

Board of Commissioners Agenda

January 23, 2024

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

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

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

1. Pledge of Allegiance
2. Silence Your Cell Phones
3. Approval of Agenda
4. Approval of Consent Agenda:
 - a. [January 2, 2024 Board Minutes](#)
 - b. [2024 Nicollet County Conference/Meeting Room Lease](#)
 - c. [MN Deer Hunters Association Gambling Permit](#)
 - d. Approval of Bills
5. Public Appearances

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

- 9:10 a.m.** 7. Finance
 - a. [Quarter 4 2023 Donations](#)

- 9:15 a.m.** 8. Public Works
 - a. [Consider Professional Service Agreement for ROW Platting Services](#)

- 9:20 a.m.** 9. Administration
 - a. [2024 – 2028 Nicollet County Strategic Plan](#)

- 9:25 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

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

1. Approval of Agenda
2. Approval of Consent Agenda
 - a. [January 2, 2024 Drainage Authority Minutes](#)
 - b. [Consider Ditch Repair Reports 23-035 through 23-036 and 24-001 through 24-003](#)
3. Public Appearances

- 9:35 a.m.** 4. Adjourn Drainage Authority Meeting

(Continued)

Mission Statement

Providing efficient services with innovation and accountability.

Vision Statement

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

Core Values

Leadership. Integrity.
Accountability.
Efficiency. Innovation.

Board of Commissioners Agenda

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Notice of Scheduled Meetings

The following is a notice of scheduled meetings. Pursuant to Minnesota Statute 13D.04, this notice of meetings also serves as notice of regular and special meetings of the Nicollet County Board of Commissioners. Questions or comments regarding Nicollet County meetings and requests to participate can be directed to Mandy Landkamer, Nicollet County Administrator, at 507-934-7074 or mandy.landkamer@co.nicollet.mn.us.

January and February 2024

Date	Time	Meeting	Location	City
January 22	7:00 pm	Planning & Zoning Commission (PZ) / Board of Adjustments & Appeals (BAA)	Gov. Center Board Room	St. Peter
January 23	9:00 am	County Board of Commissioners Meeting	Gov. Center Board Room	St. Peter
January 23	*following Board adjournment	Drainage Authority Meeting	Gov. Center Board Room	St. Peter
January 25	8 - 9:30 am	2024 Pre-Session Legislative Forum (GMG)	South Central Service Co-op	North Mankato
January 26	9:00 am	BNCH - Full Board Meeting	1900 Franklin St.	New Ulm
January 31	3:30 – 4 pm	Personnel Committee Meeting	Gov. Center - Nicollet Room	St. Peter
February 7-8	7 am – 6 pm	AMC Drainage Conference	Arrowwood Conf. Center	Alexandria
February 10-13	All Day	NACO Legislative Conference	Washington, D.C.	
February 13	9:00 am	County Board of Commissioners Meeting	Gov. Center Board Room	St. Peter
February 13	*following Board adjournment	Drainage Authority Meeting	Gov. Center Board Room	St. Peter
February 19	Closed in Observance of President's Day			
February 20	8:15 am	Individual Dept. Head. Meeting – Finance	Gov. Center EOC	St. Peter
February 20	9:30 am	Board Workshop	Gov. Center EOC	St. Peter
February 21-22	7 am – 6 pm	AMC Legislative Meeting	InterContinental Hotel	St. Paul
February 22	8:30 am	Tri-County Solid Waste Joint Powers Mtg.	Gov. Center EOC	St. Peter
February 26	7:00 pm	Planning & Zoning Commission (PZ) / Board of Adjustments & Appeals (BAA)	Gov. Center Board Room	St. Peter
February 27	9:00 am	County Board of Commissioners Meeting	Gov. Center Board Room	St. Peter
February 27	*following Board adjournment	Drainage Authority Meeting	Gov. Center Board Room	St. Peter

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JANUARY 2, 2024
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Board of Commissioners met in regular session on Tuesday, January 2, 2024 at 9:00 a.m. Present at the meeting were Commissioners Morrow, Dranttel, Kolars, Dehen, and Zins. Also present were County Administrator Mandy Landkamer, Assistant County Attorney James Dunn and Recording Secretary Sarah Frahm.

Election of Officers

Commissioner Kolars asked for nominations for 2024 Board Chair. Motion by Commissioner Zins and seconded by Commissioner Dehen to nominate Commissioner Morrow for the position of Chair of the Nicollet County Board for 2024. No other nominations were made and the motion carried unanimously.

Chair Morrow then asked for nominations for Board Vice Chair. Commissioner Kolars nominated Commissioner Dranttel for the position of Vice Chair of the Nicollet County Board for 2024. No other nominations were made and the motion carried unanimously.

Approval of Agenda

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

Consent Agenda

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

1. December 12, 2023 Board Meeting Minutes;
2. 2024 Board Meeting and Workshop Schedule
3. 2024 North Mankato Library and Bookmobile Contracts
4. 2024 Gopher Bounty
5. 2024 Solid Waste Collection and Transportation License Applicants
6. Publication of Transportation Advertisement Bids on the Nicollet County Website
7. Resolution Approving the Official Newspaper for Publications in 2024
8. Resolution to Delegate EFT Authority
9. Carver County Juvenile Detention Contract with Blue Earth County
10. End of Probations
12. Approval of Bills
13. Acknowledgement of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
 - a. General Revenue Fund - \$50,648.61;
 - b. Road & Bridge Fund - \$6,402.09;
 - c. Human Services Fund - \$26,577.85

Motion carried with all voting in favor.

Public Appearances:

There were no public appearances.

Health and Human Services

2024 Health and Human Services: Execution of Contracts and Agreement

Director Sassenberg came forward to request approval of a resolution to execute contracts and agreements related to Health and Human Services. Motion by Commissioner Zins and seconded by Commissioner Dehen to authorize the Health and Human Services Director to execute and approve contracts and agreements. Motion carried with all voting in favor on a roll call vote.

Public Services

Resolution to Establish Absentee Ballot Board and County UOCAVA Ballot Board

Director Kopet came forward to provide background information on Minnesota election laws related to absentee ballots and establishing a ballot board for the upcoming 2024 elections. Motion by Commissioner Kolars and seconded by Commissioner Dehen to approve the attached resolution. Motion carried with all voting in favor on a roll call vote.

Property Services

December 18, 2023 Planning and Zoning Advisory Commission Meeting:

PLN 23-23 – Valley Asphalt Products

Deputy Zoning Administrator Crawford came before the Board to request consideration of the following conditional use permit requests and findings of fact from the December 18, 2023 Planning & Zoning Advisory Commission:

1.)	M.R. Paving (Valley Asphalt Products)	PLN23-23	3-year Mineral Extraction Conditional Use Permit renewal for a permanent hot mix plant
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The Planning Commission recommends approval with the recommended conditions.

Motion by Commissioner Dranttel and seconded by Commissioner Dehen to accept the Planning & Zoning Advisory Commission's December 18, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried with all voting in favor.

PLN 23-24 – Granby Calf Ranch

2.)	Lee Alex – Trident Dairy (Granby Calf Ranch)	PLN23-24	Conditional Use Permit modification to change animal type from calves to cows and calves
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The Planning Commission recommends approval with the recommended conditions.

Motion by Commissioner Dranttel and seconded by Commissioner Kolars to accept the Planning & Zoning Advisory Commission's December 18, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried with all voting in favor.

PLN 23-25 – Marty & Mary McCabe

3.)	Marty & Mary McCabe	PLN23-25	Conditional Use Permit to place over 50 cubic yards of fill not in connection with another permitted use
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The Planning Commission recommends approval with the recommended conditions.

Motion by Commissioner Zins and seconded by Commissioner Dehen to accept the Planning & Zoning Advisory Commission's December 18, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried with all voting in favor.

PLN 23-26 – Holly Carlson

4.)	Holly Carlson	PLN23-26	Conditional Use Permit to establish and operate a dog boarding kennel
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The Planning Commission recommends approval with the recommended conditions.

Motion by Commissioner Dranttel and seconded by Commissioner Kolars to accept the Planning & Zoning Advisory Commission's December 18, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried with all voting in favor.

Public Works

Consider Award of Project SP 052-621-031

Director Greenwood provided information on the planned reconstruction and slope stabilization project of CSAH 21. Three bids were received and opened on November 28, 2023. Mathiowetz Construction had the low bid, which came in under the engineer's estimate.

Motion by Commissioner Zins and seconded by Commissioner Kolars to award Project SP 052-621-031 to Mathiowetz Construction for the low bid amount of \$3,503,009.29. Motion carried with all voting in favor.

Consider Adoption of MAPO ADA Transition Plan Part 1 & Part 7 and Resolution

Director Greenwood presented Part 1 and Part 7 of the MAPO ADA Transition Plan. The plan is reviewed and updated every five years. The final plan incorporated public input as well as additional recommendations from Stonebrooke Engineering.

Motion by Commissioner Kolars and seconded by Commissioner Dehen to approve adoption of Part 1 & Part 7 of the MAPO ADA Transition Plan and attached Resolution. Motion carried with all voting in favor on a roll call vote.

Administration

Resolution Establishing the 2024 Committee and Board Assignments and Meetings that Qualify for a Per Diem Payment

The 2024 Committee and Board Assignments were discussed and Commissioners were added to various Committees. Motion by Commissioner Kolars and seconded by Commissioner Zins to approve the 2024 Committee and Board Assignments. Motion carried with all voting in favor on a roll call vote.

County Attorney

Assistant County Attorney James Dunn mentioned vacancies in the County Attorney's office, otherwise business as usual.

Chair's Report

- County Board
- Board Workshop
- Nicollet & Brown County Joint Meeting
- Community Health Board

Commissioner Committee Reports

The Commissioners reported on various meetings and activities, including:

Commissioner Marie Dranttel

- County Board
- Board Workshop
- Nicollet & Brown County Joint Meeting

Commissioner Mark Dehen

- County Board
- Board Workshop
- ACWA
- Palmer Bus Service ribbon cutting
- Community Health Board
- Connecting Nicollet County
- GMG Farewell Reception

Commissioner Kurt Zins

- County Board
- Board Workshop
- Nicollet & Brown County Joint Meeting

Commissioner Jack Kolars

- County Board
- Administration
- Community Health Board
- Nicollet & Brown County Joint Meeting
- Board Workshop
- Traverse de Sioux

Approve Per Diems and Expenses

Motion by Commissioner Kolars 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

The meeting adjourned at 9:48 a.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD

DRAFT

Nicollet County Board of Commissioners

Board Meeting Agenda Item

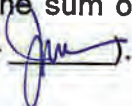


Agenda Item: 2024 Nicollet County Conference/Meeting Room Lease		
Primary Originating Division/Dept.: Administration Contact: Mandy Landkamer Title: County Administrator Amount of Time Requested: minutes Presenter: Title:	Meeting Date: 01/23/2024 Item Type: Consent Agenda <small>(Select One)</small> Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Facilities and Space - preserve, maintain and build our assets <small>(Select One)</small>		
BACKGROUND/JUSTIFICATION: Consideration of the attached Nicollet County Conference/Meeting Room Lease with Belgrade Township for 2024. The Township holds up to 12 meetings per year in the North Mankato Services Building for an annual fee of \$50.00		
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 Nicollet County Conference/Meeting Room Lease with Belgrade Township for 2024.		
FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = State <small>(Select One)</small> Total:	
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:		

NICOLLET COUNTY CONFERENCE/MEETING ROOM LEASE

THIS AGREEMENT, made this 1st day of January 2024 by and between Nicollet County, hereinafter called the LESSOR, and Belgrade Township whose complete address is P.O. Box 2075, North Mankato, MN 56002-2075 and whose telephone number is (507) 382-9214, hereinafter called the LESSEE.

WITNESSETH: The LESSOR and the LESSEE, in consideration of rents, covenants, and agreements herein reserved and contained, do hereby agree with the other as follows:

1. The LESSOR grants and the LESSEE accepts a lease of the following described conference/meeting room(s) of Nicollet County, to wit: Nicollet County Health and Human Services Building Conference Room - North Mankato (and use of lobby for election) for a term of one (1) year from January 1, 2024 through December 31, 2024 to be used for (specify purpose): monthly Town Board Meetings and Town Board Annual Meeting and elections and for no other purpose.
2. As rent for such conference/meeting room(s) of Nicollet County, the LESSEE agrees to pay the LESSOR the sum of \$ 50.00 for said term, payable no later than Feb. 3, 2024 (LESSEE's initials - ).
3. LESSOR shall furnish and provide for the use of LESSEE lights, heat, and conference room furnishings.
4. LESSEE agrees to make no change in the fixtures or furnishings of the conference/meeting room(s) covered by the lease, except N/A. Expense of any agreed upon changes shall be assumed by LESSEE and shall include the cost of restoration of premises to former condition without damage.
5. Doors will be programmed to be open 15 minutes prior to meeting start time and will remain open for 30 minutes for building/conference room access.
6. LESSEE agrees not to assign this lease, or any portion thereof, without first obtaining the written consent of LESSOR. In the event LESSEE must cancel all or part of the term of this agreement, he/she will advise the LESSOR, in writing, at least 48 hours prior to beginning of referenced term, or the full amount specified in clause 2 shall be paid by LESSEE.
7. LESSEE agrees to and shall abide by, conform to, and comply with all of the laws of the United States and the State of Minnesota and all of the ordinances of the City of North Mankato, and the rules/procedures of the LESSOR for the governance and management

of said conference/meeting room(s) together with all rules of the Police and Fire Department, City of North Mankato .

8. The LESSOR shall not be responsible for any claim whatsoever regardless of kind, occurring during the tenancy of the LESSEE, and LESSEE shall indemnify LESSOR and save them harmless from any and all claims, damages, expenses and liabilities whatsoever arising out of and or during LESSEE's use of the leased premises. Furthermore, the LESSEE shall obtain all permits or licenses required by any provision of law, municipal charter or ordinance for the conduct of activity on the leased premises and the LESSOR shall not be responsible for the LESSEE's failure to obtain such permits and licenses or to comply with any other requirements imposed upon LESSEE for the conduct of such activity.
9. LESSEE agrees to vacate the leased premises, remove debris, and restore same to ordinary cleanliness within N/A hours after termination of the period covered by this lease.
10. LESSEE agrees to assume full responsibility for the character and acts of conduct of all persons admitted to said premises, and to have on hand at all times sufficient policing force to maintain order and protect persons and property.
11. LESSOR reserves the right to cancel this agreement at any time in the event that any emergency arises which shall make necessary the use of this conference/meeting room(s) by Nicollet County, and that no claim for any damage that may result to LESSEE from any such cancellation shall be asserted or maintained against the LESSOR.
12. LESSEE has received sponsorship by a Nicollet County Department, Employee, or Board Member: XX YES NO
Specify: Administrator Mandy Landkamer .

In testimony whereof, both parties have hereunto set their hands and seals the day and year first written above.

BY (LESSOR): Nicollet County

Signature: _____

Date: _____

BY (LESSEE): Belgrade Township

Signature: John M. Antick, Town Clerk

Date: 12-12-23

RECEIVED

JAN 04 2023

Nicollet County Admin

BELGRADE TOWNSHIP BOARD

**Schedule for Use of Nicollet County Services Building
Conference Room in North Mankato, MN**

* * * * *

Tuesday, January 9, 2024 - 7:00 p.m.

Tuesday, February 13, 2024 - 7:00 p.m.
(8:00 p.m. if Special Election held)

Tuesday, March 19, 2024 - 7:00 p.m.

Tuesday, April 9, 2024 - 7:00 p.m.

Tuesday, May 14, 2024 - 7:00 p.m.

Tuesday, June 11, 2024 - 7:00 p.m.

Tuesday, July 9, 2024 - 7:00 p.m.

Tuesday, August 13, 2024 - 7:00 p.m.

Tuesday, September 10, 2024 - 7:00 p.m.

Tuesday, October 8, 2024 - 7:00 p.m.

Tuesday, November 12, 2024 - 7:00 p.m.

Tuesday, December 10, 2024 - 7:00 p.m.

RECEIVED

JAN 04 2023

Nicollet County Admin

NICOLLET
COUNTY EST. 1853

NICOLLET
COUNTY EST. 1853

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: MN Deer Hunters Assoc. Bend of the River Chapter Previous Gambling Permit Number: X-31004-23-029

Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any:

Mailing Address: P.O. Box 73

City: Mankato State: MN Zip: 56002 County: Blue Earth

Name of Chief Executive Officer (CEO): John Mastrey

CEO Daytime Phone: 507-351-0763 CEO Email: johnmastrey55@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): tcmarten@charter.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Nicollet Conservation Club

Physical Address (do not use P.O. box): 46045 471st Lane, Nicollet, MN 56074

Check one:
☐ City: Zip: County:
☒ Township: Nicollet Zip: 56074 County: Nicollet

Date(s) of activity (for raffles, indicate the date of the drawing): 4/27/2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 01/09/2024
(Signature must be CEO's signature; designee may not sign)

Print Name: John Mastrey

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- ✓ a copy of your proof of nonprofit status; and
- ✓ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Employee Recognition Events						
Primary Originating Division/Dept.: Human Resources Contact: Kristy Larson Title: HR Director Amount of Time Requested: 5 minutes Presenter: Kristy Larson Title: HR Director	Meeting Date: 01/23/2024 Item Type: Regular Agenda <small>(Select One)</small>					
Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No						
County Strategy: Collaborative Workplace - sustain the core values of our culture <small>(Select One)</small>						
BACKGROUND/JUSTIFICATION: Per Minnesota Statute and the Nicollet County Employee Handbook, Nicollet County has established an Employee Wellness and Recognition Program, which allows the County to hold employee recognition events and, with permission from the Board of Commissioners, use budgeted County funds to help pay for such events. Events planned for this year include a picnic this summer, lunch for the winners of the Most Impactful Continuous Improvement Award, National County Government Month activities in April, retirement recognition, and employment milestone anniversary recognition.						
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) 12/12/2023						
Approved by County Attorney's Office: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A						
ACTION REQUESTED: Approve budgeted County funds for employee recognition events.						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify: </td> <td style="width: 50%; vertical-align: top;"> FUNDING County Dollars = State <small>(Select One)</small> Total: \$ </td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments: </td> </tr> </table>			FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = State <small>(Select One)</small> Total: \$	FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	
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FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:						



RESOLUTION AUTHORIZING EMPLOYEE RECOGNITION EVENTS



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

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

WHEREAS, the Nicollet County Board wishes to hold recognition events for employees who are retiring, who are celebrating milestone employment anniversaries, who have earned the Most Impactful Continuous Improvement award, during National County Government Month (April), and during a summer employee recognition event

THEREFORE, be it resolved, that the Nicollet County Board of Commissioners hereby authorizes these events during 2024; and

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

Dated this 23rd day of January 2024

Terry Morrow, 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: Qtr 4 2023 Donations		
Primary Originating Division/Dept.: Finance Contact: Heather McCormick Title: Finance Director Amount of Time Requested: 5 minutes Presenter: Heather McCormick Title: Finance Director	Meeting Date: 01/23/2024 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>		
BACKGROUND/JUSTIFICATION: This is to present the Quarter 4 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		
ACTION REQUESTED: Approval of Donations by resolution		
FISCAL IMPACT: Other <small>(Select One)</small> If "Other", specify: Donations	FUNDING County Dollars = Other (12,040.00) <small>(Select One)</small> Total: (12,040.00)	
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:		



RESOLUTION APPROVING THE ACCEPTANCE OF DONATIONS



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

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

THEREFORE, BE IT RESOLVED that the Nicollet County Board of Commissioners approve the following donations made to the County from October 1 through December 31, 2023.

Donations received by Nicollet County October 1 through December 31, 2023

<u>FROM WHOM</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Various Donations	\$460.00	Van Services
American Legion Auxiliary #510	\$100.00	VSO Van Program
American Legion Lorentz Post #11	\$1,000.00	VSO Van Program
Tuff Miller	\$50.00	VSO Van Program
	<u>\$1,610.00</u>	
Red Men Club Inc	\$4,000.00	Sheriff K9
	\$6,000.00	Sheriff Boat and Water
	<u>\$10,000.00</u>	
Various Donations	<u>\$430.00</u>	Loan Closet
Total	\$12,040.00	

Dated this 23rd day of January, 2024

Terry Morrow, 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



Agenda Item: Consider Professional Service Agreement for ROW Platting Services		
Primary Originating Division/Dept.: Public Works-Highway Contact: Seth Greenwood, P.E. Title: PWD/County Engineer Amount of Time Requested: 5 minutes Presenter: Seth Greenwood, P.E. Title: PWD/County Engineer	Meeting Date: 01/23/2024 Item Type: Regular Agenda <small>(Select One)</small> Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Facilities and Space - preserve, maintain and build our assets <small>(Select One)</small>		
BACKGROUND/JUSTIFICATION: The reconstruction of CSAH 5 (W Limits of St George to E. Limits St George) and CSAH 16 (CSAH 5 to the north county line) has been included in the Board adopted 2024-2028 Capital Improvement Plan. The anticipated year that construction would begin is 2026. In March of 2023 the Board approved hiring Stonebrooke Engineering to develop plans and specifications for the reconstruction project. The project will require the acquisition of additional road right-of-way (ROW) and temporary construction easements. To accomplish the ROW and temporary easement acquisition a ROW plat will need to be developed along with acquisition exhibits. Included in the Board packet is a copy of a proposal for Bolton and Menk to provide these platting services. Bolton and Menk has estimated that the cost to provide the platting services ranges from approximately \$83,600-\$103,600 with a target total cost of \$90,281.87. Once the ROW plat is nearing completion the County will then need to hire an appraiser to calculate compensation for the ROW and temporary easement takings.		
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: Approve Bolton and Menk ROW platting services proposal and authorize the Public Works Director/County Engineer to sign the proposal.		
FISCAL IMPACT: Included in current budget <small>(Select One)</small> If "Other", specify: FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	FUNDING County Dollars = \$90,281.87 State <small>(Select One)</small> Total: \$90,281.87	



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

August 23, 2023

Seth Greenwood
Nicollet County Engineer
PO Box 518 - 1700 Sunrise Drive
St. Peter, MN 56082

RE: CSAH 16 North of St. George

Dear Seth:

Nicollet County has requested platting of the land described above to facilitate permanent right of way and temporary easements. Bolton & Menk, Inc. takes great pride in providing platting services thoroughly, accurately, and efficiently.

We propose to perform the field work with survey staff in our Mankato office. All work will be managed and supervised by a licensed land surveyor.

Bolton & Menk, Inc. puts a high priority on ensuring our efforts are consistent with your needs. Please review the attached documents. If you have any questions, concerns, or comments regarding this proposal, please call me at 507-625-4171 ext. 2329 or email at janele.fowlds@bolton-menk.com.

Sincerely,
BOLTON & MENK, INC.

Janele Fowlds, L.S.
Principal Land Surveyor

Attachments: Scope of Services Budget (3 page)
Terms & Conditions of Proposal (2 pages)

DESCRIPTION OF PROPOSED PROJECT

CSAH 16 from St. George north to County Line
West Newton Township 111 North, Range 31 West
Sections 2-3; 10-11; 14-15; 22-23; 26-27

- 58 parcels along CSAH 16 (between CSAH 5 and County line to the north)
- 21 parcels along CSAH 5

The below Statute will also be used on the Plat

- MN Statute 160.085 RECORDING PROPOSED ACQUISITION FOR ROAD

SCOPE OF WORK

Bolton & Menk will complete the following scope of work. We have detailed the items included in each task below.

Boundary Work

- Will utilize the Section Corner positions from the County's Remonumentation project.
- We will locate any intermediate boundary monuments which will assist in determining the location of the existing right of way and/or the parcels to be acquired.

Draft Right of Way Plat

- Prepare a right-of-way plat defining the existing right of way, proposed right of way, ownership lines, existing recorded easement limits and section lines.
- The existing right of way will be established by referencing the record plan drawing provided by the County along with the field location as provided by the County of the existing pavement.

Draft Temporary Easement Plat/Exhibit

- Prepare a temporary easement exhibit defining the calculated easement areas.
- Will keep the temporary easement linework and areas on the Final Plat drawing unless it is determined it can be placed in its own CAD file.

Draft Acquisition Exhibits

- Individual Exhibits will be prepared for each tax parcel showing property lines, proposed right of way limits and temporary easement limits.

Sign and File Right of Way Plat

- Provide 1 mylar print of the right of way plat for filing with the County Recorder.
- Estimated to be a 12 sheet plat. Estimate based on a scale of 1"=100'
- Estimated at \$300 per sheet for a total of \$3,600

Monument Right of Way Plat

- Set iron pipe monuments at the exterior boundary corners of the Right of Way Plat. Assumes 30 survey monuments

Replace found property monuments post construction

- Re-set any found intermediate property corner monuments which were removed during construction.

Replace Section Corners post construction

- Set Section corners that lie within the roadway which will have been removed during construction. Assumes 10 survey monuments.

DELIVERABLES

- Deliverables will include the final plat, temporary easement drawing (may be on final plat) and individual acquisition exhibits.
- CAD drawings will be prepared in Civil3D2023file format.
- Copies of all drawings will be provided in hard copy along with an electronic PDF copies.

ASSUMPTIONS

This proposal is based upon the following assumptions:

- This assumes County staff will provide title reports, copies of supporting documents, including existing recorded easements.
- Bolton & Menk, Inc. maintains professional services and Errors and Omissions insurance; a certificate of insurance can be provided upon request
- Features within the proposed sites required to be located will be mostly clear of snow and ice cover prior to the field staff starting work.
- This assumes section corner monuments and tax parcel monuments are in place and can be found in a reasonable time.
- Title issues that may arise (gaps/overlaps, poor legal description, etc.) will be considered additional services and invoiced on an hourly basis.
- Any additional studies, tasks, or coordination (e.g. wetland delineations, environmental or archaeological studies, permit applications, meetings representing the client, etc.) not explicit in the proposed scope of work will be performed by others or as additional services.

FEES

Bolton & Menk, Inc.'s proposed fees to provide the described work will be billed hourly based on the enclosed fee schedule with the total estimated cost to be:

Bolton & Menk, Inc.'s Hourly Rate	
Task	Estimated Fees
Right of Way Plat	\$80,000 - \$100,000
Right of Way Plat Mylars	\$3600

Nicollet County CSAH 16	CONTRACTOR - Bolton & Menk, Inc.							
	Principal Surveyor	Project Surveyor/LSIT	Office CAD Technician	Crew Chief			Total Hours	Total Costs
WORK TASK DESCRIPTION								
Boundary Work	8	120		30			158	
Draft Right of Way Plat	12	16	40				68	
Draft Temporary Easement Plat/Exhibit	6		40					
Draft Acquisition Exhibits	40		120					
Time allotted for revisions to Plat, Easements or Acquisition Sketches	8	16	100					
Sign and File Right of Way Plat	12	4	4				20	
Monument Right of Way Plat	2	2		16				
Replace Found Section Corners post Construction	2	2		8				
Replace Found Monuments post Construction	2	2		8			12	
							0	
Total Hours:	92	162	304	62	0	0	258	
Hourly Rate:	\$58.00	\$48.00	\$30.00	\$43.00	\$0.00	\$0.00		
Labor Costs:	\$5,336.00	\$7,776.00	\$9,120.00	\$2,666.00	\$0.00	\$0.00		\$24,898.00
Overhead (220.31%):								54,852.78
Labor plus Overhead:								79,750.78
Fixed Fee (12%):								9,570.09
Total Contractor Labor Costs:								89,320.87
DIRECT EXPENSES:	UNIT			QUANTITY	RATE			
Direct Expenses - Survey Equipment	Unit Hour			62	\$15.50			\$961.00
TOTAL CONTRACTOR COSTS								\$90,281.87

Bolton & Menk, Inc.'s proposed fee for the described Scope of Services is to bill based on a cost-plus fee structure.

The overheard rate of 220.31% of direct Salary Costs will be used.

The fixed fee rate of 12% of direct Salary Costs will be used.

County will not pay overtime rates for any overtime worked by Contractor.

The direct Salary Costs will correspond with the employee's current hourly wage. If the employee's wage is increased during the contract the adjusted amount will be used for the direct salary cost.

These rates include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey equipment, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.

Travel time from the Mankato office to project site will be billed in accordance with the above survey crew's hourly rate.

APPROVALS AND SIGNATURES

Nicollet County acknowledges that it is the client of the property described above or is a legally authorized representative of the property client with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

Bolton & Menk, Inc. and Nicollet County agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The undersigned represents that it is the Nicollet County or has been authorized to accept this Agreement on behalf of Nicollet County. Unless also executed by a person(s) or firm guaranteeing payment, the undersigned accepts financial responsibility for all services and costs of collection incurred by Bolton & Menk including reasonable attorney's fees, in the event of default by Nicollet County.

Accepted by:

Print Name/Title

Signature and Date

I/We personally guarantee payment of all obligations for services to be provided by Bolton & Menk, Inc. under this Agreement. I/We further agree to pay all costs of collection incurred by Bolton & Menk, Inc., including reasonable attorney's fees.

Print Name/Title

Signature and Date

**Terms of Proposal – Limited Scope General Project MN
Bolton & Menk, Inc.**

The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the accompanying Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. (BMI). Such changes may require an adjustment in the proposed fee, schedule, or scope of Proposal.

A. Services: BMI proposes to perform the services outlined in the Proposal for the stated fee arrangement. Changes required by the Client or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule of services described in the Proposal are "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

B. Information from Client: Unless otherwise stated, Client agrees to provide BMI with all site information necessary to complete the proposed services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, utility locates, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. BMI may rely on accuracy of Client provided information. Client shall promptly inform BMI of any alleged defects in the services.

C. Access to Site: Unless otherwise stated, Client agrees to provide BMI with access to the site, including adjoining properties, for activities necessary for the performance of services. It is understood that in the normal course of work, unavoidable property damage may occur due to excavations, tree and brush trimming, marking lines, etc. BMI will take reasonable precautions to minimize damage due to its activities. The cost to correct resulting damage has not been included in the fee and the Client agrees to reimburse BMI for any costs associated with required restoration work.

D. Standard of Care: Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

E. Certifications: Any certification provided by BMI is a professional opinion based upon knowledge, information, and beliefs available to BMI at the time of certification. Such certifications are not intended as and shall not be construed as a guarantee or warranty. BMI shall not be required to certify the existence of conditions whose existence BMI cannot reasonably ascertain.

F. Utilities: Unless otherwise explicitly stated in the proposal, if utility surveys are included in scope of services,

utilities will be located from available utility records, utility company locates and surface evidence of underground improvements. Some subsurface improvements may not be disclosed by such methods and Client assumes responsibility for exploratory excavations and other work to assure utility locations. BMI assumes no liability for matters arising from subsurface utilities that vary from locations depicted on previous plans or locates provided by Client or utility companies.

G. Project Approval: Due to site limitations, code interpretation, regulatory reviews, political considerations, and Client directed design and improvements; BMI makes no representations as to acceptability or approvability of the project, or, zoning requests, permit applications, site and development plans, plats and similar documents. Client's obligation for payment of fees owed BMI is not contingent upon project approval.

H. Opinions or Estimates of Project Costs: Where included as part of project scope or otherwise, opinions or estimates of project cost will generally be based upon public construction cost information. Since BMI has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the Client and BMI does not warrant or guarantee the accuracy of construction cost opinions or estimates. Project financing should be based upon actual, contracted construction costs with appropriate contingencies.

I. Construction Phase Services: Client is notified that BMI shall not be responsible for means, methods, techniques, sequences, or procedures of construction selected by any contractor employed on the project nor for the safety precautions or programs incident to the work of any contractor.

J. Ownership and Alteration of Documents: All documents, including reports, drawings, field data, notes, plans, specifications and documents or electronic media prepared or furnished by BMI under this agreement remain the property of BMI. Upon payment of all amounts owed, the Client is granted a limited license to BMI's submittals for Client's reasonable use and to make and retain copies for such use. However, BMI's submittals are not intended for reuse by the Client or third parties on other projects or alteration by others without the written consent of BMI. Electronic media may be furnished for convenience of Client;

however, only signed and certified paper copies of submittals may be relied upon as documentation of professional services provided.

K. Billings and Payments: Invoices for BMI's services shall be submitted, at BMI's option, either upon completion of such services or on a monthly basis. Unless credit to Client is approved, payment is due upon receipt of services and deliverables. If, at sole discretion of BMI, credit is advanced to Client, invoices shall be due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, BMI may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services. BMI reserves the right to withhold any deliverables until all unpaid fees are paid in full. Amount of retainer (if applicable) will be applied to amount owed on final invoice.

L. Late Payments: Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion or all of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney fees.

M. Waiver: To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers, and subcontractors, claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or any way related to this Agreement, from any cause or causes. Client waives claims against BMI individual employees and agrees any claim, demand or suit shall be asserted only against the BMI corporate entity.

N. LIMITATION OF LIABILITY: In recognition of the relative risks, rewards, and benefits of the project to both the Client and BMI, the risks have been allocated such that the Client agrees that BMI's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed total compensation paid to BMI. Such claims include, but are not limited to, BMI's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

O. Certificates of Insurance: BMI will maintain, at its expense, statutory worker's compensation insurance coverage, automobile liability insurance, commercial general liability insurance and professional liability coverage for claims arising from bodily injury, death or property damage which may arise from the negligent performance by BMI or its employees. BMI will, upon request, furnish Certificates of Insurance documenting terms of coverages. BMI will not be required to extend coverages beyond those which are usual and customary for similar firms practicing similar surveying and engineering services unless BMI is reimbursed for additional premium expenses.

P. Dispute Resolution: Any claims or disputes made during or after the performance of services between BMI and the Client, with the exception of claims by BMI for non-payment of services rendered, shall first be submitted to mediation for resolution prior to initiating any other legal proceedings.

Q. Agreement: If the Proposal is accepted, the Client and BMI will enter into an Agreement incorporating the accompanying Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to BMI and Client. In the absence of a separate, executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between BMI and the Client.

R. Termination of Services: The Agreement created under Paragraph Q may be terminated by the Client or BMI should the other fail to perform its obligations hereunder; or, by BMI if the presence of an unknown or undisclosed federally, state or locally regulated hazardous material is encountered. In the event of termination, the Client shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

S. Withdrawal of Proposal: This Proposal constitutes a non-binding offer to perform services and BMI reserves the right to withdraw or modify this proposal, without liability to the Client, at any time prior to receipt of written acceptance from the Client and execution of a signed agreement in accordance with Paragraph Q.

T. LIEN RIGHTS: Pursuant to the representations by the CLIENT in this Agreement and improvements to be made to the project property, BMI reserves the right to file a lien against the project property in the event of delinquent or non-payment of monies owed to BMI by the CLIENT. In accordance with Minnesota law, the CLIENT and PROJECT PROPERTY OWNER are hereby advised:

“(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.”

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item:		
2024 - 2028 Nicollet County Strategic Plan		
Primary Originating Division/Dept.: Administration	Meeting Date: 01/23/2024	
Contact: Mandy Landkamer Title: County Administrator	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5 minutes		
Presenter: Mandy Landkamer Title: County Administrator	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No	
County Strategy: Collaborative Workplace - sustain the core values of our culture (Select One)		
BACKGROUND/JUSTIFICATION: <p>Consideration of the attached 2024 - 2028 Nicollet County Strategic Plan. This Plan is amended every year to reflect new goals, amend existing goals and/or to remove completed goals. Identified goals in the Plan are to be projects or programs that are outside the average day-to-day core duties of each department. Although it is a 5-year Plan, a majority of the goals are focused on the next year or two.</p> <p>This document serves the following purposes:</p> <ul style="list-style-type: none"> • Provide a road-map for services that are consistent with the identified County strategies, mission, and vision and core values. • Be a decision making tool for the Board of Commissioners • Be a leadership and management tool for developing staff goals and assist with the goals portion of the annual staff performance evaluations. • Be a communication tool for staff and members of the public about projects and services the county provides. 		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No		
If "yes", when? (provide year; mm/dd/yy if known) February 28, 2023		
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 2024 - 2028 Nicollet County Strategic Plan.		
FISCAL IMPACT: Other (Select One) If "Other", specify	FUNDING County Dollars = Other (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



Nicollet County Strategic Plan



Mission

Providing efficient services with innovation and accountability.

Vision

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

Core Values

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

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

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

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

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

STRATEGIC WORK PLAN 2024 - 2028

Strategy 1 Collaborative Workplace	<ul style="list-style-type: none"> • <i>Sustain the core values of our organizational culture.</i> • Characteristics: Leadership, efficiency, accountability, innovation, integrity, continuous improvement practices, reorganization & restructuring, talent management, embracing change, and being respectful- trusting our organizational culture.
Strategy 2 Facilities and Space	<ul style="list-style-type: none"> • <i>Preserve, maintain and build our assets.</i> • Characteristics: Infrastructure, facility security, facility planning, facility accessibility, maintain a professional and historical appearance.
Strategy 3 Technology Solutions	<ul style="list-style-type: none"> • <i>Invest in tools to create efficiencies.</i> • Characteristics: E-Services, electronic records management system, enhanced web services, IT strategic planning, remote access for staff and citizens, examine business practices, and security.
Strategy 4 Programs and Services	<ul style="list-style-type: none"> • <i>Providing efficient services with innovation and accountability.</i> • Characteristics: Efficient services, preventative services, collaborations and partnerships, measure return on investment, financial sustainability, changing population and demographics, and delivery system models.
Strategy 5 Financial Security	<ul style="list-style-type: none"> • <i>Prudent use of taxpayer resources.</i> • Characteristics: Maintain financial policies, employee engagement and investment, measure return on investment, revenue diversification and cost control, capital improvement planning for large capital projects.

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

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

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

KEY TERMS

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

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Administration

Strategy: 2. Facilities and Space	Department Author: Administration	
Goal: Implement projects identified in the Nicollet County Capital Improvement Plan.		
Action Steps:	Target Deadline	
Complete a feasibility and facility study for a new Public Works facility.	December	2024
Assess the county’s financial situation to begin removal and upgrade of the HHS parking lot, in addition to the resurfacing and striping of other county parking lots.	October	2024
Assess the county’s financial situation and market conditions to begin the remodel of the Property and Public Services Department office space.	July	2024

Strategy: 4. Programs and Services	Department Author: Administration		
Goal: Expand our citizen engagement program to include additional outreach and communication to Nicollet County residents.			
Action Steps:		Target Deadline	
Develop a survey or similar tool for residents to provide the county with feedback on their satisfaction of service delivery.		December	2024

Strategy: 4. Programs and Services	Department Author: Administration	
Goal: Assess all regional partnerships annually to determine their value and effectiveness to Nicollet County taxpayers.		
Action Steps:	Target Deadline	
Evaluate partnership with Brown County in effectively providing community and environmental health services.	December	2023
Evaluate the effectiveness of Tri-County Solid Waste.	December	2024
Prepare transition plan for Nicollet County as part of the dissolution of the Brown Nicollet Environmental Health Board.	December	2024

Strategy: 4. Programs and Services	Department Author: Administration	
Goal: Codify all County ordinance for ease of reading and access.		
Action Steps:	Target Deadline	
Assess existing county ordinances and amend as necessary.	December	2024
Hire a vendor to codify county ordinances.	March	2025
Establish a link of the codified ordinances on county website with search features.	December	2025

Administration

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

Strategy: 1. Collaborative Workplace	Department Author: Administration			
Goal: Begin implementation of Diversity, Equity, and Inclusion (DEI) activities within County departments.				
Action Steps:			Target Deadline	
Establish IDEA (Inclusivity, Diversity, Equity, and Accessibility) Workgroup.			Completed	2022
Identify achievable DEI projects and activities in line with mission of the IDEA Workgroup.			In Progress	2024
Implement DEI projects and activities consistent with the mission of the IDEA Workgroup.			December	2024

Strategy: 4. Programs and Services	Department Author: Administration		
Goal: Provide continued relief from the impact of the COVID-19 pandemic.			
Action Steps:		Target Deadline	
Identify needs and services eligible for use of the American Rescue Plan Act funds.		December	2024
Utilize other state and federal funds that are made available for recovery from the pandemic.		December	2024

Brown-Nicollet Environmental Health

Strategy: 4. Programs and Services	Department Author: Brown-Nicollet Environmental Health		
Goal: Enhance the services we provide to the public by meeting FDA Retail Program Standards 1-8 as evaluated by MDH.			
Action Steps:		Target Deadline	
Review FDA Program Standards 1 and 2 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		Completed	2023
Review FDA Program Standards 3 and 8 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		In Progress	2024
Review FDA Program Standards 5 and 7 and develop and implement necessary tools to meet these standards per MDH requirements. MDH will evaluate our program to ensure we adequately meet these standards.		December	2025
Review FDA Program Standard 4 and 6 and develop and implement necessary tools to meet this standard per MDH requirements. MDH will evaluate our program to ensure we adequately meet this standard.		December	2026

Strategy: 4. Programs and Services	Department Author: Brown-Nicollet Environmental Health		
Goal: Educate all current license holders on the dissolution of the Brown-Nicollet Community Health Board and work collaboratively with stakeholders to ensure that this transition is clear and efficient.			
Action Steps:		Target Deadline	
Contact all license holders to explain how the dissolution will impact their establishment and licensing moving forward.		April	2024
Contact regional partners to inform them of this transition and provide detail on future communication.		July	2024
Work with MDH and other stakeholders to ensure that transfer of licensing is done efficiently.		December	2024

Strategy: 4. Programs and Services	Department Author: Brown-Nicollet Environmental Health		
Goal: Increase engagement with license holders in Nicollet County by implementing additional outreach and communication.			
Action Steps:		Target Deadline	
Refine annual survey sent to licensed establishments to allow input on the direction of our program moving forward.		December	2024

Community Corrections

Strategy: 4. Programs and Services	Department Author: Community Corrections		
Goal: Need for Second Truancy Position			
Action Steps:		Target Deadline	
Research truancy statistics with County Attorney’s Office to see if position is warranted		May	2024
Review and establish funding source for position if warranted		June	2024
Meet with Critical Review Board to request position		June	2024
Advertise and interview for position		July	2024
Start Truancy Agent position		August	2024

Strategy: 4. Programs and Services	Department Author: Community Corrections	
Goal: Evaluate Juvenile Out of Home Placement Contract Beds		
Action Steps:	Target Deadline	
Review current contracts with Anoka and Carver Counties to see if additional beds are warranted	February	2024
Research possible contracts with Prairie Lakes and Scott Co. JAF	April	2024
Review current funding sources	June	2024
Report findings of contracts to Board and give update	June	2024

Strategy: 4. Programs and Services	Department Author: Community Corrections		
Goal: Supervisor Position for the Department			
Action Steps:		Target Deadline	
Research like-sized Community Correction counties with supervisor positions		April	2024
Establish funding source		June	2024
Meet with Critical Review Board to request position if deemed warranted		June	2024
Advertise and interview for position		November	2024
Start Supervisor position		January	2025

Community Corrections

Strategy: 1. Collaborative Workplace	Department Author: Community Corrections	
Goal: Create Staff Wellness Program		
Action Steps:	Target Deadline	
Assign agent to develop a presentation on wellness/peer support	April	2024
Research outside sources for training and ideas for staff	July	2024
Conduct internal training for all Community Corrections staff	September	2024
Develop self-check in process for staff – emails, staff meeting moments, newsletter	December	2024
Implement program to staff and include with new employee onboarding	January	2025

County Attorney's Office

Strategy: 4. Programs and Services	Department Author: Attorney's Office		
Goal: Provide effective and evidence-based juvenile programming			
Action Steps:		Target Deadline	
Collaborate with Community Corrections to identify programmatic strengths and challenges		August	2024
Identify evaluation methods as needed to evaluate program		November	2024
Implement programmatic recommendations		September	2025

Strategy: 4. Programs and Services	Department Author: Attorney's Office			
Goal: Implementation of new records management system and continued transition from paper files				
Action Steps:			Target Deadline	
Complete transition from MCAPS to Karpel			Completed	2023
Evaluate and implement transition to paperless files in all civil areas			July	2024
Evaluate and implement transition to paperless files for paternity, child support, and contempt files as warranted			In Progress	2024

Strategy: 4. Programs and Services	Department Author: Attorney's Office			
Goal: Evaluate and update the Nicollet County Data Practices Policy				
Action Steps:			Target Deadline	
Review County Policy			Completed	2023
Identify areas of policy needing future review with affected departments and evaluate best practices			In Progress	2023
Identify and modify the policy, including adding additional sections and forms for public use			August	2024
Establish and implement training for county staff regarding data practice issues			October	2024

Extension Office

Strategy: 4. Programs and Services		Department Author: Extension Office	
Goal: Develop agriculture/horticulture programs that meet the needs of clientele and stakeholders and engage new and existing audiences by increasing awareness and participation.			
Action Steps:		Target Deadline	
Identify areas to expand educational programs based on Nicollet County community member’s interest by using data from technical assistance, survey results, and census data.		In Progress	2026
Increase and improve communication efforts about UMN Extension ANRS programs and resources to ensure community members are aware of programs/resources.		In Progress	2024
Maintain regular program evaluation and reporting process that provides metrics around relevancy to target audiences, learning objectives, and behavioral change, and results in program improvement, increased relevancy, positive change in behavior and organizational sustainability.		In Progress	2024
Implement defined best practices, delivery formats, usability standards, and quality metrics for program to maximize program quality, consistency and organizational recognition.		In Progress	2024
Build partnerships with organizations supporting agriculture, horticulture, and natural resource efforts within Nicollet County to better serve its residents.		New	2025
Identify and work to establish relationships with underrepresented communities who have a desire to increase their skills and knowledge of agriculture and horticulture practices.		New	2028

Strategy: 4. Programs and Services	Department Author: Extension Office	
Goal: Grow the partnerships that Extension has in Nicollet County to provide relevant resources and programming to residents and connect community needs to University resources.		
Action Steps:	Target Deadline	
Create new partnerships to deliver evidence-based nutrition education programs that are culturally meaningful to Nicollet County families through regional SNAP-Ed Educators.	In Progress	2025
Provide support to Extension Community Vitality educators doing leadership work in Nicollet County (e.g. Connecting Nicollet County)	In Progress	2025
Engage the Nicollet County Extension Committee in providing meaningful input into and feedback on Extension programming in the county.	In Progress	2025
Provide support to the SNAP-Ed Coordinators and team working on the Super Shelf Expansion project in Nicollet County.	New	2025
Build relationships across county departments to increase awareness of Extension resources and programming.	New	2026

Extension Office

Strategy: 4. Programs and Services		Department Author: Extension Office	
Goal: Increase the impact and scope of Nicollet County 4-H youth development by engaging youth and volunteer audiences in relevant, meaningful, and accessible youth development programs.			
Action Steps:			Target Deadline
Foster community partnerships to develop programs and increase volunteer capacity, particularly in the area of innovative programming.			Completed 2023
Utilize the Ambassador program to engage 4-H with the community, develop youth leadership skills, and motivate youth to become change agents in Nicollet County.			In Progress 2024
Engage the western part of the county with more programming and/or specific programming based on the needs of the youth.			In Progress 2025
Garner youth interest and adult training in the Shooting Sports and Wildlife project to create a viable and quality program.			In Progress 2026
Garner youth and adult interest in LEGO robotics to implement with the aid of local schools, universities as well as local companies.			Completed 2023
Create opportunities for members and volunteers to participate in career exploration through project days with a focus on trade-based project areas.			New 2028
Ensure that the county 4-H program creates inclusive and welcoming educational programs and offers equitable access to the diversity reflected in the people of Nicollet County.			New 2028

Facilities and Maintenance

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Revamp Maintenance Shop			
Action Steps:		Target Deadline	
Plan and Design new idea		January	2024
Price out new Equipment		February	2024
Purchase Equipment/Demo Old		May	2024
Receive/Install New Items		June	2024

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: PPSD Remodel			
Action Steps:		Target Deadline	
Design work		Completed	2023
Advertise Publicly		January	2024
Bid Project		February	2024
Approve bids		February	2024
Receive Board Approval		February	2024
Perform Work		April-June	2024

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Government Center Rooftop 2 & 3			
Action Steps:		Target Deadline	
Design Work		January	2025
Prepare Bid Package		March	2025
Bid Project		February	2025
Approve bids		February	2025
Receive Board Approval		March	2025
Perform Work		April	2025

Facilities and Maintenance

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Government Center Carpet Replacement			
Action Steps:		Target Deadline	
Budget Work		January	2025
Bid Work		March	2025
Complete work		May	2025

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance			
Goal: Government Center Roof Replacement				
Action Steps:			Target Deadline	
Design Project			January	2025
Bid Work			March	2025
Install			April	2025

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance	
Goal: Skid Loader Replacement		
Action Steps:	Target Deadline	
Attain Value of Current Skid Loader	January	2026
Attain Prices for New Loader	February	2026
Purchase New Skid Loader	June	2026

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: Jail Air Handler Upgrades			
Action Steps:		Target Deadline	
R&D of Project		January	2027
Bid Packages		February	2027
Select Bid		February	2027
Perform Work		May	2027

Facilities and Maintenance

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance			
Goal: Government Center Boiler Upgrades				
Action Steps:			Target Deadline	
R&D of Project			January	2028
Bid Packages			February	2028
Select Bids			February	2028
Perform Work			April	2028

Strategy: 2. Facilities and Space	Department Author: Facilities Maintenance		
Goal: North Mankato Automated HVAC System			
Action Steps:		Target Deadline	
R&D of Project		January	2028
Bid Packages		February	2028
Select Bids		February	2028
Perform Work		March	2028

Finance

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

Strategy: 5. Financial Security	Department Author: Finance		
Goal: Assess Financial Policies			
Action Steps:		Target Deadline	
Identify recommended Financial Policies		December	2024
Create plan to rollout new or updated policies		December	2024
Complete development of Financial Policies within Employee Handbook		December	2024

Strategy: 5. Financial Security	Department Author: Finance	
Goal: Enhance Use of Ultimate Kronos Group System		
Action Steps:	Target Deadline	
Develop Finance staff to be high impact report users and report builders	December	2024
Deliver training tools to Nicollet County employees	December	2024
Evaluate UKG Pro Employee Pay implementation	December	2024

Strategy: 3. Technology Solutions	Department Author: Finance		
Goal: Review Treasurer’s Financial System for Sunsetting			
Action Steps:		Target Deadline	
Research viable options for replacement for Treasurer’s Financial program with MNCCC workgroup		December	2024
Test and Implement replacement software		June	2025
Implement new cash book/trial balance process, including bank reconciliations if deemed appropriate		December	2025

Finance

Strategy: 5. Financial Security	Department Author: Finance			
Goal: Evaluate Financial Reporting				
Action Steps:			Target Deadline	
Continue development of enhanced reporting from 2023 rollout			December	2025

Strategy: 5. Financial Security	Department Author: Finance	
Goal: Support American Recue Plan-SLFRF State & Local Fiscal Recovery Funds for Nicollet County		
Action Steps:	Target Deadline	
Manage internal approval process for ARP funding requests	April	2025
Collaborate with leaders on project ideas	April	2025
Complete Treasury reporting requirements for Nicollet County	April	2025
Ensure compliance and appropriate use of funds in the required reporting period	April	2025

Strategy: 3. Technology Solutions	Department Author: Finance	
Goal: Evaluate Accounts Payable Software		
Action Steps:	Target Deadline	
Evaluate current IFS system features and enhancements	March	2026
Research other Government AP Software Vendors and add-on solutions for automation	May	2026
Determine if change in vendor or additional vendors is warranted	June	2026
If change is determined, plan implementation	December	2026

Strategy: 3. Technology Solutions	Department Author: Finance		
Goal: Implement Fixed Asset System			
Action Steps:		Target Deadline	
Complete Inventory & Update Records of County’s Capital Assets		June	2027
Research Fixed Asset tracking systems for potential system implementation		September	2027
Implement Fixed Asset System		June	2028

Health and Human Services

Strategy: 3. Technology Solutions	Department Author: Health and Human Services		
Goal: Leverage updated technology systems and software to increase service efficiency			
Action Steps:		Target Deadline	
Begin public health pilot of Captivated software for client communication and appointment reminders.		Completed	2023
Review Public Health’s use of Captivated software to determine standard procedures for the department.		Completed	2023
Implement mobile dictation and recording software in social services programs.		In Progress	2024
Implement Captivated software within the income maintenance team.		Completed	2023
Integrate the mobile CaseWorks social services application to improve access to documentation in the field.		December	2024
Implement the use of Papercut.		December	2024
Use Collaborative Safety – Systems Mapping to improve the utilization of electronic signatures available through CaseWorks.		June	2024

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

Strategy: 4. Programs and Services	Department Author: Health and Human Services		
Goal: Improve Accessibility of Program and Service Information			
Action Steps:		Target Deadline	
Offer department-wide training on plain language and communication.		Completed	2023
Evaluate public-facing program materials for reading level and plain language. One set of documents will be reviewed per program area.		December	2024
Review each program page on the website for use of plain language as well as clear definitions of program types and eligibility.		June	2025
Actively participate in the development of the St. Peter Tapestry Project.		Completed	2023

Health and Human Services

Strategy: 4. Programs and Services	Department Author: Health and Human Services		
Goal: Further Develop Housing Services/Resources for Nicollet County Residents			
Action Steps:		Target Deadline	
Develop program parameters and procedures using local homeless prevention aid funds.		Completed	2023
Collaborate with local schools to promote the use of local homeless prevention aid funds for qualifying families.		Completed	2023
Integrate the regional housing resource specialist into the adult mental health and income maintenance teams.		Completed	2023
Finalize and share housing provider standards and policies.		March	2024
Develop and implement a Nicollet County supportive housing program.		September	2024
Enroll as a housing support provider to serve Nicollet County residents in scattered community sites.		March	2025

Strategy: 4. Programs and Services	Department Author: Health and Human Services	
Goal: Improve Access to Interpreters		
Action Steps:	Target Deadline	
Develop and implement a process to efficiently use internal staff for HHS interpreting needs.	December	2024
Distribute a request for interest for interpreter services to increase the number of contracted independent interpreters.	July	2024
Continue to post administrative support technician postings with a preference for bilingual staff.	In-progress	2024
Offer mileage reimbursement for contracted interpreters.	January	2024
Continue to seek opportunities for access to K'iche interpreting services.	December	2024

Strategy: 4. Programs and Services	Department Author: Health and Human Services		
Goal: Offer Opportunities for Engagement and Responsive Programming to Meet Community Needs			
Action Steps:		Target Deadline	
Create a Public Health and Human Services Advisory Committee, including the development of a mission, goals/activities, structure, etc.		January	2025
Offer a second Nicollet County Project Community Connect to provide opportunities for community members in need to access resources and support to create a healthier community.		August	2024

Health and Human Services

Strategy: 4. Programs and Services	Department Author: Health and Human Services	
Goal: Integrate Environmental Health Program into Health and Human Services Department		
Action Steps:	Target Deadline	
Integrate Environmental Health programming and manager into the Health and Human Services structure.	January	2025
Identify tasks to transition to Health and Human Services' administrative support team (e.g., forms, resources).	September	2024
Update website to include Environmental Health Services.	January	2025
Cross-train with Public Health Team to provide back-up support.	March	2025

Strategy: 5. Financial Security	Department Author: Health and Human Services	
Goal: Ensure fiscal responsibility by thoroughly evaluating policies and the requirements of funding streams.		
Action Steps:	Target Deadline	
Develop and implement a gift card policy for all Health and Human Services/Veterans Services programs.	June	2024
Complete a revision of policies and procedures for the Collections program.	December	2024
Thoroughly evaluate SEAGR and cost reports to identify opportunities for optimizing the use of funding.	December	2024
Research and provide related trainings to social services staff on the formula for targeted case management rates and its connection to the Social Services Time Study.	June	2024

Strategy: 1. Collaborative Workplace	Department Author: Health and Human Services	
Goal: Implement Collaborative Safety – Systems Mapping across the Department.		
Action Steps:	Target Deadline	
Complete Collaborative Safety – Systems Mapping training and mentoring.	March	2024
Develop an internal Collaborative Safety – Systems Mapping team process.	May	2024
Use the Systems Mapping process to address environmental factors for identified learning factors throughout the year.	December	2024
Seek departmental feedback on the implementation of the Collaborative Safety model.	March	2025

Human Resources

Strategy: 1. Collaborative Workplace	Department Author: Human Resources	
Goal: Job and Compensation Study		
Action Steps:	Target Deadline	
Identify consultant for job description update and compensation study	June	2024
Update job descriptions	December	2024
Compensation study	June	2025
Finalize and plan implementation	August	2025
Implement results as approved by County Board	January	2026

Strategy: 1. Collaborative Workplace	Department Author: Human Resources	
Goal: Improve Diversity and Inclusion		
Action Steps:	Target Deadline	
Update job descriptions	June	2024
Research ways to create inclusive work environment	In Progress	2028
Educate staff on ways to create inclusive work environment	In Progress	2028

Strategy: 1. Collaborative Workplace	Department Author: Human Resources	
Goal: Update Employee Handbook		
Action Steps:	Target Deadline	
Work with committee to update personnel policies manual	In Progress	2024
Work with attorney to review updated personnel policies	July	2024
Present updated policies to Board for review	November	2024
Bring personnel policies to Board for approval	December	2024

Human Resources

Strategy: 1. Collaborative Workplace	Department Author: Human Resources	
Goal: Improve Employee Engagement		
Action Steps:	Target Deadline	
Research ways to build upon and implement training	In Progress	2028
Educate supervisors and staff on engagement	In Progress	2028
Encourage department to prepare for turnover with training plans, documentation	In Progress	2028

Strategy: 3. Technology Solutions	Department Author: Human Resources		
Goal: Develop HRMS Technology			
Action Steps:		Target Deadline	
Evaluate what information and processes could be incorporated into the HRMS system		December	2025
Prioritize HRMS development projects		December	2025
Implement top-priority HRMS development projects		December	2025

Strategy: 5. Financial Security	Department Author: Human Resources		
Goal: HR Audit			
Action Steps:		Target Deadline	
Identify HR practices to audit		June	2025
Develop audit plan		December	2025
Conduct audit		June	2026
Implement improvements		December	2026

Property and Public Services

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

Strategy: 4. Programs and Services	Department Author: Property and Public Services	
Goal: Attain mandated quintile inspection compliance with current staffing levels.		
Action Steps:	Target Deadline	
Gather quintile inspection information from Minnesota Department of Revenue, Minnesota Statues, and other counties.	Completed	2023
Revise quintile inspection guidelines to ensure compliance & efficiency.	Completed	2023
Implement strategies to streamline the inspection process.	Completed	2023
Monitor quintile inspection compliance progress and modify inspection process as needed.	In Progress	2023
Attain quintile inspection compliance.	December	2025

Strategy: 4. Programs and Services	Department Author: Property and Public Services	
Goal: Redetermination of County Ditch Benefits		
Action Steps:	Target Deadline	
Recommend ditches for Redetermination of Benefits (ROB).	December	2024
County authorize ROB.	December	2024
Individual ROB information meetings.	December	2024
Conduct Preliminary and Final ROB hearings.	December	2024

Property and Public Services

Strategy: 4. Programs and Services	Department Author: Property and Public Services	
Goal: Review Land Use Ordinances		
Action Steps:	Target Deadline	
Review Comprehensive Plan for Ordinance amendments.	December	2024
Evaluate assistance of a consulting company with ordinance amendment process.	December	2025
Evaluate ordinance amendments with the Planning and Zoning Advisory Commission.	December	2026
Conduct public hearing(s) of proposed amendments.	December	2027

Strategy: 3. Technology Solutions	Department Author: Property and Public Services			
Goal: ArcGIS Available Online				
Action Steps:			Target Deadline	
Go live with GIS online for internal county department use.			December	2024

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

Strategy: 4. Programs and Services	Department Author: Property and Public Services	
Goal: Implement ProWest Farms Program		
Action Steps:	Target Deadline	
Collaborate between GIS and Property Assessment for the full use of the Farms report program.	Completed	2023
Go live with ProWest Farms program for County use.	July	2024

Property and Public Services

Strategy: 3. Technology Solutions	Department Author: Property and Public Services	
Goal: Utilize electronic file management system to implement permanency of records		
Action Steps:	Target Deadline	
Image all Torrens Certificates into image software.	Completed	2023
Register all paper Torrens Certificates electronically in RecordEASE.	December	2024

Strategy: 3. Technology Solutions	Department Author: Property and Public Services	
Goal: Historical non-public parcel documents (i.e. 1B-Blind and Disabled applications and Veterans Market Value Exclusion applications) scanned into secure Laserfiche file.		
Action Steps:	Target Deadline	
Scan 100% of 1B-Blind and Disabled documents into secure Laserfiche file and destroy originals.	December	2024
Scan 100% of Veterans Market Value Exclusion documents into secure Laserfiche file and destroy originals.	December	2025

Strategy: 3. Technology Solutions	Department Author: Property and Public Services	
Goal: Historical non-public parcel documents (i.e. Mobile Home Appraisal cards) scanned into secure Laserfiche file.		
Action Steps:	Target Deadline	
Scan 100% of North Mankato documents into secure Laserfiche file and destroy originals.	December	2024
Scan 100% of St Peter documents into secure Laserfiche file and destroy originals.	December	2025
Scan 100% of small cities and township documents into secure Laserfiche file and destroy originals.	December	2026

Strategy: 4. Programs and Services	Department Author: Property and Public Services		
Goal: Upgrade Aumentum Tax to Aumentum Platform Version			
Action Steps:		Target Deadline	
Project planning, data verification and clean up.		July	2024
Testing and implementation.		December	2024
Go live with Aumentum Platform.		March	2025

Public Works

Strategy: 2. Facilities and Space	Department Author: Public Works	
Goal: Repair CSAH 21 Slope Failure (East of CSAH 14)		
Action Steps:	Target Deadline	
Develop final construction plans, specifications cost estimate, and CATEX; Submit to MnDOT State Aid for final review and approval.	Completed	2023
Finalize acquisition of ROW.	Completed	2023
Advertise and award bid for construction.	January	2024
Complete Construction.	October	2024

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Complete Master Planning Study for New Nicollet County Public Works Main Facility			
Action Steps:		Target Deadline	
Approve Contract with Owners Rep.		January	2024
Develop and solicit RFP’s or interview and direct select Consultant firm (A/E) for Master Planning Study.		March	2024
County Board approve Consultant Contract.		April	2024
Conduct and complete space and location study.		October	2024

Strategy: 5. Financial Security	Department Author: Public Works	
Goal: Update Cost Participation Policies Applicable to Cooperative Highway Projects Between Nicollet County and Other Agencies		
Action Steps:	Target Deadline	
Revise current adopted 9-22-2009 policy.	May	2025
Present draft updated policy to County Board for comments.	June	2025
Solicit comments from Cities and Townships on draft policy.	August	2025
Incorporate comments into draft policy.	October	2025
Present updated policy to the County Board for adoption.	January	2026

Public Works

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Update 5 Year Road and Bridge Capital Improvement Plan (2025-2028)			
Action Steps:		Target Deadline	
Revise current 5-year Road and Bridge Capital Improvement Plan.		September	2024
Include updated plan in overall countywide Capital Improvement Plan.		November	2024
Design, fund, and construct project within the plan.		December	2028

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

Strategy: 4. Programs and Services	Department Author: Public Works		
Goal: Develop and Adopt Drainage System Repair Policy			
Action Steps:		Target Deadline	
Revise draft drainage repair policy.		May	2025
Present draft policy to Drainage Authority.		July	2025
Adopt and implement policy.		October	2025

Public Works

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

Strategy: 4. Programs and Services	Department Author: Public Works		
Goal: Implement New Highway Sign Management Software Program			
Action Steps:		Target Deadline	
Research sign management software options.		February	2024
Purchase and implement preferred sign management software.		April	2024
Inventory all highway signs and input data into sign management software.		December	2025

Strategy: 2. Facilities and Space	Department Author: Public Works		
Goal: Implement Updated Park Ordinance			
Action Steps:		Target Deadline	
Develop draft update to existing Park Ordinance.		November	2023
Present Draft Update to County Board.		December	2023
Hold public hearing on draft park ordinance.		February	2024
Adopt updated park ordinance.		February	2024

Sheriff

Strategy: 1. Collaborative Workplace	Department Author: Sheriff's Office	
Goal: Improve record retention of office reports and personnel files by purging old records.		
Action Steps:	Target Deadline	
Complete process to purge old office reports and review personnel files in Laserfiche.	June	2024
Determine appropriate access and efficient location of paper personnel files to eliminate multiple copies.	January	2025

Strategy: 1. Collaborative Workplace	Department Author: Sheriff's Office		
Goal: Develop and hire full time position to handle all electronic media management and technology.			
Action Steps:		Target Deadline	
Determine all electronic files that would require management (video, photos, etc.).		August	2024
Consult with Office of Technology to select appropriate management method for electronic files of varying media.		September	2024
Develop job description for position to include processing Data Requests.		October	2024
Select and hire new position or consolidate with a current position if feasible.		January	2025

Strategy: 3. Technology Solutions	Department Author: Sheriff's Office		
Goal: Body Cameras			
Action Steps:		Target Deadline	
Research body cameras and costs.		Completed	
Develop Body Camera Policy.		Completed	
Purchase body cameras and implement use.		February	2024

Strategy: 3. Technology Solutions	Department Author: Sheriff's Office	
Goal: Video Storage for Jail		
Action Steps:	Target Deadline	
Research solutions for more video storage of jail activity and discuss with Office of Technologies.	March	2024
Move bookmarks to S Drive – possible duty for Evidence Technician.	June	2024
Have means in place for increased video storage.	December	2024

Soil and Water Conservation District

Strategy: 4. Programs and Services	Department Author: Soil and Water Conservation District	
Goal: Participate in One Watershed One Plan for the Middle Minnesota Mankato Watershed		
Action Steps:	Target Deadline	
Enter into agreement with participating Counties.	In Progress	2024
Work with consultant/counties to gather data and identify projects, goals, and objectives.	In Progress	2024
Adopt One Watershed One Plan for Middle Minnesota Mankato Watershed.	In Progress	2026
Apply for funding for priority projects.	December	2026

Strategy: 3. Technology Solutions	Department Author: Soil and Water Conservation District		
Goal: Scan project folders and easement records			
Action Steps:		Target Deadline	
Develop storage space for records.		Completed	2020
Develop checklist for required documents to be scanned.		Completed	2020
Scan documents into digital format.		In Progress	2024

Strategy: 3. Technology Solutions	Department Author: Soil and Water Conservation District	
Goal: Upgrade phone system and computer system		
Action Steps:	Target Deadline	
Determine upgrades of phones and computers with Office of Technologies.	Completed	2020
Develop replacement schedule for computers, servers, and phone system.	Completed	2021
Update equipment according to schedule.	June	2024

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

Technologies

Strategy: 3. Technology Solutions	Department Author: Technologies		
Goal: Implement a Unified Communications Solution			
Action Steps:		Target Deadline	
Evaluate existing communication system shortfalls		Completed	2023
Determine requirements for a replacement system and evaluate available options		In Progress	2024
Select a replacement system and perform initial migration and deployments to Technologies staff and test departments (TBD)		July	2024
Begin deployment of a new communications system		March	2025

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

Strategy: 3. Technology Solutions	Department Author: Technologies		
Goal: Implement improved system lifecycle management solution			
Action Steps:		Target Deadline	
Implement system deployment software		In Progress	2023
Determine lifecycle management requirements and process and participate in vendor driving endpoint management event		March	2024
Implement lifecycle management practices		January	2025

Technologies

Strategy: 3. Technology Solutions	Department Author: Technologies	
Goal: Revise departmental procedures and structure to improve organization services		
Action Steps:	Target Deadline	
Review existing procedures and documentation	In Progress	2023
Basic documentation on ticket handling and IS Tech responsibilities have been created; office procedure discovery and process documentation in beginning stages	In Progress	2024
Develop IT policies and procedures to address identified gaps	December	2024
Implement an IT Service Management departmental structure based on appropriate industry standards	December	2026

Strategy: 3. Technology Solutions	Department Author: Technologies		
Goal: Reduce risk and build resistance to cybersecurity threats			
Action Steps:		Target Deadline	
Evaluate and build a mitigation strategy for existing security holes		In Progress	2023
Evaluate and implement initial security improvements following established standards and best practices (Staff education, MFA, network segmentation)		In Progress	2024
Identify policy and procedural needs in conjunction with Administration and Human Resources		December	2024
Establish the least privileged access security implementations wherever possible; add intrusion detection and monitoring		December	2026



JANUARY 2, 2024
OFFICIAL PROCEEDINGS OF THE
NICOLLET COUNTY DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in regular session on Tuesday, January 2, 2024 following the adjournment of the regular Board of Commissioners meeting. Present at the meeting were Commissioners Morrow, Dranttel, Kolars, Dehen, and Zins. Also present were County Administrator Mandy Landkamer, Assistant County Attorney James Dunn and Recording Secretary Sarah Frahm.

Approval of Agenda

Motion by Commissioner Dehen and seconded by Commissioner Dranttel 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:

- a. December 12, 2023 Drainage Minutes

Motion carried with all voting in favor.

Public Appearances

Lynn Fluegge, property owner on CD 86A, came forward to share his concerns on the CD 86A project.

Public Works

Consider Approval of Culvert Removal Form

Director Greenwood was joined by Ditch Inspector Nate Henry to discuss the removal of an old culvert at Parcel No. 02.026.0405. The landowner is amenable to the changes as there is an alternative crossing in another area.

Motion by Commissioner Dranttel and seconded by Commissioner Zins to approve the permanent removal of the culvert identified above on CD 32A (Parcel ID 02.026.0405). Motion carried with all voting in favor.

Consider Draft Ditch Repair Report #23-038 for CD 77 LAT 2 Improvement Project

Director Greenwood provided background information on two items previously discussed at the December 19, 2023 Board Workshop as part of the CD 77 LAT 2 Improvement Project. The first repair item involved crushing and filling locations of the abandoned mainline tile. The second repair item involved the repair of three private tile outlets within the improvement project boundaries.

Commissioner Morrow asked if there were time constraints to complete the project, and Director Greenwood stated that the work would most likely be completed in the spring once the ground thaws. No motion was brought forward for either project. Discussions will continue at an upcoming Drainage Authority meeting.

Adjourn

The meeting was adjourned at 10:22 a.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD

DRAFT

Nicollet County Drainage Authority

Meeting Agenda Item

**Agenda Item:**

Consider Ditch Repair Reports 23-035 through 23-036 and 24-001 through 24-003

Primary Originating Division/Dept.: Public Works

Meeting Date: 01/23/2024

Contact: Nate Henry

Title: Drainage Inspector

Item Type:
(Select One) Consent Agenda

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Facilities and Space - preserve, maintain and build our assets

BACKGROUND/JUSTIFICATION:

See attached ditch repair reports.

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

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

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

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

ACTION REQUESTED:

Approve Ditch Repair Reports 23-035 through 23-036 and 24-001 through 24-003

FISCAL IMPACT: Other
(Select One)

If "Other", specify: Ditch system

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:

FUNDING

County Dollars = 0

State

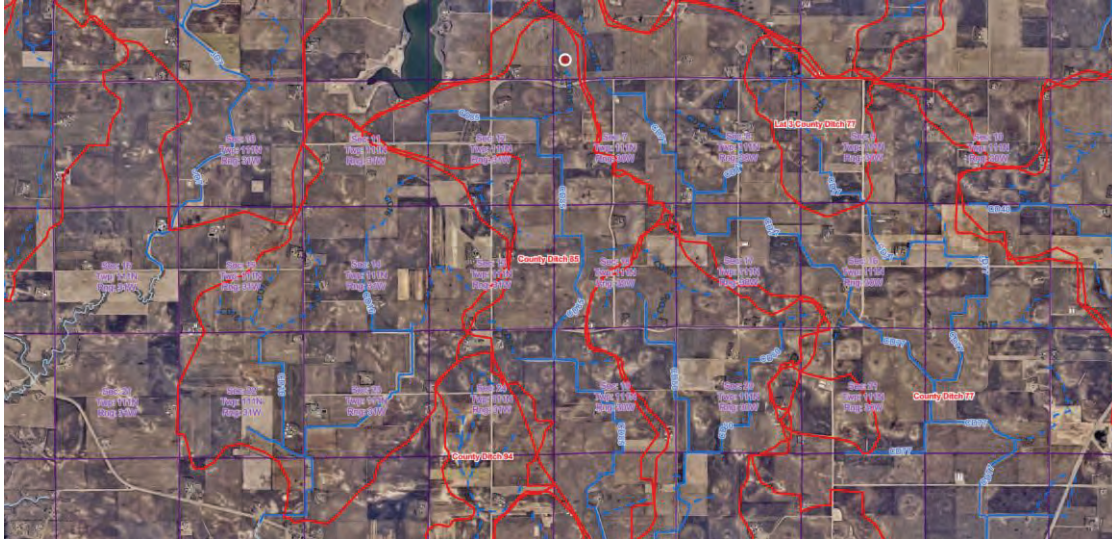
(Select One)

Total: \$14,300

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 85 Repair #23-035



OVERVIEW

Date Repair Was Created:	2023-12-05	Branch:	1
Problem/Proposed Work:	A county tile intake has collapsed and is created a washout. Landowners are requesting the ditch system repair the tile intake.		
Ditch Repair:			
Tile Repair:	Blowout		
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	6	Qtr-Qtr Section:	
Latitude:	44.44424150376103	Longitude:	-94.49033217309784
Parcel Number:	06.007.0100		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Bruce Franta	61404	None

LANDOWNER

Name	Address	Phone
Steve Portner	61064 350th St.	None

STATUS LOG

Action	Date	Initials	Notes
For Review	12/05/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-12-05	Lafayette Excavating	1000	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-12-05	nhenry	site was inspected and marked with a pink lath

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 58-A Repair #23-036



OVERVIEW

Date Repair Was Created:	2023-12-05	Branch:	7
Problem/Proposed Work:	There is a hole in the field above the county tile. The landowner is requesting the ditch system repair the county tile.		
Ditch Repair:			
Tile Repair:	Blowout		
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Belgrade
Twp:	109N	Range:	27W
Section:	17	Qtr-Qtr Section:	
Latitude:	44.25285249282045	Longitude:	-94.10056359747382
Parcel Number:	01.017.0205		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Molitor family farms	123 shilo CT	None

LANDOWNER

Name	Address	Phone
Molitor family farms	123 shilo CT	None

STATUS LOG

Action	Date	Initials	Notes
For Review	12/05/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-12-05	Lafayette Excavating	1000	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-12-05	nhenry	site was inspected and marked with a pink lath

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 40-A Repair #24-001



OVERVIEW

Date Repair Was Created:	2024-01-03	Branch:	2
Problem/Proposed Work:	A bank slide is holding back approximately 2 feet of water. The landowner is requesting the ditch system remove the slide from channel.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Bernadotte
Twp:	111N	Range:	29W
Section:	15	Qtr-Qtr Section:	
Latitude:		Longitude:	
Parcel Number:	02.010.0610		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Martins Trust	47476 350th St	None

LANDOWNER

Name	Address	Phone
Martins trust	47476 350th St	None

STATUS LOG

Action	Date	Initials	Notes
For Review	01/03/2024	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2024-01-03	Dvorak Excavating	1500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-10-17	nhenry	ditch was inspected and the site was marked

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 77 Lat 2 Repair #24-002



OVERVIEW

Date Repair Was Created:	2024-01-17	Branch:	main open ditch private tiles
Problem/Proposed Work:	Within the CD 77 LAT 2 approved FER, private tile line replacements were included for any private tile lines that were damaged or had failed within the improvement project's construction limits. It was discovered during construction that a bid item for tile replacements was not included in the improvement project's construction plans or bidding documents. Three private tile lines on the Seibel Property were damaged and/ or have failed. Estimated costs to repair the three Seibel private tile line outlets is \$5,300.		
Ditch Repair:			
Tile Repair:	Tile Outlet		
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	36	Qtr-Qtr Section:	
Latitude:	44.37686603913074	Longitude:	-94.39032130235945

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Parcel Number:	06.036.0400
Location Details	

PERSON REQUESTING REPAIR

Name	Address	Phone
Larry Seibel	39783 561st ave	None

LANDOWNER

Name	Address	Phone
Larry Seibel	39783 561st ave	None

STATUS LOG

Action	Date	Initials	Notes
For Review	01/17/2024	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2024-01-17	Lafayette Excavating	5300	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 38-A Repair #24-003



OVERVIEW

Date Repair Was Created:	2024-01-17	Branch:	4 Lateral D
Problem/Proposed Work:	The county tile has collapsed and is not working. Empire pipe service has located the damaged tile. The landowner is requesting the ditch system repair the county line.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Courtland
Twp:	110N	Range:	29W
Section:	28	Qtr-Qtr Section:	
Latitude:	44.311434503455196	Longitude:	-94.32867103832002
Parcel Number:	04.128.0110		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Perry Hulke	52108 440th LN	None

LANDOWNER

Name	Address	Phone
Perry Hulke	52108 440th LN	None

STATUS LOG

Action	Date	Initials	Notes
For Review	01/17/2024	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2024-01-17	Sample Vendor	5500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-12-20	nhenry	the site was inspected and problem area marked

INSPECTION PHOTOS
