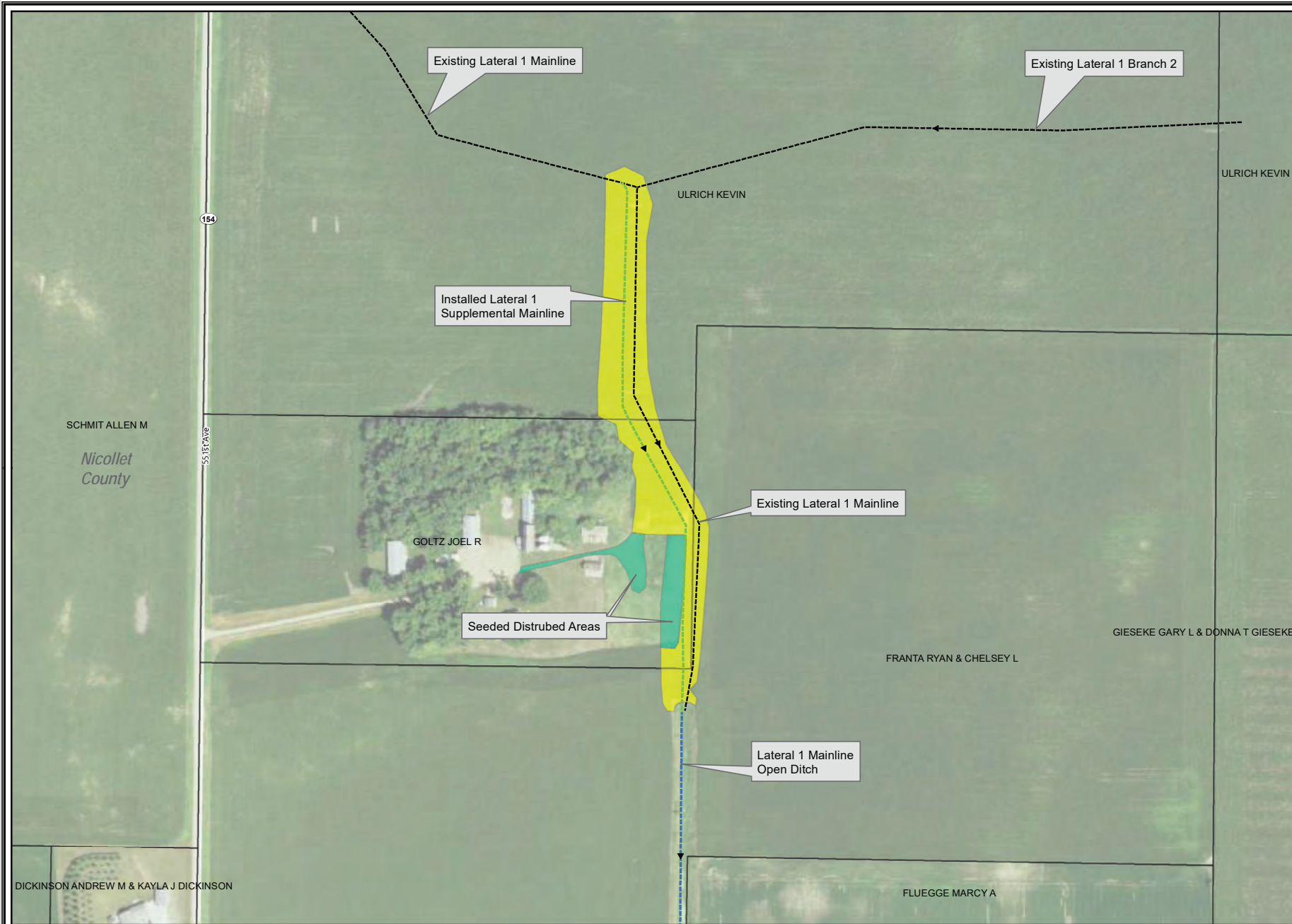
## **DAMAGES**

Nicollet County Ditch No. 86A Lateral 1  
 2021 Construction Damages Summary  
 Final Per As-Built  
 Date: 12/7/2021



	General Tract Information						Temporary Damages			
	Parcel Description	Parcel Owner	Parcel ID	Approximate Station Range	Project Description	Crop Type (Corn/Soybeans)	Contractor Damages due to Construction (Acres)	Non-Crop Damages due to Construction (Acres)	Crop Damages due to Construction (Acres)	Total Damages (Acres)
Lateral 1 Mainline	SE 1/4 NW 1/4 SECTION 31 BERNADOTTE TOWNSHIP	Ryan & Franta	020310110	0+00 to 5+00	Supplemental Mainline	Corn	0.00	0.00	0.48	0.48
	SW 1/4 NW 1/4 SECTION 31 BERNADOTTE TOWNSHIP	Joel Goltz	020310100	1+50 to 8+00	Supplemental Mainline	Corn	0.00	0.00	1.08	1.08
	N 1/2 NW 1/4 SECTION 31 BERNADOTTE TOWNSHIP	Kevin Ulrich	020310105	8+00 to 13+50	Supplemental Mainline	Corn	0.00	0.00	1.64	1.64
Nicollet County Ditch No. 86A Lateral 1 Total							0.00	0.00	3.20	3.20





**Damages Map**  
County Ditch  
No 86A-Tile  
Nicollet County,  
Minnesota  
Wednesday, January 5, 2022

**Legend**

- Open Ditch
- Installed Tile
- Existing Tile
- Grass Damages
- Corn Damages
- Parcels

PN: 15-17686

**Source:**  
Orthophotograph (MnGeo WMS, 2015)  
Tile/Ditch (Nicollet County, 2021)  
Parcels (Nicollet County, 2020)  
Lakes (MN DNR, July, 2008)  
Major Stream (MN DNR, July 2008)  
Counties (MN DNR, July 2013)  
PLSS (MnGeo/USGS)



0 50 100 200 Feet  
1 inch = 218 feet

