

Board of Commissioners Agenda

October 10, 2023

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

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

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

1. Pledge of Allegiance
2. Silence Your Cell Phones
3. Approval of Agenda
4. Approval of Consent Agenda:
 - a. [September 26, 2023 Board Minutes](#)
 - b. Approval of Bills
5. Public Appearances

9:05 a.m. 6. Health and Human Services

- a. [2024-2025 County MFIP Biennial Service Agreement](#)

9:10 a.m. 7. Public Works

- a. [Consider Snow and Ice Removal Agreement with City of New Ulm](#)

9:15 a.m. 8. County Attorney

- a. [Designation of Elected Officials as Employees for Purposes of the Data Practices Act](#)

9:20 a.m. 9. Chair's Report

10. Commissioner Committee Reports, Meetings & Conferences
11. Approve Per Diems and Expenses
12. Adjourn Board of Commissioners Meeting

9:25 a.m. Call Drainage Authority Meeting to Order: Chair

1. Approval of Agenda
2. Approval of Consent Agenda
 - a. [September 26, 2023 Drainage Authority Minutes](#)
 - b. [Consider Ditch Repair Reports 23-002 through 23-015](#)
3. Public Appearances

9:30 a.m. 4. Adjourn Drainage Authority Meeting

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

October 10, 2023

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

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

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.

Date	Time	Meeting	Location	City & State
October 10	9:00 am	County Board of Commissioners Meeting	Gov. Center – Board Room	St. Peter, MN
October 10	*following Board adjournment	Drainage Authority Meeting	Gov. Center – Board Room	St. Peter, MN
October 10	*following Drainage adjournment	Budget Workshop #4	Gov. Center – Board Room	St. Peter, MN
October 12	4:00 – 8:00 pm	REDA Annual Meeting	Gustavus Adolphus College	St. Peter, MN
October 17	8:15 am	Board Workshop (Road Tour)	Nicollet County Public Works	St. Peter, MN
October 18	9:00 – 10:30 am	SWCD Project Tour	St. Peter Area	St. Peter, MN
October 23	9:00 – 10:30 am	SWCD Project Tour Rain Day	St. Peter Area	St. Peter, MN
October 24	9:00 am	County Board of Commissioners Meeting	Gov. Center – Board Room	St. Peter, MN
October 24	*following Board adjournment	Drainage Authority Meeting	Gov. Center – Board Room	St. Peter, MN
October 25	8:00 am – 1:00 pm	AMC District 7 Meeting	NC Historical Society	St. Peter, MN

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SEPTEMBER 26, 2023
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Board of Commissioners met in regular session on Tuesday, September 26, 2023, at 9:00 a.m. Present at the meeting were Commissioners Kolars, Dranttel, Morrow, Dehen, and Zins. Also present were County Administrator Mandy Landkamer, County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

Approval of Agenda

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

Consent Agenda

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

1. September 12, 2023 Board Minutes
2. End of Probations
3. Approval of Bills
4. Acknowledgment of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
 - a. General Revenue Fund - \$123,777.71
 - b. Road & Bridge Fund - \$30,602.36;
 - c. Human Services Fund - \$136,759.56;

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

Public Appearances:

Tim Waibel, landowner at 45438 541st Ave. in Courtland, came forward to express his frustration over the CD 86A project. He stated that the electrical building is currently full of water. He understands there are still issues but would like to see more urgency to the project.

Property Services

September 19, 2023 Planning and Zoning Advisory Commission Meeting:
PLN 23-11 – Ulland Brothers, Inc.

Deputy Zoning Administrator Crawford came before the Board to request consideration of the following conditional use permit requests and findings of fact from the September 19, 2023 Planning & Zoning Advisory Commission:

1.)	Ulland Brothers, Inc.	PLN23-11	3-year Mineral Extraction Conditional Use Permit to mine, crush, stockpile gravel and operate a bituminous/concrete batch plant
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The Planning Commission recommends approval with staff's recommended conditions.

Motion by Commissioner Dranttel and seconded by Commissioner Dehen to accept the Planning & Zoning Advisory Commission's September 19, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried with all voting in favor on a roll call vote.

PLN 23-12 – Ulland Brothers, Inc.

2.)	Ulland Brothers, Inc.	PLN23-12	3-year Mineral Extraction Conditional Use Permit to mine, crush, stockpile gravel and operate a bituminous/concrete batch plant
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The Planning Commission recommends approval with staff's recommended conditions.

Motion by Commissioner Dranttel and seconded by Commissioner Dehen to accept the Planning & Zoning Advisory Commission's September 19, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried with all voting in favor on a roll call vote.

PLN 23-13 – Matt & Shari Brostrom/GP-75, LLC

3.)	Matt & Shari Brostrom/ GP-75, LLC	PLN23-13	3-year Mineral Extraction Conditional Use Permit to mine, crush, stockpile gravel and operate a hot mix plant
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The Planning Commission recommends approval with staff's recommended conditions.

Motion by Commissioner Dehen and seconded by Commissioner Zins to accept the Planning & Zoning Advisory Commission's September 19, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried 4-0 on a roll call vote, with Commissioner Dranttel abstaining.

PLN 23-14 – Matt & Shari Brostrom/Gulf Shore, LLC

4.)	Matt & Shari Brostrom/ Gulf Shore LLC	PLN23-14	3-year Mineral Extraction Conditional Use Permit to mine, crush, stockpile gravel and operate a hot mix plant
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The Planning Commission recommends approval with staff's recommended conditions.

Motion by Commissioner Zins and seconded by Commissioner Dehen to accept the Planning & Zoning Advisory Commission's September 19, 2023 report, permit, recommendations, and findings as submitted therein. Motion carried 4-0 on a roll call vote, with Commissioner Dranttel abstaining.

Public Services

Self-Service Kiosks Addendum for Deputy Registrars

Director Kopet provided information on an agreement between Nicollet and Blue Earth Counties to share in filing fees collected from a kiosk that will be located at the Cub Foods location on Madison Avenue in Mankato. The kiosk would allow public members to purchase

vehicle tabs directly. Blue Earth County would be the lead county and administer fee sharing, in which Nicollet County would collect \$2.70 per transaction.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve Director Kopet to sign and enter into the agreement with Blue Earth County. Motion carried with all voting in favor.

Health and Human Services

Next Chapter Technology Portal Licensing and Support Agreement

Director Sassenberg shared information on the Next Chapter portal, which will allow for increased efficiency between Nicollet County HHS staff and clients.

Motion by Commissioner Dehen and seconded by Commissioner Dranttel to authorize Director Sassenberg to sign the licensing and support agreement with Next Chapter Technology, following a review by the County Attorney. Motion carried with all voting in favor on a roll call vote.

Adult Mental Health Initiative: FMAP Purchase of Service Agreement

Nicollet County Health and Human Services recently submitted a request that was approved through the South Central Community Based Initiative (SCCBI) to receive funds to assist with Lighthouse on Marshall improvements. The improvements would focus on the development of a full kitchen for social and educational opportunities for Lighthouse members.

Motion by Commissioner Dehen and seconded by Commissioner Morrow to authorize the purchase of service agreement with the South Central Community Based Initiative to accept grant funds in the amount of \$26,190.00. Motion carried with all voting in favor.

Administration

Set Public Hearing Date for the Fee Schedule Amendment

Motion by Commissioner Morrow and seconded by Commissioner Zins to set December 12, 2023 at 10:00 a.m. as the Fee Schedule Public Hearing date. Motion carried with all voting in favor on a roll call vote.

SHIP Grant for Nicollet County Public Works – Klossner and Nicollet Shops

Administrator Landkamer shared that Nicollet County Public Works applied for and received a grant through the Statewide Health Improvement Partnership (SHIP) for two water fountains/bottle fillers that will be installed in the Klossner and Nicollet shops.

Motion by Commissioner Dehen and seconded by Commissioner Morrow to approve the SHIP grant in the amount of \$5,750. Motion carried with all voting in favor.

Resolution Adopting the 2024 Preliminary Property Tax Levy and Setting the Budget and Levy Public Comment Meeting

Administrator Landkamer came forward to ask for approval of a resolution to set the 2024 preliminary tax levy and set the 2024 Tax Levy and Budget Public Hearing for December 7, 2023 at 6:30 p.m. in the Nicollet County Government Center Board Room. Administrator Landkamer also provided a chart and breakdown of the tax allocations per classifications.

Motion by Commissioner Morrow and seconded by Commissioner Dehen to approve the preliminary property tax levy of \$26,410,973, or a 3.5% Levy, and to set the Budget and Levy

Public Hearing for December 7, 2023 at 6:30 p.m. Motion carried with all voting in favor on a roll call vote.

County Attorney Update:

Attorney Zehnder Fischer shared that she recently visited Washington D.C. to advocate for more funding at the federal level. She shared that her office is currently busy with ongoing cases as well as planning for more fraud presentations in the upcoming months.

Chair's Report

- County Board
- Board Workshop
- Personnel Committee
- AMC Fall Conference
- MVAC
- Diversity Council
- Highway 14 Tour
- Traverse de Sioux Board
- Brown-Nicollet CHB
- Rural Energy Board

Commissioner Committee Reports:

Commissioner Terry Morrow

- County Board
- Board Workshop
- GMG Board meeting
- CHS Meeting
- Personnel Committee

Commissioner Marie Dranttel

- County Board
- Board Workshop
- PZ
- Hwy 14 Tour
- 86A Tour with MZF

Commissioner Mark Dehen

- County Board
- Board Workshop
- SHIP meeting
- Highway 14 Tour
- GMG Board meeting
- CHS meeting

Commissioner Kurt Zins

- County Board
- Board Workshop
- CHS Board Meeting

Approve Per Diems and Expenses

Motion by Commissioner Dehen and seconded by Commissioner Dranttel 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 on a roll call vote.

Adjourn

Chair Kolars adjourned the meeting at 9:46 a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: 2024-2025 County MFIP Biennial Service Agreement						
Primary Originating Division/Dept.: Health and Human Services Contact: C. Sassenberg Title: HHS Director Amount of Time Requested: 5 minutes Presenter: C. Sassenberg Title: HHS Director	Meeting Date: 10/10/2023 Item Type: Regular Agenda <small>(Select One)</small> Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No					
County Strategy: Programs and Services - deliver value-added quality services <small>(Select One)</small>						
BACKGROUND/JUSTIFICATION: Counties are required to submit a Biennial Service Agreement (BSA) to be approved by the Department of Human Services (DHS) in order to receive consolidated funding for the Minnesota Family Investment Program (MFIP). The purpose of this document is to provide DHS with information about services and strategies intended to meet program measures with the goal of increasing economic stability for low income families. Further, the BSA is used to identify program strengths and service delivery gaps. Nicollet County contracts with the Minnesota Valley Action Council, Inc. (MVAC) for the provision of services using these funds, and worked closely with them to develop the BSA. Our 2024-2025 BSA identifies the strengths in our communities as strong partnerships with community resources, collaboration with employers, and access to training programs. The BSA identifies our most significant challenge as language barriers, followed by lack of daycare providers - particularly for infants, lack of public transportation, increasing disparities experienced by refugees and communities of color, and clients with barriers to employment (such as offender status, mental health issues, and homelessness). Per requirements, the drafted BSA was posted on our website for a 30 days. It received no public comment. The 2024 budget and master contract will be brought to Board as separate, future items.						
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None						
Prior Board Action Taken on this Agenda Item: <input checked="" type="radio"/> Yes <input type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known) Biannual review						
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 County's 2024-2025 MFIP Biennial Service Agreement						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify: </td> <td style="width: 50%; vertical-align: top;"> FUNDING County Dollars = Other <small>(Select One)</small> </td> </tr> <tr> <td style="vertical-align: top;"> FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments: </td> <td style="vertical-align: top;"> Total: </td> </tr> </table>			FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = Other <small>(Select One)</small>	FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:
FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = Other <small>(Select One)</small>					
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:					

Enter the county or tribal nation's unique ID number

52NIC359

*Required field

Contact Information

COUNTY/CONSORTIUM NAME

Nicollet

PLAN YEAR

2024-2025

* CONTACT PERSON

Cassandra Sassenberg

* TITLE

Health and Human Services Director

* ADDRESS

622 S Front St

* CITY

St Peter

* STATE

MN

* ZIP CODE

56082

* PHONE NUMBER

507-934-8573

* EMAIL ADDRESS (where correspondence related to this form will be sent)

cassandra.sassenberg@co.nicollet.mn.us

* CONFIRM EMAIL ADDRESS

cassandra.sassenberg@co.nicollet.mn.us



Note: Please review Bulletin #23-11-02: 2024-2025 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines for more details before you complete this document.

A. Needs Statement

1. Identify challenges in financial assistance that are prohibiting you from properly serving MFIP/DWP families in your community.

The single biggest challenge we face in Nicollet County is the language barrier with many of our clients. Communication is often done via the language line which requires a significant amount of time and may provide a lesser quality of service or understanding.

9737 characters remaining

2. * Identify challenges in employment services that are prohibiting you from properly serving MFIP/DWP families in your community.

Challenges faced in employment services in Nicollet County include:

- *Lack of daycare providers, especially infant daycare
- *Lack of public transportation in rural communities
- *Increasing number of communities of color experiencing disparities
- *Clients with significant barriers to employment such as offender status, mental health issues, homelessness, etc.

9643 characters remaining

3. * Identify the strengths in your community that you are most proud of that benefit MFIP/DWP families.

- *Partnerships with community resources such as: ABE, Community Action Agencies, Salvation Army, MN Council of Churches, Food Shelves, Mental Health Services, etc.
- *Partnerships with employers and placement agencies that are willing to hire individuals with barriers
- *Access to training programs including Career Pathways, Community Colleges, ABE, etc.
- *Strong communications between the County and Employment Service provider

9573 characters remaining

A. Needs Statement (continued)

4. What strengths and resources do you have available to address the needs of your participants?

Please **check all** the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (County/Tribal Nation resources with developed connections to MFIP), and/or an external community resource or both. If you lack the resources in your service area, check the Resource Gaps column. Add any "other" resources that you consider necessary.

MFIP Resources	Partner Resources	Community Resources	Resource Gaps	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Job club
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job development
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job placement
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job retention
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Re-entry support
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work / paid work experience
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Veteran Services Support
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="text"/>

5. County/Tribal Nation Program Contact Information

Please name contacts for the following programs if different from the contact on the cover page. You only need to give a person's phone and email once.

* MFIP EMPLOYMENT SERVICES STAFF CONTACT NAME	* PHONE NUMBER	* EMAIL ADDRESS
Kayla Lavender	507-934-5224	klavender@mnvac.org
* DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Tami Simonson	507-386-4532	tami.simonson@co.nicollet.mn.us
* FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
Tami Simonson	507-386-4532	tami.simonson@co.nicollet.mn.us

A. Needs Statement (continued)

6. Employment Services Provider(s) Information

MN Statute 256J.50, Subdivision 8: Each county, or group of counties working cooperatively, must make available to participants the choice of at least two employment and training service providers as defined under MN Statute 256J.49, Subdivision 4, except in counties contracting with workforce centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

List your current employment services provider(s) and check the respective box to indicate which population served. If a Workforce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section I of this form addresses provider choice.

NAME		ADDRESS	
Minnesota Valley Action Council		600 S. Fifth Street, St Peter, MN 56082	
CONTACT PERSON	PHONE NUMBER	EMAIL	
Margy Hendrickson	507-345-2405	margy@mnvac.org	
Population Served			
<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS	<input checked="" type="checkbox"/> Teen Parents
<input checked="" type="checkbox"/> 200% FPG	<input type="checkbox"/> Other		

NAME		ADDRESS	
Minnesota Valley Action Council		600 S. Fifth Street, St Peter, MN 56082	
CONTACT PERSON	PHONE NUMBER	EMAIL	
Margy Hendrickson	507-345-2405	margy@mnvac.org	
Population Served			
<input checked="" type="checkbox"/> MFIP ES	<input checked="" type="checkbox"/> DWP ES	<input checked="" type="checkbox"/> FSS	<input checked="" type="checkbox"/> Teen Parents
<input checked="" type="checkbox"/> 200% FPG	<input type="checkbox"/> Other		

B. Service Models**Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)**

1. *What strategies do you use for hard-to-engage participants? *Check all that apply.*

- ☐ Home visits ☒ Sanction outreach services
☒ Off-site meeting opportunities ☒ Incentives – specify:
☒ Virtual appointments ☐ Workforce One Connect app
☐ Other – specify:

2. *What types of job development do you do? *Check all that apply.*

- ☐ Sector job development ☒ Individual job development
☐ Other – specify:

3. * Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?

- ☐ No ☒ Yes – check all activities employer provides:
☒ Interview opportunities ☐ Job skills training ☒ Job placement ☐ Job shadowing
☐ On-site job training ☐ Work experience ☐ Helps plan training programs
☐ Other – specify:

4. * Do you provide the following services to prepare participants for work?

- ☐ No ☒ Yes – check all that apply:
☐ Transportation ☒ Soft skills training ☒ Financial planning ☒ Mentoring
☐ Other – specify:

5. * Do you provide job retention services to employed participants while they are receiving MFIP?

- ☐ No ☒ Yes – check all that apply and answer the follow up question below:
☒ Available to assist with issues that develop on the job ☒ Financial planning
☒ Soft skills training ☒ Mentoring ☐ Transportation
☐ Personal contact with the employee HOW OFTEN?
☐ Other – specify:

If yes, how long do you provide job retention services?

- ☒ Less than 3 months ☐ 3-6 months ☐ 7-12 months ☐ More than one year

6. * Do you provide job advancement services to employed participants?

- ☐ No ☒ Yes – check all that apply:
☐ Career ladder ☐ Networking ☒ Coaching/mentoring ☒ Ongoing job search ☐ Education/training
☐ Other – specify:

7. * Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

- ☐ No ☒ Yes – check all that apply:
☒ Pathways to Prosperity (P2P) ☐ Work Keys ☐ National Career Readiness Certificate (NCRC)
☐ Other – specify:

B. Service Models (continued)**Family Stabilization Services (FSS)**

1. * Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements below?

☐ No ☒ Yes – check all that apply:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Licensed physician | <input checked="" type="checkbox"/> Physician assistant | <input checked="" type="checkbox"/> Advanced practice registered nurse |
| <input checked="" type="checkbox"/> Physical therapist | <input checked="" type="checkbox"/> Occupational therapist | <input checked="" type="checkbox"/> Licensed social worker |
| <input checked="" type="checkbox"/> Licensed psychologist | <input type="checkbox"/> Certified school psychologist | <input checked="" type="checkbox"/> Mental health professional |
| <input type="checkbox"/> Certified psychometrist | <input checked="" type="checkbox"/> Other – specify: Scholl Social Worker, Truancy Officer | |

2. * Do you make referrals for children of FSS participants?

☐ No ☒ Yes – check all that apply:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Children's Mental Health Services | <input checked="" type="checkbox"/> Public Health Nurse home visiting services | <input checked="" type="checkbox"/> Child Wellness Check-ups |
| <input checked="" type="checkbox"/> Women, Infants and Children Program (WIC) | <input type="checkbox"/> Follow Along Program | |
| <input checked="" type="checkbox"/> Other – specify: Head Start | | |

3. * Are any of these services for children offered to non-FSS families?

☐ No ☒ Yes

Services for families under 200% of Federal Poverty Guideline (FPG)

1. * Do you serve families not receiving MFIP/DWP that are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes

DESCRIBE

Referrals from SNAP program

2. * Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes – check all the services that apply:

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Child care | <input type="checkbox"/> Job retention services | <input checked="" type="checkbox"/> GED | <input checked="" type="checkbox"/> ABE/ELL classes |
| <input checked="" type="checkbox"/> Job postings | <input checked="" type="checkbox"/> Computer lab access | <input type="checkbox"/> Support services | <input type="checkbox"/> Transportation/vehicle repair |
| <input type="checkbox"/> Other – specify: | | | |

If yes, how long do you provide these services?

☐ Up to 3 months ☐ 6 months ☐ 12 months ☒ Other – specify: as needed

3. * Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

☒ No ☐ Yes

Describe below, including how many NCPs you are currently serving:

4. * Describe the process you have in place to verify income below 200% FPG for participants that are not on MFIP or DWP.

Verified by eligibility worker

B. Service Models (continued)**Minnesota Family Investment Program (MFIP) Services for Teen Parents**

1. * Are there specialized workers who work primarily with teens?

☐ No ☒ Yes – check all that apply for each age group:

Minors (under age 18)	Age 18/19	
<input type="checkbox"/>	<input type="checkbox"/>	Financial worker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employment service worker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Social worker
<input type="checkbox"/>	<input type="checkbox"/>	Public health nurse
<input type="checkbox"/>	<input type="checkbox"/>	Child care worker
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child protection worker
<input type="checkbox"/>	<input type="checkbox"/>	Other job role – specify: <input type="text"/>

2. * Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.

☐ No ☒ Yes

Minors (under age 18)

- ☐ Financial worker
☒ Employment service worker
☐ Social worker (Social Services)
☐ Public health nurse
☐ Child care worker
☐ Child protection worker
☐ Other job role

Age 18/19

- ☐ Financial worker
☒ Employment service worker
☐ Social worker (Social Services)
☐ Public health nurse
☐ Child care worker
☐ Child protection worker
☐ Other job role

3. *Does your County/Tribal Nation have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? *Check one for each age group.*

Minors (under age 18)

- ☐ Yes, mandatory
☒ Yes, voluntary
☐ No

Age 18/19

- ☐ Yes, mandatory
☒ Yes, voluntary
☐ No

C. Addressing Equity

1. * Describe how you are ensuring your services are inclusive and accessible for all.

Job Counselors offer online meetings, meetings in public locations closer to their home if they cannot make it to the office, schedule times that best fit the participant's schedule. MVAC accesses Language Line if needed and has an interpreter available in the office every Thursday morning. On Friday there is a Job Counselor available who speaks Somali and English who is able to offer intensive job search, assist in filling out applications, provides coaching, and assists with interview skills.

2. * How are you working to advance equity in service delivery in your county/Tribal Nation?

When posting open eligibility worker positions, we have listed a preference for bi-lingual applicants. We have Spanish interpreters on staff, and two eligibility workers who speak Spanish. We worked with Language Line to implement a more user-friendly process when clients call in. County staff are flexible in trying to meet a client's preference for a phone call or in-person meeting whenever possible.

3. * Do you provide equity and diversity training for workers?

- ☐ No
☐ Yes, voluntary
☒ Yes, mandatory

4. * Do you have culturally specific employment services for different racial/ethnic groups?

- ☐ No ☒ Yes – check all that apply:

- ☐ African American ☐ African immigrant ☐ American Indian ☐ Asian American
☐ Asian immigrant ☐ Hispanic/Latino ☐ Newly arrived immigrant

- ☒ Other – specify: See above regarding availability of Somali speaking job counselor who is available on Fridays

D. Collaboration and Communication with Others**Workforce One**

1. * How many Financial Workers have access to Workforce One?

2. * How many Child Care assistance workers have access to Workforce One?

3. * How many support staff have access to Workforce One?

Workforce One Connect App

1. * Does your county/Tribal Nation have the Workforce One Connect app available to participants?



No – explain:



Yes – indicate which of the following groups are utilizing the app features in Workforce One:



Employment services



Financial workers



Child care workers



Other – specify:

MAXIS

1. * How many employment services staff have MAXIS access?

2. * How many managers/supervisors have MAXIS access?

3. * Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WF1 data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

Monthly meetings occur between county eligibility staff and employment service staff to review all cases and make needed corrections. daily conversations are held between teams to make sure both systems reflect accurate information and are coded properly. Employment service staff use MAXIS view to help ensure that they are working with the most current information and any discrepancies are discussed with county staff.

D. Collaboration and Communication with Others (continued)**Child Care Assistance Program**

1. *What strategies does your agency use that involve MFIP and/or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? *Check all that apply.*

- ☐ Shared electronic document management system
- ☒ Regular case consultation meetings
- ☒ Workers with dual MFIP and CCAP role
- ☐ Workers with dual Employment Services and CCAP role
- ☐ Specific CCAP workers process MFIP child care cases
- ☐ MFIP and/or Employment Services workers receive training related to CCAP
- ☒ Communication with CCAP worker via phone, email or fax
- ☐ Use of agency-developed forms or documents
- ☒ MFIP and/or Employment Services workers assist families with completing CCAP paperwork (for example, the CCAP application)
- ☐ MFIP and/or Employment Services workers have MEC2 Inquiry access
- ☐ Other – specify:

2. * What barriers prevent timeliness?

The application is lengthy, and the instructions are not clear as to what information is being requested. Job counselors find the long application overwhelming, so for someone who may not speak English as their first language or is unfamiliar with the application, it can be even more overwhelming.

7702 characters remaining

E. Emergency Services

1. * Does your County/Tribal Nation provide emergency or crisis services from your Consolidated Fund?

☐ No ☒ Yes

2. *Submit a copy of your Emergency Assistance policy as an attachment.

Describe any major changes you've made to this policy below.

8000 characters remaining

F. Measures

Performance Measures

Performance-based funding is determined by a service area's annualized Self-Support Index value. Review the information and report links in this section to see the effect of performance on funding and reporting, based on [MN Statute 256J.626, Subdivision 7](#).

Each year a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

The three-year Self-Support Index (S-SI): This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the annualized report on the MFIP Reports page on the DHS website for 2023: [Minnesota Family Investment Program 2023 Annualized Self-Support Index \(state.mn.us\)](#). A service area with an annualized S-SI [Minnesota Family Investment Program 2023 Annualized Self-Support Index \(PPE\)](#) is within the Range of Expected Performance for 2023 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2024.

If your service area is receiving a bonus, congratulations! Please share a success strategy here:

HX needed MFIP benefits when she was 22 years old and a single mom with one child. HX was working part time for the school district and even though she was on MFIP, she stated she loved her job and was not interested in looking for a different one. She was supported with gas vouchers and occasionally a phone or utility bill. By budgeting together with her job counselor, this showed HX that she was barely making enough to pay her bills between her wages and MFIP. She had no extra money for any fun activities or to purchase things for her son. Through this tool, HX's mind was open to finding a way to supplement her current wages with an additional job because she was set on keeping her current job. HX is now working a second job and her MFIP is closed, and she is making it on her own.

When I first met SZ she was new to Minnesota and did not speak English. Through an interpreter SZ asked me how she could learn English in the quickest manner. We looked at her options and since she had a reliable car, her best choice was to attend all day ESL classes in Mankato. SZ signed herself up for ESL and attended regularly. Within nine months SZ and the job counselor were able to have simple conversations without the use of an interpreter. Soon SZ was applying for jobs and obtained a full-time job. Even when her MFIP was closed she would stop in occasionally to check in and gives updates on her progress. She started helping her neighbors find the resources they needed to improve their situations and commented "You helped me, so now I can help others."

8422 characters remaining

If your service area performed "above" or "within," you can go to Section G.

If your service area performed "below" for two consecutive years, you will have to **negotiate a multi-year improvement plan** with DHS. If no improvement is shown by the end of the multi-year plan, the next year's allocation must be decreased by 2.5 percent, to remain in effect until the service area performs within or above its Range of Expected Performance.

F. Measures (continued)**Racial/Ethnic Disparities**

A racial/ethnic disparity is defined as a one-year Self Support Index that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in the County/Tribal Nation or consortium. The report "Annualized MFIP Performance Measures by Racial/Ethnic or Immigrant Group and by County, County Consortium, and Tribal Provider" is now available at <https://public.tableau.com/app/profile/tyler.borgmann/viz/AnnualizedS-SISuccessRatebyRacialEthnicorImmigrantGroup/SSISuccessRateDashboard-intro>

To view your agency's measurement, click on the "S-SI Success Rate by Agency" button. This will bring you to the statewide data for 2022. From the first drop down you can select your county, county consortium or Tribal Nation. If you note any groups that are below the line (indicated by a green bar) your county, county consortium or Tribal Nation will answer the next question below:

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities?

The employment service provider employs a person who reflects their culture and assists directly with finding employment and problem-solving barriers they are facing. They also employ an on-site interpreter who is used in addition to Language Line. This interpreter is becoming knowledgeable of the program policies and is able to offer insight concerning cultural differences and program expectations.

G. Program Monitoring and Compliance

1. *What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? *Check all that apply.*

- ☒ Budget control procedures for approving expenditures
- ☒ Cash management procedures for ensuring program income is used for permitted activities
- ☒ Internal policies around use of funds (i.e. participant support services)
- ☐ Other – specify:

2. *What procedures do you have in place to ensure program policies are followed and applied accurately? *Check all that apply.*

- ☒ Case consultation
- ☒ Sample case review by supervisors
- ☐ Sample case review by lead worker/mentor
- ☒ Sample case reviews by peers
- ☒ Other – specify:

3. Effective August 1st, 2023, counties and Tribal Nations are no longer required to administer random drug tests to MFIP participants who are convicted drug felons but may do so at the county or Tribal Nation's option. If applicable, what procedures/policies do you have in place for administering random drug tests to MFIP participants who are convicted drug felons as allowed by MN Statute 2561.26, Subdivision 1? **Select one.**

- ☐ Written policy within the MFIP unit
- ☒ Coordination with Corrections
- ☐ Currently establishing new policy/procedure(s)
- ☐ Other – specify:

Submit a copy of your written policy as an attachment.

H. Administrative Cap Waiver

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work, or a community work experience program for a major segment of the county's MFIP population. Counties that are operating such a program may request up to 15% administrative costs per [MN Statute 256J.626, Subdivision 2](#).

If your County/Tribal Nation is interested in applying for the waiver for the coming biennium, please complete the following four questions.

1. Describe the activity(s) you will provide.

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

3. Describe the target population and number of people expected to be served.

4000 characters remaining

4. Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

4000 characters remaining

If your County/Tribal Nation is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please click on [eDocs](#) to fill out the IPP form. Email the completed form to: Jonathan.Hausman@state.mn.us.

I. Provider Choice

MFIP provisions require counties to provide a choice of at least two employment service providers available to participants unless a workforce center is being utilized (MN Statute 256J.50, Subdivision 8). Counties may request an exception if meeting this requirement results in a financial hardship (MN Statute 256J.50, Subdivision 9).

Does your County/Tribal Nation:

- ☐ Have at least two employment and training services providers. Go to Section J.
- ☒ Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs. Go to Section J.
- ☐ Intend to submit a financial hardship request.

I. Provider Choice (continued)

Financial Hardship Request

A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information,

1. If the County/Tribal Nation had a choice of providers in calendar year 2023, describe:
 - factors that have changed which indicate a financial hardship,
 - why the hardship is expected to continue, and
 - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the County/Tribal Nation.

2000 characters remaining

2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
 - major factors which prevent the County/Tribal Nation from utilizing these options and include a cost analysis of each option considered; and
 - the process used to determine the cost of other options (RFP or other County/Tribal Nation process).

2000 characters remaining

3. If the County/Tribal Nation proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant County/Tribal Nation funds. The description should include information about what steps will be taken to ensure that staff have the experience and skills to deliver employment services.

2000 characters remaining

Financial Hardship requests will be reviewed by the Department of Human Services (DHS) and the Department of Employment and Economic (DEED) leadership. DHS and DEED will also look at the amount budgeted by the County/Tribal Nation for employment and training during calendar year 2023 and use this amount as a guide to determine whether the amount budgeted by the County/Tribal Nation for calendar year 2024 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor County/Tribal Nation programs to ensure outcomes are achieved and services are being delivered consistent with state law. For additional information or if you have questions, please email Pamela McCauley at Pamela.McCauley@state.mn.us.

J. Budget

Click on the link below to review your service area's 2024 MFIP allocation and Federal Funding Sources:

[MFIP Consolidated Fund \(PDF\)](#)

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2024-2025. Also note:

- Refer to the 2024-25 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund.
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year.
- Medical expenditures are NOT allowable.

2024 Budget

Email Arina Preston at Arina.Preston@state.mn.us, if you need assistance or have questions with the budget section.

Budgeted Amount	Percent	Line Items
56,575.00	13.98%	Employment Services (DWP)
234,341.00	57.89%	Employment Services (MFIP)
25,000.00	6.18%	Emergency Services/Crisis Fund
26,263.00	6.49%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
62,648.00	15.48%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
	0.00%	Other: <input type="text"/>
\$404,827.00	100.00%	Total

2025 Budget

Budgeted Amount	Percent	Line Items
56,575.00	13.98%	Employment Services (DWP)
234,341.00	57.89%	Employment Services (MFIP)
25,000.00	6.18%	Emergency Services/Crisis Fund
26,263.00	6.49%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
62,648.00	15.48%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
	0.00%	Other: <input type="text"/>
\$404,827.00	100.00%	Total

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Consider Snow and Ice Removal Agreement with City of New Ulm		
Primary Originating Division/Dept.: Public Works-Highway		Meeting Date: 10/10/2023
Contact: Seth Greenwood, P.E. Title: PWD/County Engineer		Item Type: Regular Agenda (Select One)
Amount of Time Requested: 5 minutes		
Presenter: Seth Greenwood, P.E. Title: PWD/County Engineer		Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
County Strategy: (Select One) Facilities and Space - preserve, maintain and build our assets		
BACKGROUND/JUSTIFICATION: This agreement provides reimbursement to the City of New Ulm to perform snow and ice removal services on CSAH 37 for December 2023 and January through March 2024 at a rate of \$520/month.		
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 attached snow removal agreement.		
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify:		FUNDING County Dollars = \$2,080 State (Select One) Total: \$2,080
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:		

SNOW REMOVAL AGREEMENT

THIS AGREEMENT, entered into the 10th day of October, 2023, by and between the County of Nicollet, State of Minnesota, and the City of New Ulm, County of Brown, State of Minnesota.

In order to facilitate the snow removal and the sanding/salting that may be necessary due to icy conditions on the Nicollet County State Aid Highway No. 37 extending from the east end of Bridge No. 08520 in the City of New Ulm, through the CSAH 37 roundabout that intersects the westbound TH 14 offramp. The County of Nicollet, through its duly authorized officials, and the City of New Ulm, through its duly authorized officials do agree as follows:

1. The City of New Ulm will undertake, on the above described road, snow and sanding/salting operations, in case of icing conditions, and so far as possible, within its means, keep said road open to vehicle traffic for winter driving.

2. For the agreement on the part of the City of New Ulm to maintain snow removal and ice control on the above described road, the County of Nicollet agrees to pay the City of New Ulm the sum of Five Hundred Twenty and no/100 dollars (\$520.00) per month for the months of December, 2023 and January, February and March, 2024. Lump sum payment to be made after agreement is fully executed by both parties. The County of Nicollet further agrees to pay and reimburse the City of New Ulm any reasonable sum for highway maintenance for the therein described road, should severe highway conditions be created due to unusually heavy falls of snow or icy conditions causing the City of New Ulm to incur substantial extra expenses in carrying out the maintenance of the above described road.

WITNESSED:

COUNTY OF NICOLLET

By Jack Kolars
Chairperson of County Board

By Mandy Landkamer
County Administrator

WITNESSED:





CITY OF NEW ULM

By 
City Manager

By 
City Finance Director

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Designation of Elected Officials as Employees for Purposes of the Data Practices Act		
Primary Originating Division/Dept.: Administration/County Attorney Contact: Michelle Zehnder Fischer Title: County Attorney Amount of Time Requested: 5 minutes Presenter: Michelle Zehnder Fischer Title: County Attorney	Meeting Date: 10/10/2023 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: The Minnesota Department of Administration has opined that it is up to each county to determine whether its elected officials are employees of the government entity for purposes of the Minnesota Data Practices Act. The determination that elected officials are employees of the County, as it relates to the Minnesota Government Data Practices Act, would treat the classification of data as to elected officials the same as the classification of data as to other personnel and it would further treat the privacy rights of an elected official the same as the privacy rights of other personnel of Nicollet County.		
Supporting Documents: <input checked="" type="radio"/> Attached <input type="radio"/> In Signature Folder <input type="radio"/> None		
Prior Board Action Taken on this Agenda Item: <input type="radio"/> Yes <input checked="" type="radio"/> No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
ACTION REQUESTED: The Nicollet County Board of Commissioners determine that Nicollet County elected officials are employees of Nicollet County solely for the purposes of the Minnesota Data Practices Act.		
FISCAL IMPACT: No fiscal impact <small>(Select One)</small> If "Other", specify:	FUNDING County Dollars = State <small>(Select One)</small>	
FTE IMPACT: No FTE change <small>(Select One)</small> If "Increase or "Decrease," specify: Related Financial/FTE Comments:	Total:	



**RESOLUTION DESIGNATING ELECTED OFFICIALS
AS EMPLOYEES FOR PURPOSES OF
MINNESOTA GOVERNMENT DATA PRACTICES ACT**



WHEREAS, in several advisory opinions, the Minnesota Department of Administration has taken the position that is up to each government entity to determine whether its elected officials are employees of the government entity for purposes of the Minnesota Government Data Practices Act (the “MGDPA”), Minn. Stat. Chap. 13, including the personnel data section of the MGDPA, which establishes a general rule that personnel data on an employee of a government entity are classified as private data on individuals, Minn. Stat. § 13.43, subd. 4; and

WHEREAS, in *Krout v. City of Greenfield*, 2012 WL 1253090 (Minn. Ct. App. Apr. 16, 2012), the Minnesota Court of Appeals agreed with the Minnesota Department of Administration’s position on this issue; and

WHEREAS, the Nicollet County Board of Commissioners has not expressly determined that Nicollet County’s elected officials are employees of Nicollet County for purposes of the MGDPA; and

WHEREAS, a determination that Nicollet County’s elected officials are employees of Nicollet County for purposes of the MGDPA will in many instances help to ensure that (1) the classification of data on an elected official is the same as the classification of data on other personnel of Nicollet County and (2) the privacy rights of an elected official are the same as the privacy rights of other personnel of Nicollet County in this regard.

THEREFORE, BE IT RESOLVED,

That, to the fullest extent permitted by law, the Nicollet County Board determines that Nicollet County’s elected officials—that is, each Nicollet County Commissioner, the Nicollet County Attorney, and the Nicollet County Sheriff—are employees of Nicollet County for purposes of the MGDPA; and

RESOLVED FURTHER, for the avoidance of doubt, this determination does not constitute a determination that Nicollet County’s elected officials are employees of Nicollet County for any purpose other than for purposes of the MGDPA.

Dated this 10th day of October, 2023

Jack Kolars, Chair
Nicollet County Board of Commissioners

ATTEST

Mandy Landkamer
County Administrator/Clerk to the Board



SEPTEMBER 26, 2023
OFFICIAL PROCEEDINGS OF THE
NICOLLET COUNTY DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in regular session on Tuesday, September 26, 2023 following the adjournment of the regular Board of Commissioners meeting. Present at the meeting were Commissioners Kolars, Dranttel, Morrow, Dehen, and Zins. Also present were County Administrator Mandy Landkamer and County Attorney Michelle Zehnder Fischer.

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

1. September 12, 2023 Regular Drainage Minutes

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

Public Appearances

There were no public appearances.

Public Services

Set Hearing Date for CD30A Partial Abandonment

On August 28, 2023, Public Services received a Petition for Partial Abandonment of CD 30A. Director Kopet is proposing October 24, 2023 at 10:00 a.m. as the Public Hearing date for the Partial Abandonment of County Ditch 30A.

Motion by Commissioner Morrow and seconded by Commissioner Dranttel to approve the CD 30A Partial Abandonment Public Hearing date of October 24, 2023 at 10:00 a.m. in the Nicollet County Board Room. Motion carried with all voting in favor.

CD77 Lateral 2 Public Hearing on the Final Acceptance of the Improvement Project and Levy Assessments

Chair Kolars opened the Public Hearing at 10:04 a.m. Director Kopet presented background information on the project. Chuck Brandel, ISG Project Engineer, came forward to present the Final Acceptance Report. He identified issues that came up throughout the project as well as pictures of the work that was completed. Final payment information and accumulated damages for Jensen Excavating and Trucking, LLC were provided in the report. He recommended final acceptance and payment to Jensen Excavating to close out the contract.

The meeting was opened to public comments at 10:11 a.m. Tim Waibel came forward to discuss the tile abandonment on his property. He would like the tiles removed completely, as it could interfere with future work on his land. Travis Domeier, 39783 561st Ave, also had concerns regarding the tile work. He stated that they were looked at, but nothing was done with them. Mr. Brandel responded that the tile work and removal was discussed early in the

project, but the work was decided against because of the increased costs.

Jim Gieseke, 55472 Fort Rd., came forward regarding an excavation issue with the culverts and the ditch bank falling away. He also stated there were large rocks buried in the ditch bank that had plugged up his drainage area. He had questions on who owned the culverts. After clarification, the rocks were located on top in the buffer area and Mr. Brandel stated he would look into the issue.

Commissioner Zins had specific questions regarding outlets and remaining tiles. Mr. Brandel stated that there was discussion at the beginning of the project regarding the tiles, but the final consensus was to leave them in place. Commissioner Zins had concerns regarding how landowners could receive remediation on the additional damages discussed.

Morrow commented that he doesn't feel comfortable with accepting the final report when it sounds like landowners still have issues. He recommended that all landowners come forward and provide any comments related to issues that still need repairs. Travis Domeier came forward and discussed concerns with the size of the pipe used to replace the old 28-inch pipe and that it was not large enough. Joe Kroll also came forward with questions regarding the breakdown of ditch-related costs and asked if landowners could get a detailed breakdown of the project costs.

Attorney Zehnder Fischer recommended continuing the Public Hearing at a later time and date, with Mr. Brandel bringing forward the additional information requested by the landowners.

Motion by Commissioner Zins and seconded by Commissioner Morrow to set the continuation of the CD 86A public hearing for October 24, 2023 at 10:30 a.m. Motion approved 5-0, with all Commissioners voting yes.

Adjourn

The meeting was adjourned at 10:45 a.m.

JACK KOLARS, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD

Nicollet County Drainage Authority

Meeting Agenda Item

**Agenda Item:**

Consider Ditch Repair Reports 23-002 through 23-015

Primary Originating Division/Dept.: Public Works

Meeting Date: 10/10/2023

Contact: Nate Henry

Title: Drainage Inspector

Item Type:
(Select One) Consent Agenda

Amount of Time Requested: 0 minutes

Presenter: Nate Henry

Title: Drainage Inspector

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Facilities and Space - preserve, maintain and build our assets

BACKGROUND/JUSTIFICATION:

See attached ditch repair reports

Supporting Documents: ☒ Attached

☐ In Signature Folder

☐ None

Prior Drainage Authority Action Taken on this 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 23-002 through 23-015

FISCAL IMPACT: Other
(Select One)

If "Other", specify:

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:

FUNDING

County Dollars =

State

(Select One)

Total: \$20,800

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
None	None	None

LANDOWNER

Name	Address	Phone
Franta Rosemary H trust	1440 8th St. N	None

STATUS LOG

Action	Date	Initials	Notes
For Review	04/26/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-04-26	Lafayette Excavating	4500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-04-20	nhenry	Site was inspected and hole was marked

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 76-A Repair #23-003



OVERVIEW

Date Repair Was Created:	2023-05-01	Branch:	main
Problem/Proposed Work:	Two county tile outlet pipes are rusted off and failing, the renter is requesting the ditch system repair the outlet. The location is marked with two pink lath.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Granby
Twp:	110N	Range:	28W
Section:	15	Qtr-Qtr Section:	
Latitude:	44.328967100043045	Longitude:	-94.17872167733277
Parcel Number:	05.015.1005		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Bryce Krohn	None	None

LANDOWNER

Name	Address	Phone
RICKE BERNICE LIVING TRUST	60 PARNELL ST SUITE A	None

STATUS LOG

Action	Date	Initials	Notes
For Review	05/01/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-05-01	Lafayette Excavating	500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-05-01	nhenry	site was inspected and two rusted out county tile outlets where marked.

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 77 Repair #23-004



OVERVIEW

Date Repair Was Created:	2023-05-03	Branch:	A concrete ditch crossing is separated and leaking fill. The landowner is requesting the ditch system repair the crossing.
Problem/Proposed Work:			
Ditch Repair:	Culvert/Crossing		
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	15	Qtr-Qtr Section:	
Latitude:	44.42140153039903	Longitude:	-94.42594558847668
Parcel Number:	06.015.0200		

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Location Details	
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PERSON REQUESTING REPAIR

Name	Address	Phone
Mark Legare	58260 366th St	None

LANDOWNER

Name	Address	Phone
None	None	None

STATUS LOG

Action	Date	Initials	Notes
For Review	05/03/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-05-03	Lafayette Excavating	4000	

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 77 Repair #23-005



OVERVIEW

Date Repair Was Created:	2023-05-11	Branch:	main
Problem/Proposed Work:	A concrete ditch crossing is separated and leaking fill. The landowner is requesting the ditch system repair the crossing.		
Ditch Repair:	Culvert/Crossing		
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	8	Qtr-Qtr Section:	
Latitude:	44.42915450645003	Longitude:	-94.46924911190025
Parcel Number:	06.008.0410		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Rick Franta	35981 605th ave	None

LANDOWNER

Name	Address	Phone
Rick Franta	35981 605th ave	None

STATUS LOG

Action	Date	Initials	Notes
For Review	05/11/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-05-11	Lafayette Excavating	4000	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-05-08	nhenry	Site was inspected, and crossing marked.

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 30-A Repair #23-006



OVERVIEW

Date Repair Was Created:	2023-05-17	Branch:	main
Problem/Proposed Work:	A portion of the ditch bank has sloughed in and is holding back water. The landowner is requesting the ditch system remove the material from the ditch and spread it in the adjacent field.		
Ditch Repair:	Slough		
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Granby
Twp:	110N	Range:	28W
Section:	8	Qtr-Qtr Section:	
Latitude:	44.34424311519518	Longitude:	-94.22250409583674
Parcel Number:	05.008.0410		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Randy Frauendienst	47843 FORT RD	None

LANDOWNER

Name	Address	Phone
Randy Frauendienst	47843 FORT RD	None

STATUS LOG

Action	Date	Initials	Notes
For Review	05/17/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-05-17	Lafayette Excavating	500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-05-17	nhenry	

INSPECTION PHOTOS

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 86-A Repair #23-007



OVERVIEW

Date Repair Was Created:	2023-05-17	Branch:	Main
Problem/Proposed Work:	A portion of the ditch bank has sloughed and is holding back water. The landowner is requesting the ditch system remove the sloughed material from the ditch.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Bernadotte
Twp:	111N	Range:	29W
Section:	31	Qtr-Qtr Section:	
Latitude:	44.37538965029866	Longitude:	-94.36920627820437
Parcel Number:	02.031.0110		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Ryan Franta	35512 595th Ave	None

LANDOWNER

Name	Address	Phone
Ryan Franta	35512 595th Ave	None

STATUS LOG

Action	Date	Initials	Notes
For Review	05/17/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-05-17	Dvorak Excavating	800	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
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INSPECTION PHOTOS

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 86-A Repair #23-008



OVERVIEW

Date Repair Was Created:	2023-05-31	Branch:	main
Problem/Proposed Work:	A county tile outlet is rusted through and failing. The outlet needs to be replaced with dual wall plastic.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Brighton
Twp:	110N	Range:	29W
Section:	6	Qtr-Qtr Section:	
Latitude:	44.36968862279329	Longitude:	-94.37143425424715
Parcel Number:	03.006.0105		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
None	None	None

LANDOWNER

Name	Address	Phone
Jim Gieseke	None	None

STATUS LOG

Action	Date	Initials	Notes
For Review	05/31/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-05-31	Lafayette Excavating	500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-05-31	nhenry	Tile outlet was inspected and marked with a pink lath

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
ditch inspector	None	None

LANDOWNER

Name	Address	Phone
Jerome Havemier trust	20150 highview appt. 123	None

STATUS LOG

Action	Date	Initials	Notes
For Review	07/07/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-07-07	Lafayette Excavating	1000	1000

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-06-19	nhenry	site was inspected and outlet pipe was bent down

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 77 Lat 2 Repair #23-011



OVERVIEW

Date Repair Was Created:	2023-07-07	Branch:	main
Problem/Proposed Work:	A county tile outlet pipe is damaged and needs to be replaced.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	25	Qtr-Qtr Section:	
Latitude:	44.38729587079896	Longitude:	-94.38711374734342
Parcel Number:	06.025.0200		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Ken Hauser	None	None

LANDOWNER

Name	Address	Phone
Ken Hauser	37055 561st ave	None

STATUS LOG

Action	Date	Initials	Notes
For Review	07/07/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-07-07	Lafayette Excavating	1000	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-06-22	nhenry	site was inspected and tile marked

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 30-A Repair #23-012



OVERVIEW

Date Repair Was Created:	2023-08-07	Branch:	main
Problem/Proposed Work:	Beavers have built a dam in the county ditch. The dam is holding approximately 4 feet of water back. The beavers will be trapped and the dam removed. The trapper will be paid a bounty of \$50.00/tail.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	2	Township:	Bernadotte
Twp:	111N	Range:	29W
Section:	24	Qtr-Qtr Section:	
Latitude:	44.39910996873353	Longitude:	-94.25369119449921
Parcel Number:	02.024.0500		
Location Details			

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

PERSON REQUESTING REPAIR

Name	Address	Phone
None	None	None

LANDOWNER

Name	Address	Phone
SCHEURER ALAN & VIRGINIA SCHEURER	105 ELLA CT	None

STATUS LOG

Action	Date	Initials	Notes
For Review	08/07/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-08-07	Sample Vendor	500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-08-07	nhenry	ditch inspected and beaver dam noted for removal.

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 82 Repair #23-013



OVERVIEW

Date Repair Was Created:	2023-09-01	Branch:	4
Problem/Proposed Work:	A county tile outlet is rusted off and has failed. The landowner is requesting the ditch system install a new outlet pipe.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	1	Township:	Lake Prairie
Twp:	111N	Range:	27W
Section:	18	Qtr-Qtr Section:	
Latitude:		Longitude:	
Parcel Number:	07.018.0305		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
None	None	None

LANDOWNER

Name	Address	Phone
Carl Johnson	710 dover ct	None

STATUS LOG

Action	Date	Initials	Notes
For Review	09/01/2023	nhenry	None
For Review	09/01/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-09-01	Dvorak Excavating	0	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
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INSPECTION PHOTOS

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 77 Lat 2 Repair #23-014



OVERVIEW

Date Repair Was Created:	2023-09-12	Branch:	main
Problem/Proposed Work:	The ditch bank has sloughed off and is blocking the flow of water through the channel. Landowners are requesting the slide material be removed from the ditch bottom.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	36	Qtr-Qtr Section:	
Latitude:	44.37692449350361	Longitude:	-94.39128993289212
Parcel Number:	06.036.0400		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Staff	None	None

LANDOWNER

Name	Address	Phone
Larry Seibel	39783 561st AVE	None

STATUS LOG

Action	Date	Initials	Notes
For Review	09/12/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-09-12	Dvorak Excavating	3000	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
2023-09-12	nhenry	The ditch was inspected and the ditch bank is in need of repair

Nicollet County DRAINAGE DEPARTMENT REPAIR REPORT

For Staff Documentation & Contractor Information

County Ditch 80 Repair #23-015



OVERVIEW

Date Repair Was Created:	2023-09-25	Branch:	main
Problem/Proposed Work:	A round bale is in the bottom of the ditch. Landowners are requesting the ditch system remove the hay bale.		
Ditch Repair:			
Tile Repair:			
FEMA Event:	None	FEMA Date:	None

REPAIR LOCATION DETAILS

Commissioner District:	5	Township:	Lafayette
Twp:	111N	Range:	30W
Section:	19	Qtr-Qtr Section:	
Latitude:	44.40904380565394	Longitude:	-94.47277715419573
Parcel Number:	06.019.0305		
Location Details			

PERSON REQUESTING REPAIR

Nicollet County
DRAINAGE DEPARTMENT
REPAIR REPORT

For Staff Documentation & Contractor Information

Name	Address	Phone
Staff	None	None

LANDOWNER

Name	Address	Phone
Brad Franta	60781 370th ST	None

STATUS LOG

Action	Date	Initials	Notes
For Review	09/25/2023	nhenry	None

DRAINAGE AUTHORITY ACTIONS

Action	Date	Board Date	Initials	Notes
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REPAIR ESTIMATES

Order	Date	Contractor	Total Cost	Notes
1	2023-09-25	Lafayette Excavating	500	

REPAIR INVOICES

Order	Date	Contractor	%Complete	Total Cost	Notes
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INSPECTION LOG

Date	Initials	Notes
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INSPECTION PHOTOS
