

Board of Commissioners Agenda

May 9, 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 25, 2023 Board Minutes](#)
 - b. [End of Probations](#)
 - c. [Out of State Travel Request: National Association of County Veterans Service Officers Training](#)
 - d. [Out of State Travel Request: PPSD Annual Amplify Conference](#)
 - e. Approval of Bills
 5. Public Appearances
- 9:05 a.m. 6. Health and Human Services**
- a. [May as Mental Health Month Proclamation](#)
 - b. [Collaborative Safety Overview](#)
- 9:55 a.m. 7. Human Resources**
- a. [Utilization of Paid Leave During a Public Health Emergency Policy](#)
- 10:00 a.m. 8. County Attorney Update**
- 9. Chair's Report**
- 10. Commissioner Committee Reports, Meetings & Conferences**
- 11. Approve Per Diems and Expenses**
- 12. Adjourn Board of Commissioners Meeting**
- 10:05 a.m. Call Drainage Authority Meeting to Order: Chair**
1. Approval of Agenda
 2. Approval of Consent Agenda:
 - a. [April 25, 2023 Drainage Authority Minutes](#)
 3. Public Appearances
- 10:10 a.m. 4. Public Services**
- a. [Consider Findings for Acceptance of Selly Excavating Inc. for CD86A Improvement](#)

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

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10:15 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.

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

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APRIL 25, 2023
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Board of Commissioners met in regular session on Tuesday, April 25, 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 Dehen and seconded by Commissioner Zins to approve the agenda. Motion carried with all voting in favor on a roll call vote.

Consent Agenda

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

1. April 11, 2023 Board Meeting Minutes;
2. End of Probations
3. Approval of Bills
4. Acknowledgement of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
 - a. General Revenue Fund - \$241,051.06;
 - b. Road & Bridge Fund - \$98,309.26;
 - c. Human Services Fund - \$226,772.73;

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

Public Appearances:

There were no public appearances.

Finance

Quarter One 2023 Donations

Director McCormick appeared before the Board to request approval of the following Quarter One 2023 donations:

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

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

Health and Human Services

Community Education and Prevention Services

Director Sassenberg shared information on the Minnesota Opioid Memorandum of Agreement. Plans are being developed for Health and Human services to provide eight hours per week of education and prevention services split between the St. Peter High School and Rock Bend Alternative Learning Center.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the Memorandum of Understanding with the St. Peter School District. Motion carried with all voting in favor on a roll call vote.

SHIP Grant for Lighthouse on Marshall

Nicollet County's Lighthouse on Marshall was awarded 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.

Motion by Commissioner Dehen and seconded by Commissioner Morrow to accept the SHIP grant and authorize Director Sassenberg to sign the partner agreement. Motion passed with all voting in favor.

Administration

Nicollet County 2022 Year in Review

Administrator Landkamer came before the Board to share the Nicollet County 2022 Year in Review. The report highlights a variety of County projects that were completed in 2022. The full Year in Review is available on the Nicollet County website for further reading.

Human Resources

Non-Licensed Union Contract for 2023-2024

At 9:20 a.m., the Board moved to a closed session to discuss the Non-Licensed Union Contract for 2023-2024. In attendance were Commissioners Kolars, Morrow, Dranttel, Dehen, and Zins. Also in attendance were Human Resources Director Larson, County Attorney Michelle Zehnder Fischer, and County Administrator Landkamer. The meeting was reopened at 9:40 a.m.

Motion by Commissioner Dranttel and seconded by Commissioner Dehen to approve the Non-Licensed Union Contract for 2023-2024. Motion carried with all voting in favor on a roll call vote.

County Attorney Information:

Attorney Zehnder Fischer shared updates on the Attorney's Office. Staff are currently training in on the new record management software. Bonnie Petersen, Victim/Witness Coordinator, recently attended Project Community Connect to share information on fraud prevention and driver's license reinstatement. Attorney Zehnder Fischer and Ms. Petersen also spoke with around 50-60 people at the Senior Expo event on April 20. They shared information on fraud as well as collected used eyeglasses on behalf of the Lions Club. A fraud presentation is also being planned in cooperation with the St. Peter Police Department, as they expect to see an uptick in criminal activity with the warmer weather.

Chair's Report

- Township meeting
- Board Workshop

- Traverse de Sioux (TdS) Finance
- Collective Bargaining meeting
- Board Workshop

Commissioner Committee Reports:

Commissioner Marie Dranttel

- Board Workshop
- VINE tech meeting
- Region 9 Commission meeting
- Personnel Committee

Commissioner Terry Morrow

- Board Workshop
- Township meeting
- Hwy 169 Coalition

Commissioner Mark Dehen

- Board Workshop
- Township meeting
- Greater Mankato Growth

Commissioner Kurt Zins

- Board Workshop
- Township meeting

Approve Per Diems and Expenses

Motion by Commissioner Dehen and seconded by Commissioner Zins to approve the expenses and per diems for the meetings noted above during the Commissioner Reports and/or as submitted on approved expense reports, and authorize payment of those expenses and per diems by the Finance Office. Motion carried with all voting in favor.

Adjourn

Chair Kolars adjourned the meeting at 9:48 a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER, CLERK TO THE BOARD

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:	
End of Probations	
Primary Originating Division/Dept.: Human Resources Contact: Kristy Larson Title: HR Director Amount of Time Requested minutes Presenter: Kristy Larson Title: HR Director	Meeting Date: 05/09/2023 Item Type: (Select One) Consent Agenda Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)	
BACKGROUND/JUSTIFICATION: Health & Human Services Health & Human Services Director Cassie Sassenberg has requested the end of probation for Karon Dubke, Income Maintenance Case Aide, effective May 23, 2023. Property & Public Services Property & Public Services Director Jaci Kopet has requested the end of probation for Shana Jackson, County Assessor, effective April 24, 2023; Erin Wachtel, Appraiser, effective May 9, 2023; and Angela Nelson, Appraiser, effective May 16, 2023.	
+	
Supporting Documents: <input type="radio"/> Attached <input checked="" type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Grant end of probationary status	
FISCAL IMPACT: Other (Select One) If "Other", specify FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	FUNDING County Dollars = Grant (Select One) Total

Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item: Consent for Out-of-State Travel: National Association of County Veterans Service Officers Training	
Primary Originating Division/Dept.: Veterans Services Contact: Nathan Tish Title: CVSO Amount of Time Requested: minutes Presenter: Title:	Meeting Date: 05/09/2023 Item Type: (Select One) Consent Agenda Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: (Select One) Programs and Services - deliver value-added quality services	
BACKGROUND/JUSTIFICATION: <p>The County Veterans Services Officer (CVSO), Nathan Tish, and Assistant County Veterans Service Officer (ACVSO), Ryan Frank, request approval to attend the National Association of County Veterans Service Officers (NACVSO) training conference in Madison, Wisconsin from June 4th through June 9th, 2023. The CVSO and ACVSO require annual Continuing Education Units to maintain national accreditation. Expenses related to the training and conference have been accounted for and approved in the Veterans Services operating budget for 2023. The current rough draft for conference agenda is included as supporting documentation. Additional information may be found at nacvso.org/conference.</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 type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Approval of the Out of State Travel Request	
FISCAL IMPACT: Other (Select One) If "Other", specify: FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:	FUNDING County Dollars = \$3,700 Other (Select One) Total:

NACVSO 2023 Annual Conference

Madison, WI

June 4 - 9, 2023

Agenda

DATE	TIME	TOPIC	PRESENTER
Saturday June 3	10:00 AM	CVA (Separate Registration/ Course from Conference)	TBD
	5:00 PM	CVA Day Ends	TBD
Sunday June 4	10:00 AM	CVA (Separate Registration/ Course from Conference)	TBD
	5:00 PM	CVA Day Ends	TBD
	6:00 PM	Opening Ceremony	TBD
Monday June 5	10:00 AM	General Membership Meeting	NACVSO Leadership
	12:00	Lunch	
	1:00	Veterans Benefits Administration	TBD
	2:00	Pact Act	TBD
	3:00	Suicide Prevention	TBD
	4:00	Veteran Homelessness	TBD
	6:00 PM	President's Reception	NACVSO Leadership
Tuesday June 6	9:00 AM	VA	TBD
	10:00	BVA	TBD
	11:00	VBMS	TBD
	12:00	Lunch	
	1:00	Employment	TBD
	2:00	Ethics	TBD
	3:00	Appeals	TBD
	4:00 PM	VA OIG	TBD
Wednesday June 7	9:00 AM	General Membership Meeting & Elections	NACVSO Leadership
	12:00	Lunch	
	1:00	VHA	TBD
	2:00	Community Care	TBD
	3:00	Discharge Upgrades	TBD
	4:00	VA OIT	TBD
Thursday June 8	9:00	NACVSO Legislative Updates & State of the Organization	TBD
	11:00 AM	Center for Women Veterans	TBD
	12:00	Lunch	
	1:00	C & P Exams	TBD
	2:00	TERA	TBD
	3:00	Electronic Records	TBD
	4:00	Whole Health	TBD
	6:00 PM	Social Hour	
	7:00 PM	Closing Banquet	

NICOLLET
COUNTY EST. 1853

Agenda Item: Out of State Travel Request - PPSD Annual Amplify Conference			
Primary Originating Division/Dept.:		Meeting Date: 05/09/2023	
Contact: Jaci Kopet	Title: PPSD Director	Item Type: (Select One) Consent Agenda	
Amount of Time Requested: minutes			
Presenter:	Title:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: (Select One) Technology Solutions - invest in tools to create efficiencies			
BACKGROUND/JUSTIFICATION: I am requesting out of state travel approval for Michele Wills, Property Assessment and Jaci Kopet, Public Services to attend the Amplify Users' Conference in Nashville, TN September 17-19. Attached is the agenda for the conference. This is our annual National User Group Conference provided by our property tax program Aumentum Technologies. Both Michele and I are officers in our Tax User Group Committee at MnCCC. MnCCC will pay for all travel and conference registration expenses. No expenses will be paid by Nicollet County for this trip.			
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None			
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If "yes", when? (provide year; mm/dd/yy if known)			
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A			
ACTION REQUESTED: Approval for out of state travel.			
FISCAL IMPACT: Other (Select One)		FUNDING County Dollars =	
If "Other", specify:		State (Select One)	
FTE IMPACT: No FTE change (Select One)		Total:	
If "Increase or "Decrease," specify:			
Related Financial/FTE Comments:			



Technical Aumentum

Aumentum Data Model Overview

 *Eric Zimmerman - Aumentum Technologies*

Course Description

In these sessions, you will get to know the basic data models for Aumentum Tax (Levy, Special Assessments, A/R) or Valuation (Records, Personal Property, Real Property, AA). The goal is to empower technical staff with an understanding of module table relationships and the ability to build custom queries to serve reports, analytics, and dashboards. Various tools will be used, like Microsoft SQL Server Management Studio and PowerBI, with sample queries ready for you to take home. Have questions or need some help? Swing by the Tech Lounge for a 1:1 session with Aumentum technical staff.

Database Maintenance, Health, & Troubleshooting

 *Leon Smit - Aumentum Technologies*

Course Description

In this session we share information on how to maintain the health of your database and instructions to help you identify the cause of performance issues, and diagnostic information you can provide to support to resolve the issue.

Upgrading SQL Server for Aumentum

 *Leon Smit - Aumentum Technologies*

Course Description

In this session we provide the steps to upgrade your SQL Server instance to the next version. The steps include instructions to ensure your database is compatible with the next version and how to avoid performance issues in production as a result of a newer cardinality estimator.

User Experience - Simplifying Aumentum



Sean Butler - Aumentum Technologies

Course Description

Leonardo Da Vinci said: "Simplicity is the ultimate sophistication." In this interactive session we will look at design ideas to simplify the day-to-day experience of using Aumentum. Topics will include the main page and its menus, common tasks, savable user sessions, searching, and more. Participants will have an opportunity to choose their favorite ideas and make suggestions for new ones.



customCAMA

What's New/ What's Next?



Debbie Bush - Aumentum Technologies

Stephen Dunagan - Aumentum Technologies

Course Description

A review of enhancements made this past year, plus upcoming plans for customCAMA development.

Did You Know?



Debbie Bush - Aumentum Technologies

Course Description

A review of specific functionality within customCAMA that you may or may not be aware of. This will include custom searches, custom tables and modifying WinSRA grid layouts and more.

Ask the Developer



Stephen Dunagan - Aumentum Technologies

Course Description

A roundtable discussion with customCAMA's Engineering Manager, Stephen Dunagan. Bring your questions! This will be a great opportunity to communicate one on one with our Engineering Manager.

Panel Discussion - User Maintenance



Chris Weiss - Hillsborough County, FL

Stephen Dunagan - Aumentum Technologies

Course Description

An open panel discussion pertaining to user maintenance, new hires and retirees, department queues, linkage to workflow

Comp Sales & Time Adjustments via the Sales Database & Sales Snapshots - Part 1



Amberle Tetley - Arapahoe County, CO

Course Description

Part I – Sales Database: How to apply Market (time) Adjustments to the sales population via the WinSRA program and snapping the sales population into the sales database.

Demo on Photometrics in APEX



Matthew Larson - Clark County, NV

Course Description

The Photometrics session will be an overview and demonstration of how to leverage the tracing capabilities of Apex to expedite the drawing process.

Demonstrations will include how to sketch complex buildings from plans using Photometrics, how to sketch buildings from the plans found on a builder's website using Photometrics, and how to sketch site improvements on a parcel from county aerials using Photometrics.

We will also go over different techniques of importing images and floorplans, discuss the different scales for drawing and printing, and go over some Apex program anomalies and how to address them.

Comp Sales & Time Adjustments via the Sales Database & Sales Snapshots - Part 2



Amberle Tetley - Arapahoe County, CO

Course Description

Part 2 – Comparable Sales: Using Look-up tables to generate and customize comparable sales sheets for the entire parcel population. Setting parameters via the Adjustments and Attributes tables and custom weighting via the Models table. How to review and study the generated comparable sheets and apply them to Residual Improvement for value.

Panel Discussion - Dashboards/ Data Visualization/ UI Customization



Lori Krager - Boulder County, CO

Jeff Brown - Aumentum Technologies

Course Description

An open panel discussion pertaining to Dashboards, how we can better provide visual cues and potential dashboarding options.

National User Group Discussion



Stephen Dunagan - Aumentum Technologies

Debbie Bush - Aumentum Technologies

Course Description

A roundtable discussion for the customCAMA user group community.

Mass Update



Lori Krager - Boulder County, CO

Course Description

For increased productivity, it is sometimes necessary to update data in mass. We will go over how to perform basic mass updates within CustomCAMA. In addition, we will look at creative solutions Boulder County uses for some more complicated mass update needs using batch jobs.

Marshall & Swift



Jeff Brown - Aumentum Technologies

Stephen Dunagan - Aumentum Technologies

Course Description

A presentation on the method and how it looks in customCAMA.

WinMRA



Jeff Brown - Aumentum Technologies

Course Description

Developing a Value Estimation Modal Using WinMRA - An example of how one client County has utilized WinMRA to develop an explanatory model for site-built housing in a large, urban area.

Workflow



Chris Weiss - Hillsborough County, FL

Course Description

CAMA Work Flow – A slight overview of work flow creation and implementation with a more in depth look into the uses of work flow after its creation.

ProVal

Did You Know ProVal Has...



Victoria Cole - Aumentum Technologies

Course Description

A review of some perhaps lesser-known areas of the application, and how you can leverage ProVal in your office.

Income Models



Hamilton County, IN

Course Description

A peer-led review and discussion of how to use Income Models for valuation in ProVal. Learn the basics of how to set up an Income model and how to apply the income approach in the assessment of commercial property.

Year-End Processes



Judith Anderson - Aumentum Technologies

Course Description

Join us for a review of ProVal tools to make your year-end process successful.

Basic Intro to ProVal



Judith Anderson - Aumentum Technologies

Course Description

Are you new to ProVal? Would you like to head back to the basics? Join us for an overview of the ProVal application, with an emphasis on adding a basic sketch. Bring your laptop, with access to your ProVal test database to follow along with some basic exercises.

Cost Tables



Tony Magnelli - Aumentum Technologies

Course Description

Join us for a breakdown of the Values Buildup screen, then a behind-the-scenes look at the cost tables.

Roundtable



All

Course Description

Spend time with your peers to discuss common challenges and ask questions of the experts! If you have questions in advance, please submit them to the ProVal Support team...if not please ask during this session!

What's New and What's Next in ProVal



Victoria Cole - Aumentum Technologies

Course Description

Join us for look back at what has been enhanced in ProVal since Amplify 2022, as well as a discussion of upcoming functionality, including a peek at Power BI!

Sales - Value Calibration Analysis



Hamilton County, IN

Course Description

Overview – A peer-led review and discussion of ProVal functionality in relation to sales, the analysis of sales data utilizing Value Calibration Analysis, and factoring values based on that analysis. Also, learn advanced analysis and valuation techniques including Markets, Submarkets, and House Models.

User Group Meeting



All

Course Description

ProVal User Group Meeting.

Exports & Imports - Market Values, Export Value to Tax & Billing



Kevin Lauer - Aumentum Technologies

Victoria Cole - Aumentum Technologies

Course Description

A look at ProVal's options for Exports and Imports, with an emphasis on Market Data Exports and Load Market Values.

JS GeoAnalyst



Kevin Lauer - Aumentum Technologies

Kevin Schulte - Aumentum Technologies

Course Description

A quick overview of GIS. What is it, what can you do with it? How can I use this with Sales and Permits? How you can leverage GIS within your CAMA system followed by Q&A.

Overall Report Review



Kevin Lauer - Aumentum Technologies

Victoria Cole - Aumentum Technologies

Course Description

Use ProVal's reports to your advantage! An overall look at the standard reports available within the ProVal application.

ProVal Resource in the Tech Lounge



Kevin Lauer - Aumentum Technologies

Victoria Cole - Aumentum Technologies

Course Description

ProVal staff will be available in the Tech Lounge to answer questions one-on-one at scheduled times during the conference.

Condos - Peer Session



Chester Carr - Arlington, VA

Course Description

Please join us in discussing condo valuation in ProVal. Find out what is involved in setting up a condo model, as well setting valuation components such as parking spaces, storage bin, and views, and how we use master condo parcels and condo projects. We will also discuss some of the pro and cons of using the condo model for valuation in your jurisdiction and finish up with pricing and worksheet and correlation of value.



Aumentum Tax

Aumentum Tax What's New/ What's Next

 *Paula Leal - Aumentum Technologies*

Course Description

Year in Review, what has been accomplished since Amplify 2022, and what is on the docket for completion by next year.

Something Old & Something New

 *Paula Leal*

Course Description

Are you thinking about an upgrade from a prior version of Aumentum to the Platform Version and want to see some of the improvements that have been made? Then come check this session out where we will show you some of these new features and functions.

Aumentum Platform Bankruptcy

 *Nicole Severance - Aumentum Technologies*
 *Kellie Hopstein - Aumentum Technologies*

Course Description

Walk-through of bankruptcy functionality provided in the Delinquent module in Aumentum.

Tax Sale Processing in SC

 *Tamara Berry - Aumentum Technologies*
 *Edrian Trakas (TRA) - Charleston County, SC*

Course Description

A walk-through the Tax Lien Sale process from start to finish from the experience of a veteran user.

Custom Reports



Brenda Mabry - Aumentum Technologies

Course Description

Gain knowledge about custom reports functionality. Customers will share information about reports they have customized, what they did to create them and how they use them. Exchanging best practices with others can add value to your operations.

Correspondence Training



Paula Leal - Aumentum Technologies

Course Description

Come and learn more about configuring and generating correspondence to create letters, notices and reports using Aumentum Data Services in MS Word Mail Merge and/or PDF Writer.

The Delinquents Module



Tamara Berry - Aumentum Technologies

Edrian Trakas (TRA) - Charleston County, SC

Course Description

Join Charleston, SC in a review of how they use the Delinquent Tax and Advertising Lists for delinquent processing and beyond.

Ask the Tax Experts



Aumentum Tax Product Team

Course Description

Combined Live and Virtual Session to bring all Tax Experts "into the room" and review/answer your questions about Aumentum. Attendees will have the opportunity to submit topic suggestions before the conference.

Distribution Streamlining

 *Thomas Parks - Aumentum Technologies*

Course Description

Innovation Lab to discuss planned improvements and get feedback from our customers to ensure we are on the right track.

Aumentum Tax Leadership Roundtable

 *Executive Leadership Team and Aumentum Tax Product Experts*

Course Description

Roundtable discussions with Aumentum Tech Leadership based on topics submitted by customers. Attendees will have the opportunity to submit topic suggestions before the conference.

Aumentum Tax User Group Meeting

 *Tax User Group (TUG) Officers*

Course Description

Come one, come all to the Aumentum Tax User Group meeting! Let's come together as a community and discuss the future of the User Group, rekindle our relationships and renew our goals and objectives moving forward.



Aumentum Valuation

Application Processing



Tien Dao - Aumentum Technologies

Course Description

Fully harness the benefits of Aumentum Application Processing! In this session, we'll review application processing functionality and configuration in Aumentum Platform.

Roll-Based Assessment Administration



Tien Dao - Aumentum Technologies

Course Description

Join us for a tour of Aumentum Platform roll-based processing in Assessment Administration.

PPA Discovery Transformed



Brandi Putoff - Aumentum Technologies

Course Description

PPA Discovery is becoming Import Reconciliation! This session will show the process to review and update PPA Accounts from imported data. This is continuation of the Public Access Online filing session, but other imports will also use the Import Reconciliation process.

Did You Know?...

Steve Hansel - Aumentum Technologies



Brandi Putoff - Aumentum Technologies

Tien Dao - Aumentum Technologies

Course Description

This session will focus on often-overlooked functionality found within Personal Property, Assessment Administration, and Real Property Appraisals. We will not be going into depth on any one piece of functionality but will instead highlight functionality like the NADA Mobile Home pricing service, Sale Value Distribution, Valuation Snapshots, Personal Property DSP, Assessment Notice Validation, etc.

What's New & What's Next in Aumentum Valuation

Steve Hansel - Aumentum Technologies



Brandi Putoff - Aumentum Technologies

Tien Dao - Aumentum Technologies

Course Description

An overview of new features released since our last Amplify and a review of our Roadmap for 2023 and beyond within Aumentum Valuation; Case Management, Records, Real Property, Personal Property, Public Access, and Assessment Administration modules.

New Split Wizard



Steve Hansel - Aumentum Technologies

Course Description

The new Redescribe has simplified the process for working with splits, merges, and plats. The latest functionality includes the ability to specify how land uses are moved to a child(ren). Our session will consist of demonstrating scenarios that show this new functionality.

Business Intelligence



Tien Dao - Aumentum Technologies

Michael Leavor - Aumentum Technologies

Course Description

This session will be an introduction to using Business Intelligence tools such as Power BI. Participants in this session can then register for a follow-up Lab in the Tech Lounge for a hands-on experience to apply their learnings.

Reported Income



William Pleake - Aumentum Technologies

Steve Hansel - Aumentum Technologies

Course Description

An overview of how reported income works while demonstrating functionality that allows a user to create multiple value streams before combining the totals into a final value collection.

Modeled Income



William Pleake - Aumentum Technologies

Steve Hansel - Aumentum Technologies

Course Description

An overview of how modeled income works while demonstrating newer functionality that allows for a modeled discount cash flow valuation.

Intro to Payment Management



Brenda Mabry - Aumentum Technologies

Course Description

With employee turnover increasing some knowledge of basic Payment Management has been lost to some customers. Join us as we provide an overview of payment management functionality, including Bad Checks, Payment Reply and Reallocations and other payment management processing.



Aumentum Tax & Valuation

Batch Enhancements Progress Overview



Michael Leavor - Aumentum Technologies

Course Description

Discuss batch enhancements progress, including demonstrations of changes, along with the new batch dashboard and notifications process.

Workflow Design Review



Michael Leavor - Aumentum Technologies

Leon Smit - Aumentum Technologies

Course Description

Review of workflow design and follow up on last year's workflow roundtable discussion.

Aumentum Analytics



Michael Leavor - Aumentum Technologies

Course Description

Overview of Aumentum Analytics progress and demo of current data schemas and functionality.



Public Access

E-Filing & Public Access



Dave Wagstrom - Aumentum Technologies

Course Description

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Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item: May as Mental Health Month Proclamation	
Primary Originating Division/Dept.: Health and Human Services	Meeting Date: 05/09/2023
Contact: C. Sassenberg Title: HHS Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested: 15 minutes	
Presenter: J. Luke/C.Sassenberg Title: Clubhouse Member/HHS Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: (Select One) Programs and Services - deliver value-added quality services	
BACKGROUND/JUSTIFICATION: <p>Mental health is essential to overall physical health and emotional well-being. There is a need to recognize that mental illness affects the lives of many of our citizens and residents of all ages and sectors. Annually, Nicollet County observes Mental Health Month in May by offering information and educational activities to increase awareness and acceptance.</p> <p>Jeff Luke, a member of the Lighthouse on Marshall, will read the May as Mental Health Month Proclamation which includes mental health statistics from the National Alliance on Mental Illness (NAMI). Cassie Sassenberg, HHS Director, will provide updates on Nicollet County Health and Human Services' current work as it relates to mental health.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known) Annually (4-26-22)	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Approval of the Proclamation for May as Mental Health Month	
FISCAL IMPACT: Other (Select One) If "Other", specify:	FUNDING County Dollars = Other (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:



RESOLUTION
MAY IS MENTAL HEALTH MONTH



WHEREAS, mental health is essential to overall physical health and emotional well-being; and

WHEREAS, millions of people of all ages and backgrounds are affected by mental illness each year;

WHEREAS, 1 in 5 adults experience mental illness and 17% of youth ages 6-17 years of age experience mental health disorders; and

WHEREAS, 50% of all lifetime mental illness begins by age 14 and 75% by age 24, with the average delay between onset of symptoms and treatment being 11 years; and

WHEREAS, 160 million people live in areas designated as having shortages in mental health professionals; and

WHEREAS, stigma continues to be a barrier to people getting the help they need; and

WHEREAS, Nicollet County observes Mental Health month every May to increase understanding of the importance of mental health and promote that people who have mental illnesses can live full and productive lives.

NOW THEREFORE, I, Jack Kolars, as Chairperson of the Commissioners of the County of Nicollet, on behalf of the entire County and staff, do hereby proclaim May of 2023 as Mental Health Month.

Date: May 09, 2023

Jack Kolars, Chair
Nicollet County Board of Commissioners

ATTEST:

Mandy Landkamer
County Administrator/Clerk to the Board

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Collaborative Safety Overview	
Primary Originating Division/Dept.: Health and Human Services	Meeting Date: 05/09/2023
Contact: C. Sassenberg Title: HHS Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested: 35 minutes	
Presenter: S. Modell / K.Knutson Title: Collaborative Safety, LLC	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
County Strategy: Collaborative Workplace - sustain the core values of our culture (Select One)	
BACKGROUND/JUSTIFICATION: <p>As approved by the Board of Commissioners on 3/14/23, Nicollet County Health and Human Services is implementing the Collaborative Safety model. The framework engages local and state agency leadership, front line staff, and other key stakeholders on safety science principles, supporting safety advancement and system change. The goal is to focus on a culture of accountability and support the agency to develop a robust and proactive response to critical incidents. Outcomes expected from the use of the Collaborative Safety model include increased trust in the provision of care, improved staff morale, enhanced system improvement, improvements in employee retention, increased accountability, and increased public trust. The implementation of this model includes an overview for the Board of Commissioners, an intensive, two-day training for HHS and HR leadership, HHS staff trainings, an intensive full day training for mental health, child welfare, and disability staff, examination and development of procedures for response to critical incidents, leadership labs (quarterly, three hour leadership sessions), and ongoing e-learning for new and existing staff members.</p> <p>Today, Scott Modell and Kelly Knutson from Collaborative Safety, LLC will provide an overview for the Board of Commissioners and offer time to answer questions.</p>	
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None	
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No	
If "yes", when? (provide year; mm/dd/yy if known) Approval on 3-14-23	
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: Informational Agenda Item	
FISCAL IMPACT: Other (Select One) If "Other", specify:	FUNDING County Dollars = Other (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item:	
Utilization of Paid Leave During a Public Health Emergency Policy	
Primary Originating Division/Dept.: Human Resources	Meeting Date: 05/09/23
Contact: Kristy Larson Title: HR Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5 minutes	
Presenter: Kristy Larson Title: HR Director	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: Collaborative Workplace - sustain the core values of our culture (Select One)	
BACKGROUND/JUSTIFICATION: <p>During the most intense time of the COVID-19 pandemic, Nicollet County activated a policy regarding utilization of paid leave during a Public Health Emergency. This policy allowed employees to borrow sick leave if they needed to be away from work for reasons related to the Public Health Emergency, but did not have enough accrued paid leave available. This borrowed leave is to be forgiven over time for employees who used it and continue to serve the County.</p> <p>The Public Health Emergency has been declared over. On May 11, the Public Health Emergency will be declared over on a national level.</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 type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	
ACTION REQUESTED: <p>We are letting the Board know that the County Administrator intends to deactivate the Utilization of Paid Leave during a Public Health Emergency, effective May 11, 2023. +</p>	
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total



Nicollet County
Utilization of Paid Leave during a Public Health Emergency Policy

Policy

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the County Administrator shall have discretion to declare this policy as active.

If the County Administrator declares this policy to be active, exceptions to the collectively bargained paid leave benefits and related county policies would be permitted to the benefit of employees, as follows:

- An employee who has exhausted all paid leave would be allowed to receive an advance of the equivalent of up to 10 days of paid sick leave (up to a maximum of 80 hours, unless a greater amount is approved at the discretion of the County Administrator) for absence from work due to infection of the public health emergency; and
- An employee may use any available paid leave in the event a member of the household becomes ill due to infection of the public health emergency and is required to quarantine guidelines as provided for by the CDC; and
- An employee may use any available paid leave, in the event where a family member's school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member.

All other provisions of collective bargaining agreements and county policies remain intact, including but not limited to those pertaining to paid leave benefits.

Scope

This policy applies to all County employees and is only in effect upon declaration by the County Administrator and it will remain in effect until the County Administrator declares it to be inactive. In making the decisions to invoke and end this policy, the County Administrator will consult with the Health & Human Services Director and Human Resources Director.

Responsibilities

Employees will receive a copy of this policy at the time that a declaration is made by the County Administrator that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

Background

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota



Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

Unique circumstances may exist during a declared public health emergency that our collectively bargained agreements and policies do not provide adequate guidance. An example of this may be an immediate family member's school or care provider being closed due to a declared public health emergency.

Procedures for Receiving Advanced Paid Sick Leave

The equivalent of up to 10 days of paid sick leave will be advanced to employees who meet the criteria below. The actual number of sick leave hours advanced will be based on the employee's usual work schedule exclusive of overtime and may not exceed 80 hours, unless a higher level is approved by the County Administrator.

- County Administrator has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
- Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
- Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; or is required to quarantine due to exposure by someone in the household and
- Employee is within the time period the County Administrator has declared this policy to be active; and
- Employee has exhausted all of his/her accumulated sick leave, vacation leave, personal leave and compensatory time; and
- Employee has not already received the maximum accrual advance allowed under this policy; and
- Employee has requested the advance of sick leave hours in writing using the attached form.

Employees in good standing who stay with the county one year following the end of the declared emergency will have 40 hours negative accrual forgiven, and employees in good standing who stay with the county two years following the end of the declared emergency will have an additional 40 hours negative accrual forgiven.

In the event the employee separates from Nicollet County before either forgiveness period as outlined above the county will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check.



APRIL 25, 2023
OFFICIAL PROCEEDINGS OF THE
NICOLLET COUNTY DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in regular session on Tuesday, April 25, 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 Morrow and seconded by Commissioner Zins to approve the agenda. Motion carried with all voting in favor.

Consent Agenda

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

1. April 11, 2023 Regular Drainage Minutes

Motion carried with all voting in favor.

Public Appearances

Tim Waibel of Courtland came forward with concerns related to CD86A. He observed leaking of the overflow pipe, leakage into the main electrical building, and leaking of the shut-off gate. These leakage issues create safety concerns as well as potential freezing of the pipes over the winter. Another concern is the high power draw of the pumps, which blew out three fuses after a few minutes of running at the same time.

Next, Lynn Fluegge of Courtland approached the Board. He would like to see the Lametti pumps taken out and replaced with the pumps the farmers originally wanted. Also, the ditch cleaning has not yet been addressed and is something that will need to be taken care of as soon as possible. He also echoed Mr. Waibel's concerns about the shut-off valve leakage and would like to see that issue addressed.

Jeff Brandes of Courtland came forward next. He attended meetings with ISG and they recommended a cleaner to clean out the grate, but no installation plans are currently in place. Mr. Brandes shared that a landowner recently attempted to clean the grate out using a hand rake, but it is a safety concern due to the ice buildup and potential for slipping. He believes that ISG should be held accountable for the project issues that are occurring.

Ken Fluegge, another landowner, came forward to voice similar concerns. He stated the whole project was a mess and felt that the landowners are ultimately paying the price for ISG's mistakes.

Before moving into the Public Hearing, Commissioner Morrow asked that the Commissioners consider holding a closed meeting at a later with an Attorney regarding the CD86A issues brought forward.

Public Works

Public Hearing for the CD86A Selly Excavating Contract Acceptance

At 10:00, Ditch Inspector Nathan Henry came forward to ask for final acceptance of the Selly Excavating contract. He noted that the CD86A improvement project as a whole will stay open and the Public Hearing was related only to closing out the contract with Selly Excavating, who completed the tile work on the project.

Jacob Rischmiller, Project Engineer at ISG, came forward to present information on the tile work completed by Selly Excavating. The work began in May of 2021 and was completed in July of 2021 in the Swan Lake watershed area. No issues were found in their work after the compliance inspection was performed, and there was a deduction for 3.2 acres of crop damage that occurred. ISG is recommending final payment to Selly Contracting in the amount of \$2,794.14. No public comments were received during the public comment portion.

Motion by Commissioner Dehen and seconded by Commissioner Dranttel to accept the final acceptance report presented by ISG and to direct the PPSD Director to prepare findings for approval at the next drainage authority meeting. The motion was approved with all voting in favor on a roll call vote.

Adjourn

Chair Kolars adjourned the meeting at 10:21a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER, CLERK TO THE BOARD

Nicollet County Drainage Authority Meeting Agenda Item



Agenda Item:

Consider Findings for Acceptance of Selly Excavating Inc for CD86A Improvement

Primary Originating Division/Dept.: Public Services

Meeting Date: 05/09/2023

Contact: Jaci Kopet

Title: PPSD Director

Item Type:
(Select One) Regular Agenda

Amount of Time Requested: 5 minutes

Presenter: Jaci Kopet

Title: PPSD Director

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Programs and Services - deliver value-added quality services

BACKGROUND/JUSTIFICATION:

On April 25, 2023, a Public Hearing was held for the Final Acceptance of the Selly Excavating Inc contract pertaining to the improvement project on CD86A. At the hearing, the board made a motion to approve the Final Acceptance Report presented by ISG and directed the PPSD director to prepare the Findings and Order for the next drainage authority meeting. Attached are the Findings for your consideration..

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

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

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

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

ACTION REQUESTED:

Approval of the attached Findings and Order.

FISCAL IMPACT: Other
(Select One)

If "Other", specify:

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:

FUNDING

County Dollars =

State

(Select One)

Total:

**BEFORE THE NICOLLET COUNTY DRAINAGE AUTHORITY
REGARDING THE FINAL ACCEPTANCE OF CONTRACT WITH SELLY
EXCAVATING, INC FOR THE IMPROVEMENT PROJECT TO
NICOLLET COUNTY DITCH NO. 86A**

Findings and Order of the Board
Regarding Final Acceptance of
Contract with Selly Excavating Inc Improvement Project
to Nicollet County Ditch No. 86A

The Drainage Authority, having completed its deliberations, its examination of all files and records herein, and its consideration of all reports, makes the following:

Findings:

1. By order dated November 13, 2018 the Nicollet County Drainage Authority established the improvement project to County Ditch No. 86A in Nicollet County.
2. Upon advertised bids, the drainage authority awarded a contract for construction on the tile portion of the project to Selly Excavating Inc.
3. Upon completion of construction of the tile portion of County Ditch No. 86A improvement project, the project engineer inspected the construction and prepared a report to the drainage authority showing the contract price, the amount paid on certificates, the unpaid balance, and the work that is completed under the contract.
4. The engineer has concluded that the work was performed according to the plans and specifications for the improvement, was performed within the right of way for which damages have been determined and paid for the construction and future maintenance of the system, and was performed by the contractor in a timely and workmanlike manner by the contractor.
5. The engineer has concluded that all amounts under the contract, including change orders and penalties, if any, have been duly paid to the contractor and that any retainage should be released to the contractor as provided in the contract.
6. Upon receipt of the engineer's report, the auditor set a time and location for a hearing on the report, gave notice of the hearing by publication, by mail to affected landowners and by posting at the meeting place at least ten days before the hearing, and included an invitation in the notice that a party objecting to the acceptance of the contract may appear and be heard.

7. During the public hearing portion of the proceedings no comments were received.

Order:

Based on the foregoing Findings and the entire record of proceedings before the Board, the Board, acting as the drainage authority for Nicollet County Ditch No. 86A, hereby orders as follows:

- A. The Selly Excavating Inc contract herein is accepted as complete.
- B. Final payment and any retainage under the contract shall be released to the contractor upon proof of release of all liens of contractors or materialmen related to the project.
- C. The Property & Public Services Director of Nicollet County is ordered to pay the balance due on the contract, if any, and the costs of the improvement as provided by Minn. Stat. ch. 103E.

Dated: May 9, 2023

Jack Kolars
Chairperson of Drainage Authority

ATTEST:

Mandy Landkamer, County Administrator
Clerk to the County Board