

Board of Commissioners Agenda

April 9, 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. [March 26, 2024 Board Minutes](#)
 - b. [Annual Boat and Water Grant](#)
 - c. [End of Probations](#)
 - d. Approval of Bills
5. Public Appearances

- 9:05 a.m.** 6. Property Services
 - a. [FY2024 One Watershed, One Plan Program Grant Agreement](#)

- 9:10 a.m.** 7. Public Works
 - a. [Consider Award of Bid for Project SAP 052-637-006](#)

- 9:15 a.m.** 8. County Attorney
 - a. [Proclamation for Crime Victims' Rights Week](#)

- 9:25 a.m.** 9. Administration
 - a. [Resolution Appointing a Nicollet County Assistant Veterans Service Officer](#)
 - b. [Proclamation Recognizing National County Government Month - April 2024](#)
 - c. [Nicollet County 2023 Year In Review](#)

- 9:40 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

9:45 a.m. Call Drainage Authority Meeting to Order: Chair

1. Approval of Agenda
2. Approval of Consent Agenda
 - a. [March 26, 2024 Drainage Authority Minutes](#)
3. Public Appearances

- 9:50 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

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Commissioners: Terry Morrow - Board Chair; Marie Dranttel - Vice Chair; Jack Kolars; 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.

April 2024

Date	Time	Meeting	Location
April 9	9:00 am	County Board of Commissioners Meeting	Gov. Center Board Room – St. Peter
April 9	*following Board adjournment	Drainage Authority Meeting	Gov. Center Board Room – St. Peter
April 9	*following Drainage Authority adjournment	Personnel Committee Meeting	EM Conference Room – St. Peter
April 15	7:00 pm	Planning & Zoning Commission (PZ) / Board of Adjustments & Appeals (BAA)	Gov. Center EOC – St. Peter
April 16	8:15 am	Individual Dept. Head Meeting – Community Corrections	Gov. Center EOC – St. Peter
April 16	9:30 am	Board Workshop	Gov. Center EOC – St. Peter
April 17	9:00 am	AMC Homerun Leadership Training	South Central Services Coop – N. Mankato
April 23	9:00 am	County Board of Commissioners Meeting	Gov. Center Board Room – St. Peter
April 23	*following Board adjournment	Drainage Authority Meeting	Gov. Center Board Room – St. Peter
April 24	6:30 pm	Township Association Meeting	Nicollet Legion – Nicollet, MN
April 25	9:00 am	AMC/MCIT Cybersecurity Training	St. Cloud Holiday Inn & Suites
April 26	9:00 am	BNCH Full Board Meeting	1900 Franklin St. – New Ulm, MN

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MARCH 26, 2024
OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS

The Nicollet County Board of Commissioners met in regular session on Tuesday, March 26, 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, 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. Carried unanimously.

Consent Agenda

1. March 12, 2024 Board Meeting Minutes
2. Citizen Appointment to the Extension Committee
3. County Feedlot Officer (CFO) Minnesota Pollution Control Agency (MPCA) Annual Report
4. End of Probations
5. Approval of Bills
6. Acknowledgement of the Auditor's Warrants and approval of the Commissioner Warrants as presented for the following amounts:
 - a. General Revenue Fund - \$192,980.04;
 - b. Road & Bridge Fund - \$84,191.69;
 - c. Human Services Fund - \$197,000.61

Motion by Commissioner Kolars and seconded by Commissioner Dehen to approve the above consent agenda items. Carried unanimously.

Public Appearances:

There were no public appearances.

Health and Human Services

South Central Community Based Initiative (SCCBI): Appointment of Joint Powers Board Alternate

Director Sassenberg and Angela Obermiller came forward to discuss the SCCBI Joint Powers Board. Director Sassenberg recommended appointment of Ms. Obermiller as Nicollet County's alternate to the SCCBI Joint Powers Board, effective April 17, 2024.

Motion by Commissioner Kolars and seconded by Commissioner Dranttel to approve the appointment of Angela Obermiller as Nicollet County's alternate for the SCCBI Joint Powers Board. Carried unanimously.

Property Services

Minnesota River – Mankato One Watershed, One Plan Memorandum of Agreement

Environmental Specialist Famakinwa came forward to share the completed work plan, timeline, and budget for the Mankato One Watershed, One Plan Memorandum of Agreement. The agreement will assist in managing water resources within the plan area.

Motion by Commissioner Dranttel and seconded by Commissioner Zins to approve the One Watershed, One Plan Memorandum of Agreement. Carried unanimously.

Public Services

Aumentum Contract and Board Ratification Statement

Director Kopet brought forward the Master Agreement for the Aumentum tax program. The agreement is between Manatron (Aumentum Tech) and Minnesota Counties Computer Cooperative (MnCCC). The program was recently upgraded and will be implemented in 2024.

Motion by Commissioner Dehen and seconded by Commissioner Kolars to approve the Aumentum Contract and Board Ratification statement. Carried unanimously.

Consider Resolution to Apply for Public Land Survey System (PLSS) Grant

Director Kopet discussed the PLSS grant program, which allocates funding statewide for Counties to complete land surveys and maintain historical survey information and data.

Motion by Commissioner Kolars and seconded by Commissioner Dehen to approve the amended PLSS Grant Resolution. Carried unanimously on a roll call vote.

Chair's Report

- Board Workshop
- Labor Negotiations
- SCCBI Collaborative
- Joint Powers Workforce
- HRA meeting

Commissioner Committee Reports

The Commissioners reported on various meetings and activities, including:

Commissioner Kurt Zins

- Board Workshop
- Rural Energy Board

Commissioner Mark Dehen

- Board Workshop
- North Mankato Parks meeting

Commissioner Marie Dranttel

- Board Workshop
- Joint Drainage Meeting
- TDS Board
- Brown-Nicollet CHB

Commissioner Jack Kolars

- Board Workshop
- Diversity Council
- MVAC
- Brown-Nicollet CHB
- Labor Negotiations

Approve Per Diems and Expenses

Motion by Commissioner Dehen and seconded by Commissioner Kolars 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 9:20 a.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Annual Boat and Water Grant	
Primary Originating Division/Dept.: Sheriff's Office Contact: Dave Lange Title: Sheriff Amount of Time Requested: minutes Presenter: Dave Lange Title: Sheriff	Meeting Date: 04/09/2024 Item Type: (Select One) Consent Agenda
Attachments: ☒ Yes ☐ No	
County Strategy: (Select One) Programs and Services - deliver value-added quality services	
BACKGROUND/JUSTIFICATION: 2024 MN DNR Boat and Water Grant Agreement - \$2167	
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None	
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No If "yes", when? (provide year; mm/dd/yy if known)	
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A	
ACTION REQUESTED: Request Board approval and signatures	
FISCAL IMPACT: No fiscal impact (Select One) If "Other", specify:	FUNDING County Dollars = Grant \$2167 (Select One) Total: \$2167
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:	

COUNTY BOAT AND WATER SAFETY
2024 BUDGET SPENDING PLAN
(January 1, 2024 - June 30, 2025)

Exhibit A

MN DNR - Enforcement Division
Boat & Water Safety
500 Lafayette Road
St. Paul, MN 55155-4047
E-mail: kelly.affeldt@state.mn.us
Kelly Affeldt phone #: 651-259-5361

Nicollet

County

Dave Lange, Sheriff

Contact Name

507-934-7106

Contact Phone

GROUP I - PERSONNEL	Number	Amount		TOTAL
		County	State	
Full-Time	16.0		\$ 1,000.00	\$ 1,000.00
Seasonal				\$ -
GROUP I SUBTOTALS	16.0	\$ -	\$ 1,000.00	\$ 1,000.00

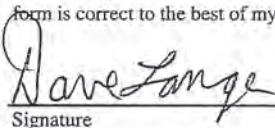
GROUP II - SUPPLIES & EXPENSES	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Fuel, oil, maintenance		\$ 667.00	\$ 667.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP II SUBTOTALS	\$ -	\$ 667.00	\$ 667.00

GROUP III - EQUIPMENT	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Handheld Spotlights		\$ 500.00	\$ 500.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP III SUBTOTALS	\$ -	\$ 500.00	\$ 500.00

2024 STATE GRANT TOTAL	\$ -	\$ 2,167.00	\$ 2,167.00
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Scan and email the signed form. Send to:
kelly.affeldt@state.mn.us

"This is to certify that the state funds will be used only for purposes set forth in M.S. Chapter § 86B and that the information contained on this form is correct to the best of my knowledge."


Signature

3-27-24
Date



**2024 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract#	244819	PO#	3-249132
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State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2024	Source Type State	Vendor Number 0000197335-001
Total Amount \$2167	Project ID R29G70CBLA22	Billing Location R297000221	UEI FM1HRXZU4986	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date January 1, 2024	Grant End Date June 30, 2025
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Grantee Name and Address:

Nicollet County Sheriff's Office
501 S Minnesota Avenue, PO Box 117
St. Peter, MN 56082

Payment Address:

(where DNR sends the check)
Nicollet Co. Treasurer
501 S. Minnesota Ave.
St. Peter, MN 56082

2024 STATE OF MINNESOTA ANNUAL COUNTY BOAT AND WATER SAFETY GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Nicollet County Sheriff's Office, 501 S Minnesota Avenue, PO Box 117, St. Peter, MN 56082, (FM1HRXZU4986) ("Grantee"). The payment address for this grant contract agreement is Nicollet Co. Treasurer, 501 S. Minnesota Ave., St. Peter, MN 56082.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2024 or the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2024 grant expenditures incurred back to effective date. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
 - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Two thousand one hundred sixty seven dollars.
 - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Two thousand one hundred sixty seven dollars.
 - (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit **one** invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 **Contracting and Bidding Requirements**

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is [Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources \(DNR\), 500 Lafayette Rd., St. Paul, MN 55155-4047, \[adam.block@state.mn.us\]\(mailto:adam.block@state.mn.us\)](#) or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is [Sheriff David Lange, Nicollet County Sheriff's Office, 501 S Minnesota Avenue, PO Box 117, St. Peter, MN 56082](#). If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 **Audits (State and Single)**

Under [Minn. Stat. §16B.98, subd. 8](#), the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices and Intellectual Property

10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 **Termination by the State.** (a) The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) **Termination by The Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

17 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §' 16A.15.

Signed: Pamela D. Brisson
 Digitally signed by Pamela D. Brisson
 Date: 2024.03.12 15:17:24 -05'00'

3. STATE AGENCY: NATURAL RESOURCES

By: _____
 (With delegated authority)

SWIFT Contract # 244819

Purchase Order # 3-249132

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative

By: _____

Title: _____

Date: _____

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or a* grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name:

Project Name: 2024 State Boat Grant

Legal Citation: Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.

Authorized Representative Printed Name:

Authorized Representative Signature/Date:

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: End of Probations		
Primary Originating Division/Dept.: Human Resources		Meeting Date: 04/09/2024
Contact: Kristy Larson	Title: HR Director	Item Type: Consent Agenda (Select One)
Amount of Time Requested	minutes	
Presenter: Kristy Larson	Title: HR Director	Attachments: ☐ Yes ☒ No
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)		
BACKGROUND/JUSTIFICATION: Health and Human Services Health and Human Services Director Cassie Sassenberg has requested the end of probation for Megan Raymond, Eligibility Worker, effective February 27, 2024. Sheriff's Office Sheriff Dave Lange has requested the end of probation for Damon Brunow, Dispatch Sergeant, effective April 2, 2024. +		
Supporting Documents: ☐ Attached ☒ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Grant end of probationary status		
FISCAL IMPACT: Other (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One) Total	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item:		
FY2024 One Watershed, One Plan Program Grant Agreement		
Primary Originating Division/Dept.: PPSP - Property Services	Meeting Date: 4/9/2024	
Contact: Jaci Kopet	Title: PPSP Director	Item Type: Regular Agenda (Select One)
Amount of Time Requested 5 minutes		
Presenter: Jaci Kopet	Title: PPSP Director	Attachments: ☒ Yes ☐ No
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
BACKGROUND/JUSTIFICATION: Consideration of the FY2024 One Watershed, One Plan Program Grant Agreement. This agreement provides funds to transition local water management plans to a watershed approach. With this grant agreement, Nicollet County is set to receive \$242,880.00 to implement the Minnesota River - Mankato One Watershed, One Plan.		
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No		
If "yes", when? (provide year; mm/dd/yy if known) 3/26/2024		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Acceptance of the One Watershed, One Plan Program Grant Funds and signature of grant agreement via DocuSign		
FISCAL IMPACT: No fiscal impact (Select One) If "Other", specify	FUNDING County Dollars = \$0 Grant \$242,880 (Select One) Total	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		

**FY 2024 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
ONE WATERSHED, ONE PLAN PROGRAM
GRANT AGREEMENT**

Vendor:	0000197335
PO#:	3000017111

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Nicollet County, 501 South Minnesota Avenue, St. Peter MN 56082 (Grantee).

Grant ID	Grant Title	Awarded Amt
P24-0722	2024 - One Watershed One Plan (Nicollet County)	\$242,880.00

Total Grant Awarded: \$242,880.00

Recitals

1. The Laws of Minnesota 2021, 1st Special Session, Chapter 1, Article 2, Section 6(i) and the Laws of Minnesota 2023, Chapter 40, Article 2, Section 6(i) appropriated funds to the Board for assistance, oversight, and grants to local governments to transition local water management plans to a watershed approach as provided for in Minnesota Statutes, chapters 103B, 103C, 103D and 114D.
2. Minnesota Statutes 103B.101, Subd. 9(1), and 103B.3369, authorize the Board to award this grant.
3. The Board has adopted the One Watershed, One Plan FY2024 Planning Grants Board Order #23-51 that authorizes this grant.
4. The Grantee has submitted a Board-approved work plan for this Program, which is incorporated into this Grant Agreement by reference.
5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the State.
6. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Julie Westerlund, One Watershed, One Plan Coordinator, BWSR, 520 Lafayette Road North, Saint Paul, MN 55155, (651) 600-0694, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

TITLE
ADDRESS
CITY
TELEPHONE NUMBER

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. **Terms of the Grant Agreement.**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd. 5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
 - 1.2. **Expiration date:** **June 30, 2026** or until all obligations have been satisfactorily fulfilled, whichever comes first.

- 1.3. **Survival of Terms:** The following clauses survive the expiration date or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Publicity and Endorsement; 12. Governing Law, Jurisdiction, and Venue; 14. Data Disclosure; and 19. Intellectual Property Rights.

2. **Grantee's Duties.**

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the Program as follows:

- 2.1. **Implementation:** The Grantee will implement their work plan, which is incorporated into this Grant Agreement by reference.
- 2.2. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
- 2.2.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of Program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
- 2.2.2. The Grantee will prominently display on its website the Clean Water Legacy Logo and a link to the Legislative Coordinating Commission website.
- 2.2.3. Final Progress Report: The Grantee will submit a final progress report to the Board by July 31, 2026, or within 30 days of completion of the project, whichever occurs sooner. Information provided must conform to the requirements and formats set by the Board. All individual grants over \$500,000 will also require a reporting expenditure by June 30 of each year.
- 2.3. **Match:** The Grantee will ensure any local match requirement will be provided as stated in Grantee's approved work plan.

3. **Time.**

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Terms of Payment.**

- 4.1. Funds will be distributed in three installments per grant: 1) The first payment of 50% will be distributed after the execution of the Grant Agreement. 2) The second payment of 40% will be distributed after the first payment of 50% has been expended and reporting requirements have been met. An eLINK Interim Financial Report that summarizes expenditures of the first 50% must be signed by the Grantee and approved by the Board. Selected grantees may be required at this point to submit documentation of the expenditures reported on the Interim Financial Report for verification. 3) The third payment of 10% will be distributed after the grant has been fully expended and reporting requirements are met. The final, 10% payment must be requested within 30 days of the expiration date of the Grant Agreement. An eLINK Final Financial Report that summarizes final expenditures for the grant must be signed by the Grantee and approved by the Board.
- 4.2. All costs must be incurred within the grant period.
- 4.3. All incurred costs should be calculated or determined before the final report is completed or returning funds. Unspent grant funds must be returned within 30 days of the expiration date of the Grant Agreement. Once final reporting has been completed funds may not be re-requested as funds may not be available.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount listed above.
- 4.5. This Grant Agreement includes an advance payment of 50 % of each grant's total amount per grant. Advance payments allow the grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. **Conditions of Payment.**

All services provided by the Grantee under this Grant Agreement must be performed to the Board's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the Board's Authorized Representative and in accordance with all applicable federal, State, and local laws, policies, ordinances, rules, *One Watershed*, *One Plan Planning Grants Policy*, and regulations. The Grantee will not receive payment, may be required to repay grant funds, or may have future payments withheld if work is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law.

6. **Assignment, Amendments, and Waiver.**

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Board and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

- 6.2. **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until approved and executed by the same parties who approved and executed the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto.
- 6.3. **Waiver.** If the Board fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. **Liability.**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. **State Audits.**

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

- 8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. **Government Data Practices.**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

10. **Workers' Compensation.**

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. **Publicity and Endorsement.**

- 11.1. **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the Board as the sponsoring agency. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the Program, publications, or services provided resulting from this Grant Agreement.

- 11.2. **Endorsement.** The Grantee must not claim that the State endorses its products or services.

12. **Governing Law, Jurisdiction, and Venue.**

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. **Termination.**

- 13.1. The Board may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 13.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.
- 13.3. The Board may immediately terminate this Grant Agreement if the Board finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The Board may take action to protect the interests of the State of

Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14. Data Disclosure.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

15. Prevailing Wage.

It is the responsibility of the Grantee or contractor to pay prevailing wage for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at a rate not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

16. Municipal Contracting Law.

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

17. Constitutional Compliance.

It is the responsibility of the Grantee to comply with requirements of the Minnesota Constitution regarding the use of Clean Water Funds to supplement traditional sources of funding.

18. Signage.

It is the responsibility of the Grantee to comply with requirements for project signage as provided in Minnesota Laws 2010, Chapter 361, Article 3, Section 5(b) for Clean Water Fund projects.

19. Intellectual Property Rights.

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries, (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Work includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United State Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Nicollet County

Board of Water and Soil Resources

By: _____

By: _____

(signature)

(signature)

Title: _____

Title: _____

Date: _____

Date: _____

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Consider Award of Bid for Project SAP 052-637-006		
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: 04/09/2024 Item Type: Regular Agenda (Select One)	
Attachments: ☐ Yes ☒ No		
County Strategy: Facilities and Space - preserve, maintain and build our assets (Select One)		
BACKGROUND/JUSTIFICATION: Public Works will be opening bids for project SAP 052-637-006 on April 8, 2024 at 11AM. This project will involve guardrail replacement, striping, and the mill and overlay of a portion of CSAH 37 near New Ulm. Results of the bid opening and a recommendation for Board action will be provided at the April 9, 2024 Board meeting.		
Supporting Documents: ☐ Attached ☐ In Signature Folder ☒ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED:		
FISCAL IMPACT: Other (Select One) If "Other", specify: FUNDING County Dollars = State (Select One) FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments: Total:		

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item:		
Proclamation for Crime Victims' Rights Week		
Primary Originating Division/Dept.: County Attorney's Office	Meeting Date: 4/9/2024	
Contact: Michelle Zehnder Fischer Title: County Attorney	Item Type: Regular Agenda (Select One)	
Amount of Time Requested: 10 minutes		
Presenter: Bonnie Petersen Title: Victim Witness Coord.	Attachments: ☒ Yes ☐ No	
County Strategy: (Select One) Programs and Services - deliver value-added quality services		
BACKGROUND/JUSTIFICATION: Bonnie Petersen will be presenting the attached Proclamation for Board approval and signature.		
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Proclaim April 21-27, 2024, as Crime Victims' Rights Week.		
FISCAL IMPACT: No fiscal impact (Select One) If "Other", specify	FUNDING County Dollars = Grant (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



Proclamation

WHEREAS, members of our community become a victim of a crime on a daily basis;

WHEREAS, surviving a crime can have a myriad of lasting effects on victims, including physical, psychological, social, and financial impacts;

WHEREAS, we know that countless survivors never tell anyone about what happened to them;

WHEREAS, each of us has a responsibility to actively participate in the healing of others;

WHEREAS, it is necessary to create safe environments for survivors of crime, providing not only support but also access to critical services and, above all, hope;

WHEREAS, victim service providers, community members, businesses, places of worship, colleagues, neighbors, and family members are capable of providing victim-centered, trauma-informed, and culturally responsive support;

WHEREAS, we must listen to survivors and be willing to create new options for support to ensure that all victims of crime can receive help and seek justice;

WHEREAS, we must do everything we can to show survivors that hope — the belief that the future will be better — is not just elusive but within their reach;

WHEREAS, National Crime Victims' Rights Week encourages all people to ask themselves the question, "How would you help a victim of crime?"

WHEREAS, Nicollet County is hereby dedicated to raising awareness of options, services, and hope for crime survivors.

NOW, THEREFORE, I, as Chairperson of the Board of Commissioners of Nicollet County, do hereby proclaim the week of April 21–27, 2024, as



Proclamation

Crime Victims' Rights Week

reaffirming Nicollet County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and expressing our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

Dated this _____ day of April, 2024.

Terry Morrow, Board 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: Resolution Appointing a Nicollet County Assistant County Veterans Service Officer		
Primary Originating Division/Dept.: Administration		Meeting Date: 04/09/2024
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: ☒ Yes ☐ No
County Strategy: (Select One) Programs and Services - deliver value-added quality services		
BACKGROUND/JUSTIFICATION: According to Minn. Stat. 197.60, a County Veterans Service Officer and/or an Assistant County Veterans Service Officer shall be appointed by the County Board for a four-year term. Assistant Veterans Service Officer Ryan Frank will successfully complete his probationary period on April 10, 2024 and will be eligible to complete his original four-year term.		
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No		
If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Approve the appointment of Assistant Veterans Service Officer Ryan Frank to a four-year term that commenced on April 10, 2023.		
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify:		FUNDING County Dollars = State (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease," specify: Related Financial/FTE Comments:		Total:



**RESOLUTION APPOINTING A NICOLLET COUNTY
ASSISTANT COUNTY VETERANS SERVICE OFFICER**



Whereas, Minnesota Statute §197.60 states that counties may appoint an assistant county veterans service officer; and

Whereas, Minnesota Statute §197.601 states that an assistant county veterans service officer shall be a resident of Minnesota, a citizen of the United States and a veteran as defined by Minnesota Statute §197.447; and

Whereas, current Nicollet County Assistant County Veterans Service Officer Ryan Frank was hired on April 10, 2023; and

Whereas, subject to the direction and control of the county veterans service officer, the assistant county veterans service officer may exercise all the powers, and shall perform the duties of the county veterans service officer, and is subject to all the provisions of sections Minnesota Statute §197.60 to 197.606 relating to a county veterans service officer; and

Whereas, Nicollet County Veterans Service Officer Nathan Tish has reviewed Assistant County Veteran Service Officer Frank's performance and is recommending end of probation status.

Now, Therefore Be It Resolved that the Nicollet County Board of Commissioners appoint Ryan Frank to be the Nicollet County Assistant County Veterans Service Officer; and

Be It Further Resolved, that Mr. Frank has the qualifications to be a veterans service officer as required in Minnesota Statute §197.601; and

Be It Resolved, Mr. Frank's four-year term commenced on April 10, 2023.

Dated this 9th day of April, 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: Proclamation Recognizing National County Government Month - April 2024		
Primary Originating Division/Dept.: Administration Contact: Mandy Landkamer Title: County Administrator Amount of Time Requested: 5 minutes Presenter: Mandy Landkamer Title: County Administrator	Meeting Date: 04/09/2024 Item Type: Regular Agenda (Select One) Attachments: ☒ Yes ☐ No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
BACKGROUND/JUSTIFICATION: Each year the month of April is recognized as National County Government Month. Each day the nation's 3,069 counties provide essential services to more than 300 million people. Since 1991, the National Association of Counties (NACo) has encouraged counties to use National County Government Month as a time to elevate awareness of county responsibilities, programs, and services.		
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No If "yes", when? (provide year; mm/dd/yy if known) April 2023		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Approve the Proclamation Recognizing National County Government Month - April 2024.		
FISCAL IMPACT: No fiscal impact (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:	



Proclamation

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, Nicollet County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens of *ForwardTogether*, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, that role includes a responsibility to inspire county residents to engage with their communities, and to lead by highlighting our strength as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, through their commitment to public service, Nicollet County employees dedicate their time, skills, and expertise for the benefit of their neighbors, promoting healthy communities, fostering conditions for economic growth, strengthening infrastructure, coordinating emergency management services, managing justice and public safety systems, with an overall goal of improving residents' quality of life.

NOW, THEREFORE, BE IT RESOLVED, that the Nicollet County Board of Commissioners, do hereby proclaim April 2024 as **National County Government Month**, recognizing the important work of county government and its employees.

Dated this 9th day of April 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: Nicollet County 2023 Year In Review	
Primary Originating Division/Dept.: Administration	Meeting Date: 04/09/2024
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: ☒ Yes ☐ No
County Strategy: Programs and Services - deliver value-added quality services (Select One)	
BACKGROUND/JUSTIFICATION: Provide an overview of the "Nicollet County 2023 Year in Review" report.	
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None	
Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No	
If "yes", when? (provide year; mm/dd/yy if known) April 2023	
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A	
ACTION REQUESTED: Informational	
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify:	FUNDING County Dollars = State (Select One)
FTE IMPACT: No FTE change (Select One)	Total:
If "Increase or "Decrease," specify:	
Related Financial/FTE Comments:	



2023 Nicollet County Year In Review



Mission

Providing efficient services with innovation and accountability.

Vision

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

Core Values

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

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

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

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

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

Organizational Chart

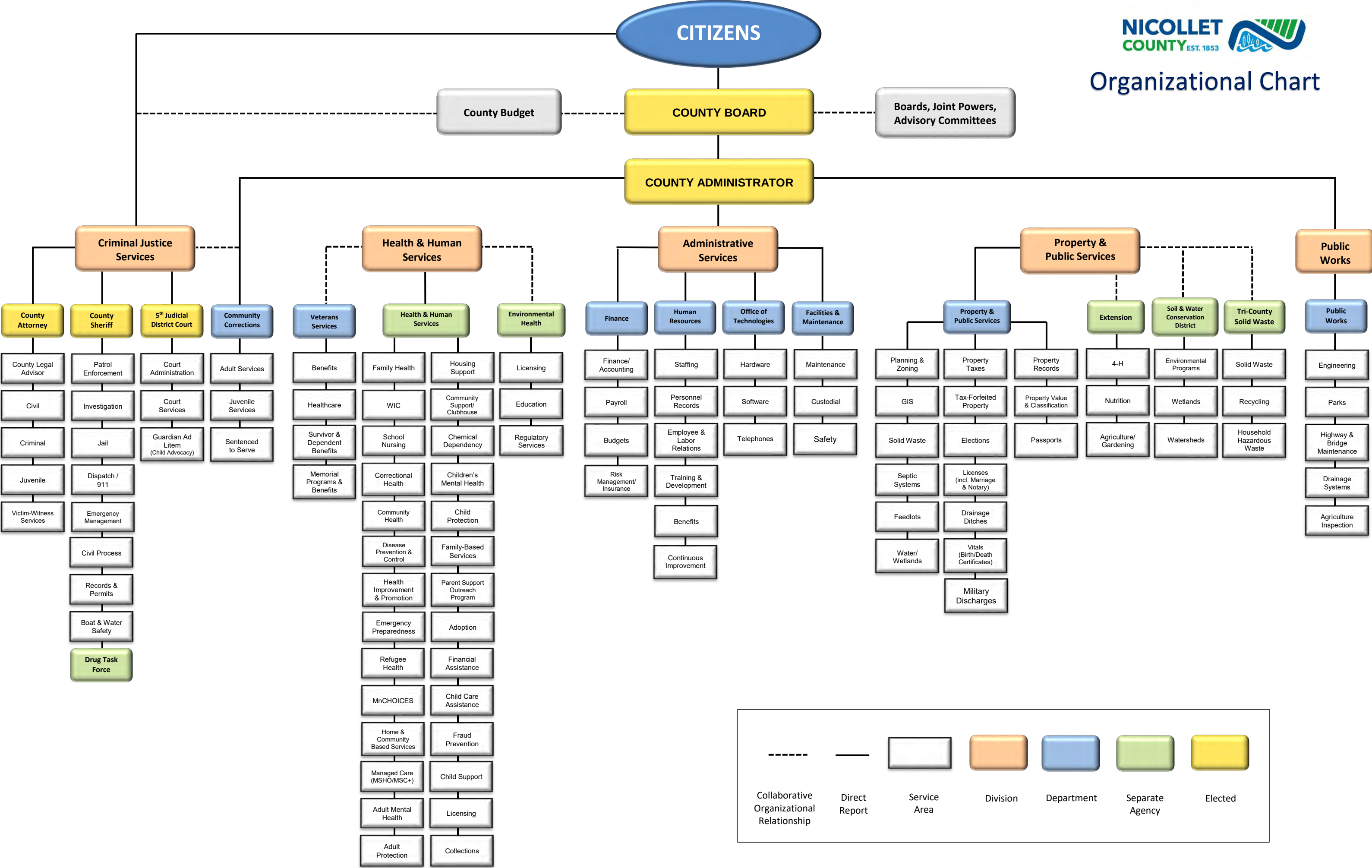


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Administration

2023 Year In Review

SIGNIFICANT ITEMS:

- Welcomed Mark Dehen and Kurt Zins to the Board of Commissioners.
- Welcomed Angie Winch as the Communication and Engagement Specialist.
- Assisted with the preparation of the 2024 budget in the amount of \$56,929,105.
- Collaborated with other county departments to plan events including National County Government Month activities, and employee recognition events.
- Hosted Area State and Federal Legislators to discuss county priorities.
- Continued collaborative efforts in alignment with Nicollet County's IDEA (Inclusion, Diversity, Equity, and Accessibility) Workgroup.

DEPARTMENT STATISTICS:

- Worked with eight appointed department managers and seven elected officials.
- Collaborated with external county entities such as Brown Nicollet Community Health and Tri-County Solid Waste.
- Collaborated with the Nicollet Soil and Water Conversation District.
- Employed approximately 280 employees to deliver valued county services.
- Shared over 280 social media posts on the Nicollet County Facebook platform; over 200 of the posts were original content created by Administration and staff.
- Created, updated, and printed over 15,000 business cards for employees throughout all County Departments.
- Published two external newsletters and sent to over 14,000 County residents.

Brown-Nicollet Environmental Health (BNEH)

2023 Year In Review

SIGNIFICANT ITEMS:

- Brown-Nicollet Environmental Health successfully completed MDH's program evaluation on Retail Program Standards 3 & 8.
- Brown-Nicollet Environmental Health obtained Certificates of Achievement from the Food and Drug Administration for outstanding commitment to retail food safety and the continuous improvement of the regulatory program as demonstrated by meeting standards 2 and 3 of the FDA Voluntary National Retail Food Regulatory Program Standards.
- Educational resources provided to Nicollet County licensed establishments and the public through: (6) Certified Food Protection Manager Courses, Gustavus Adolphus Public Health Presentation, and our TIPS Newsletters.
- Brown-Nicollet Environmental Health provided 100 free short-term radon kits to the public during Radon Action Month.
- Rebecca Thomes obtained national registration as an Environmental Health Specialist.
- Rebecca Thomes and Jesse Harmon obtained Servsafe certification as instructors and proctors to be able to provide local food safety education classes to establishment operators and community members.

DEPARTMENT STATISTICS:

- Licensed Establishments & Special Event Licenses: **201**
- Number of Environmental Health Program Inspections completed in Nicollet County: **238**
- Plan Reviews for licensed establishments in Nicollet County: **7**
- Enforcement Actions related to licensed establishments in Nicollet County: **23**

Community Corrections (NCCC)

2023 Year In Review

SIGNIFICANT ITEMS:

- Nicollet County Community Corrections (NCCC) continues its transition work for the change in delivery systems to Community Corrections from County Probation which occurred on July 1, 2021. Since the transition, Nicollet County Community Corrections has grown from 12 to 16 staff members.
- NCCC submitted a Budget Plan to the State for continued funding through the Community Corrections Act. In 2023, Minnesota Legislature made a historic investment in community supervision and revised the formula for funding those services. Along with the revisions to the formula, the Legislature developed additional requirements for inclusion in the comprehensive plans that will assist local communities and the state in better understanding how community supervision services are provided. Community Corrections has received \$252,000 in new ongoing funding.
- NCCC continues to remodel a space on the third floor of the Government Center that includes two meeting spaces and four drop in stations shared with the 5th Judicial District Treatment Court and Guardian Ad Litem. We are partnering with the Office of Technologies to add new equipment to our probation drop in space in 2024.
- Director Molitor served as a rep. for Minnesota Association of Community Corrections Act Counties (MACCAC) and American Probation and Parole Association (APPA).
- Director Molitor serves as the chair for the Nicollet County Community Corrections Advisory Board. The members include representation from different departments within Nicollet County, the schools, law enforcement and private citizens.
- Three juvenile agents serve on a committee Adolescent Chemical Awareness Advocates (ACWA) to reduce underage drinking and drug use.
- NCCC continued screening arrestees during bail evaluations for possible entry into Treatment Court. This information is provided to the Treatment Court Team within days of arrest to provide the opportunity for services in a timely manner.
- NCCC assisted Health and Human Services clients on applying for medical assistance for chemical use assessments.

Community Corrections (NCCC)

2023 Year In Review

- NCCC continues to be nationally recognized for the development of a DWI risk assessment tool to be utilized within the continental U.S. Nicollet County was trained in the implementation of the tool and provided information for 18 months to the American Probation and Parole Association. Nicollet County was one of the first counties in Minnesota to utilize this risk assessment tool.
- NCCC continues to support and work closely with Toward ZERO Deaths, Mothers Against Drunk Driving (MADD), Ignition Interlock, Treatment Courts, Minnesota Corrections Association (MCA), Minnesota Association of County Probation Officers (MACPO), Association of Minnesota Counties (AMC), Minnesota Association of Community Corrections Act Counties (MACACC), American Probation and Parole Association (APPA) and the Minnesota Department of Corrections (DOC).
- NCCC continued a service contract with Blue Earth County to supervise juvenile clients performing community work service in both Nicollet and Blue Earth Counties.
- Agents Brook Mohr and Cara Doyen participated in Leadership Nicollet County in 2023.
- NCCC continues to lease two vehicles for agents to use when doing client transports, attending trainings, home visits/checks and drug and alcohol testing. In addition two vans are leased from the State for the adult and juvenile work crews.
- NCCC utilized ARP dollars to fund a full-time Truancy position.
- The Truancy Program continues to expand services helping students attend school and recognizing their individual accomplishments. An incentive program was also implemented with the Nicollet County Attorney's Office for good school attendance.
- NCCC monitors the out of home placement budget and clients from Health and Human Services. We have worked on the potential of securing spots to both secure and non-secure juvenile placements.
- NCCC established contracts with Carver County Juvenile Detention Center and Anoka County East Central Regional Juvenile Center for juvenile placement beds.
- Director Molitor and agent Brook Mohr serve on the East Central Regional Juvenile Center Advisory Board.

Community Corrections (NCCC)

2023 Year In Review

- NCCC completed a review of the department's policy manual.
- NCCC continues to provide data for the Nicollet County Family Collaborative reports.
- NCCC continued to offer a Domestic Violence course. Six participants completed the class in 2023.

DEPARTMENT STATISTICS:

- Over \$7,300 of restitution was paid out to victims for work completed by juveniles on the Nicollet County Juvenile Work Crew Program and 90 juveniles performed approximately 1550 hours of work service.
- The Nicollet County STS and Juvenile Work Crew Programs completed a combined 4,000 hours of work services on various jobs/sites throughout the County.
- 70 bail studies were conducted and participants were monitored for the Court.
- Over 100 Pre-Trial clients were monitored in 2023.
- NCCC completed two Continuous Improvement Projects involving the third floor remodel of the Guardian Ad Litem space and the updating of the department's policy manual.
- Over 1,800 drug and alcohol tests were completed in 2023 to assure compliance with court orders.
- Performed 108 Nicollet County Nighthawk checks of probationers and Pretrial caseloads an average of 3-4 times per month. Expanding on partnerships with law enforcement and Treatment Court agencies in Nicollet County.
- In conjunction with the Nicollet County Sheriff's Department 8 juvenile client transports were completed.
- Three NCCC agents were trained in Decision Points, this is a cognitive thinking course for adult and juvenile clients. The first class was taught over the summer of 2023.
- Two agents facilitated Thinking for a Change, a cognitive skills curriculum for adult offenders.

County Attorney
2023 Year In Review

SIGNIFICANT ITEMS:

- The County Attorney's Office continues to fulfill all statutory obligations of the County Attorney's Office. Court hearings continue to be a combination of in person and remote hearings. The Minnesota Judicial Branch determines how hearings will be held based upon hearing types as well as specific requests from the involved parties. For the past three years, the number of court hearings handled by this office continues to increase. The number of adult criminal, juvenile delinquency, and child protection hearings increased by nine (9) percent over 2022.
- The County Attorney's Office completed a major transition to a new record and file management system. The data transfer occurred in April and staff continued full implementation through the rest of 2023. The transition to the new system increased office efficiency in these, and many other, areas: facilitating communication between multiple system partners, including the courts, local law enforcement, and the Minnesota Bureau of Criminal Apprehension; delivering litigation discovery to opposing counsel electronically; increasing storage capacity of electronic media; and increasing efficiency of document production. This system also enhanced the office's ability to continue its transition to electronic files from paper files. In 2023, the Office completed the migration of files from paper to electronic files for human service financial appeal files, welfare fraud files, certain civil files, and some child protection files.

Criminal Justice:

- The County Attorney's Office is responsible for prosecuting all felony and non-designated gross misdemeanor crimes that occur in Nicollet County. This Office also prosecutes all petty misdemeanor and misdemeanor crimes that occur outside the city limits of St. Peter and North Mankato. The Office reviews cases for charging and brings criminal charges when those charges are supported by the evidence. The Office handles the case until resolution—either through a guilty plea or jury trial. Nicollet County continues to see high numbers of crimes that involve controlled substances, particularly involving methamphetamine and fentanyl.
- An important part of sentencing is to ensure that criminal defendants are ordered to pay restitution to their identified victims. Restitution is money that the Court orders defendants to pay to their victims for their incurred out-of-pocket expenses. These out-of-pocket expenses can include the costs of medical and mental health treatments,

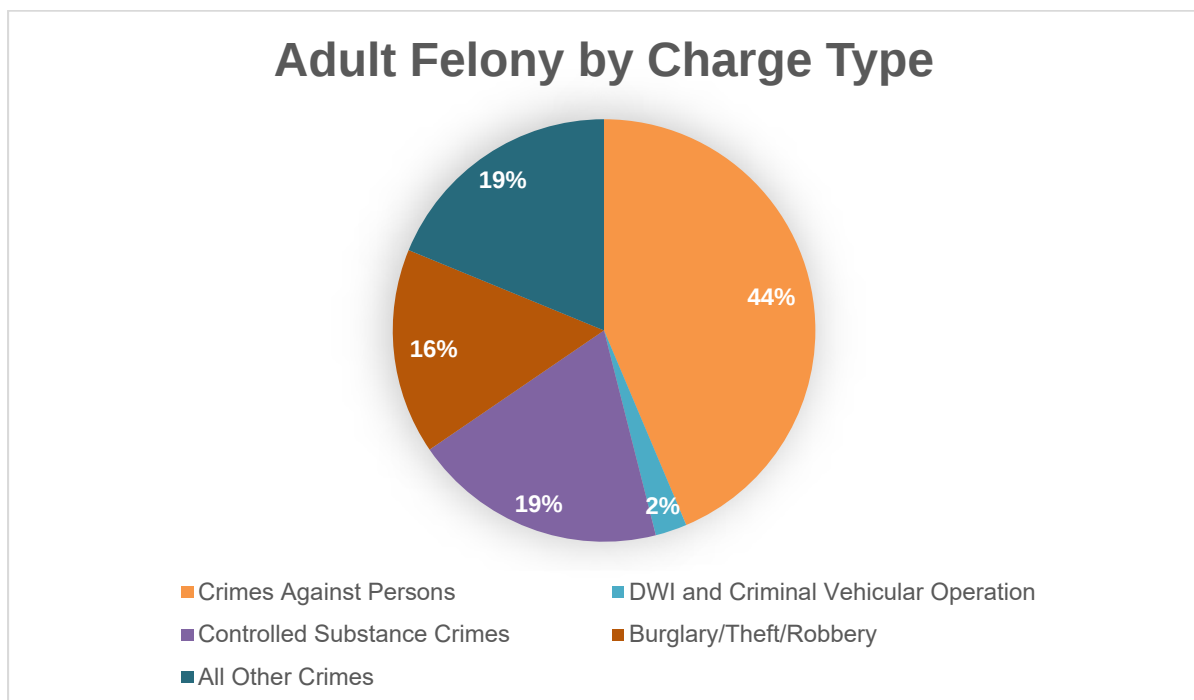
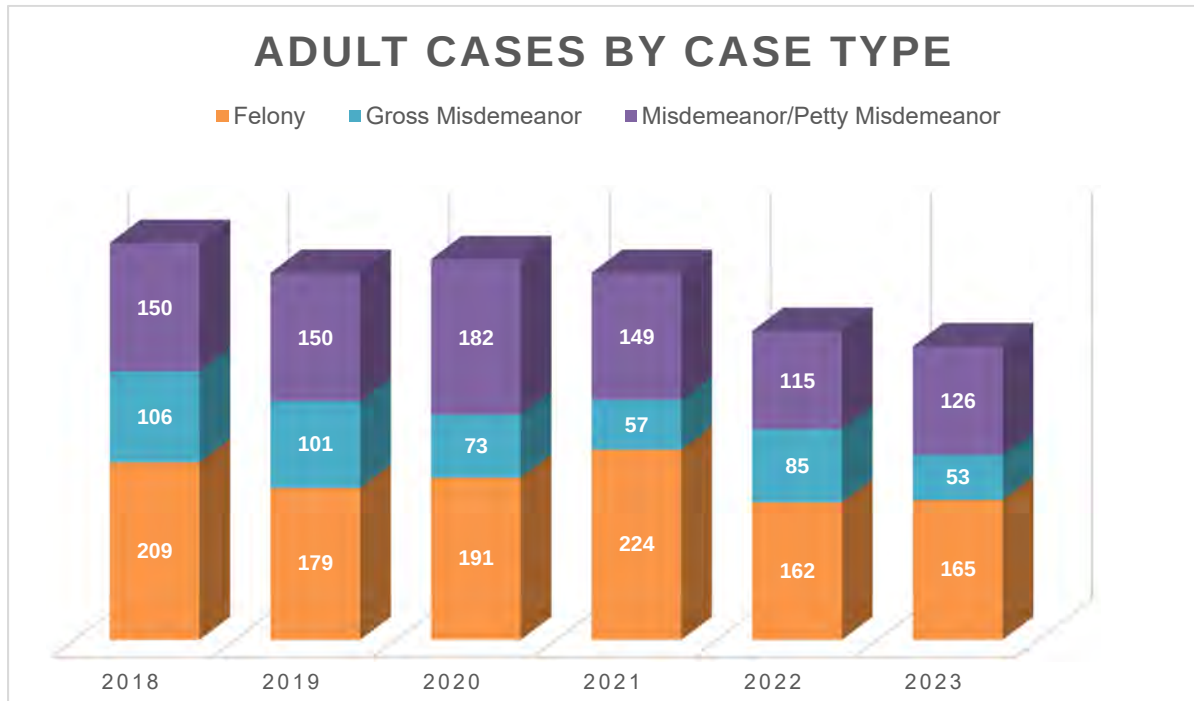
County Attorney

2023 Year In Review

lost wages, funeral expenses, and property losses. By statute, restitution does not include compensation for pain and suffering or other intangible costs. Restitution payments can help to make victims financially whole and holds defendants accountable for their criminal behavior. During the summer of 2023, the Office reviewed all criminal files that included payment of restitution as a condition of the defendant's sentence to ensure payments were being made and that monthly payment obligations were included as part of the sentence. The Office successfully obtained several amended orders that now include specific restitution terms that will help to ensure payment to the named victims.

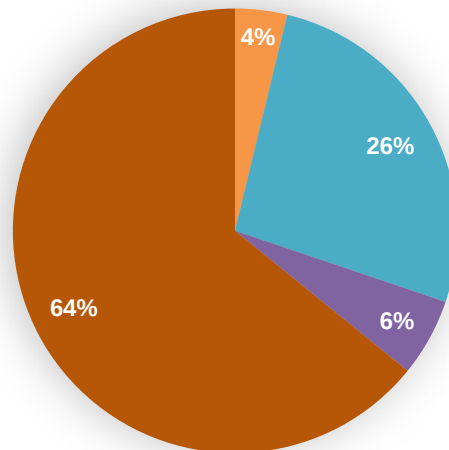
- The Office engages the services of Diversion Solutions to offer a program for individuals who have a revoked or suspended driver's license. This program helps those individuals obtain a valid license while paying off their fines and fees. It promotes licensed and insured drivers on public roads and permits individuals to work and drive lawfully.
- The County Attorney's Office continues to support both the Brown-Nicollet-Watonwan Counties Adult Treatment Court and the Multi-County Veterans Court. These programs operate with a mission to reduce recidivism through rehabilitation and support by addressing the participants' substance use disorders and mental health challenges. Both Courts are comprised of a multi-disciplinary team of professionals—the Court, probation, social services, mental health professionals, chemical dependency professionals, and attorneys—who work with the individual to learn new skills to deal with their addiction and promote rehabilitation. The County Attorney's Office initiated an agreement with Nicollet County Court Services to provide funding for individuals in Treatment Court and those on traditional probation to pay for GED testing fees when the individual cannot afford to pay for the testing fees. Individuals who finish the GED program gain self-confidence and experience an increase in employment opportunities. The Multi-County Veterans Court Program is held at the Blue Earth County Justice Center and serves the Fifth Judicial District.

County Attorney
2023 Year In Review



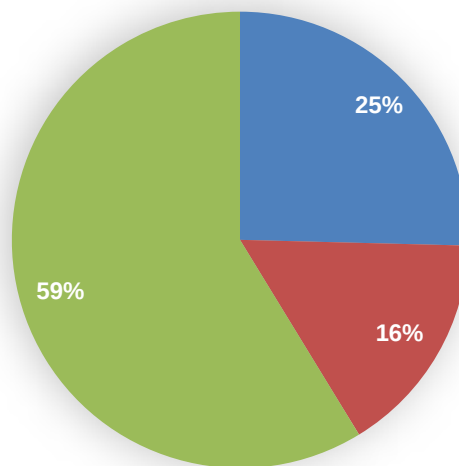
County Attorney
2023 Year In Review

**Adult Gross Misdemeanor by
Charge Type**



Crimes Against Persons DWI Drug Crimes All Other Crimes

**Adult Misdemeanor/Petty Misdemeanor
by Charge Type**



Assault 5 and Domestic Assault DWI All Other Crimes

County Attorney
2023 Year In Review

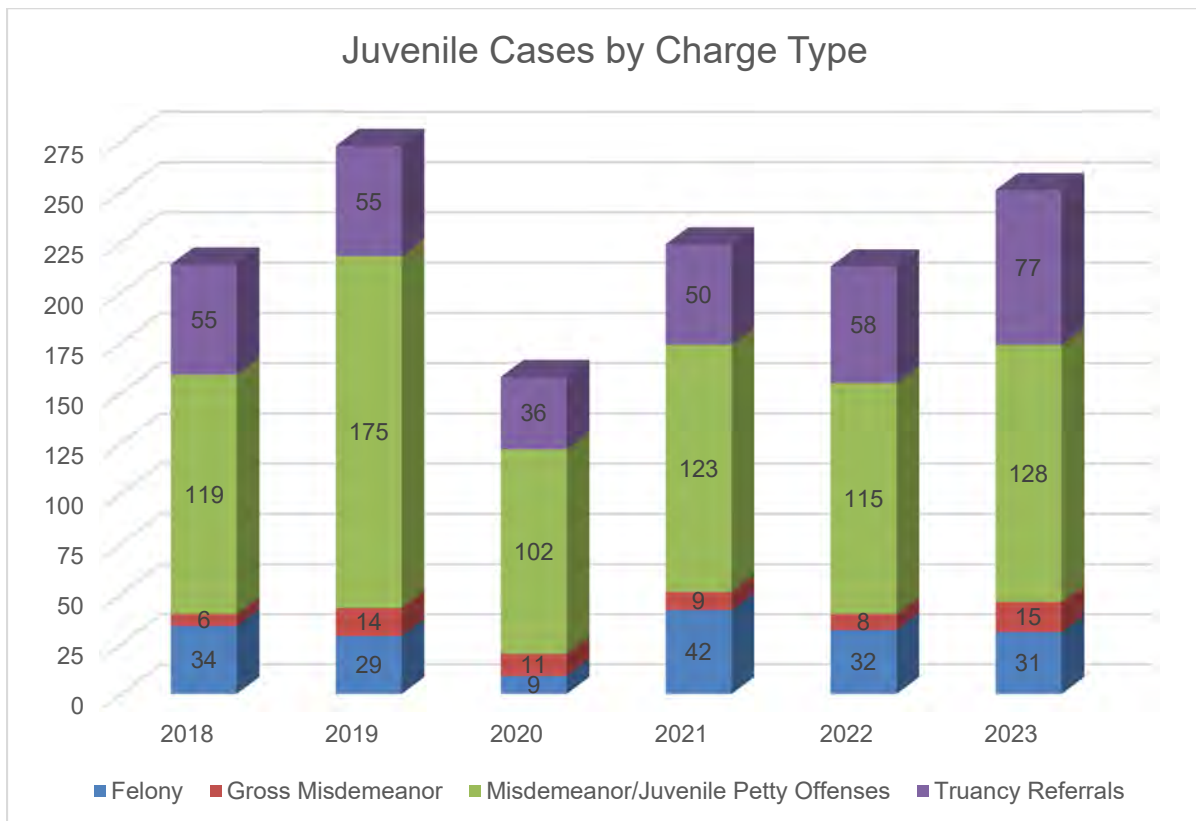
Juvenile Justice and Truancy:

- The County Attorney's Office is responsible for prosecuting all offenses committed by juveniles (children ages 10 to 17) that occur in Nicollet County. The County Attorney's Office, in cooperation with Nicollet County Community Corrections, reviews all petty misdemeanor and misdemeanor citations for diversion. If eligible, juveniles are given the opportunity to participate in a diversion program that allows the juvenile to avoid court involvement. In 2023, there were 16 juveniles offered diversion. The citation is considered resolved upon successful completion of the diversion program and the juvenile does not participate in a formal court process.
- The County Attorney's Office also handles all truancy cases. The law defines truancy as a child having 7 or more unexcused absences. Our experience and research show that a child missing school is usually an indicator that the child is facing challenges beyond school attendance. These challenges may include substance use disorders, mental health concerns, bullying, and family issues that can include parental mental health and substance use disorders. County Attorney Zehnder Fischer continued to lead a group of system partners, called Stakeholders for Education Success, in discussions on how to best assist children and families struggling to participate in education. Stakeholders for Education Success sponsored a conference entitled, "The Zoomer Generation: Now What?". The conference focused on the challenges facing students as students, families, and schools move forward from the pandemic.
- Nicollet County has the benefit of a Community Correction Agent assigned specifically to address school absenteeism. This provides us with the opportunity to intervene early when students start missing school. If school-based interventions do not reduce the absences, students and their parents/guardians are invited to a Truancy Intervention Project (hereinafter "TIP") meeting after the child has reached at least five unexcused absences. The goal of this meeting is to provide information to families about school absences and discuss possible interventions, all to avoid further school absences. If the student continues to have unexcused absences, the school submits a truancy petition to the County Attorney's Office. The student is given the opportunity to participate in a diversion program, if eligible, to address the barriers that affect school attendance without court involvement. Both the TIP and the diversion programs are designed to motivate students to avoid unexcused absences and to offer appropriate supports to students and their families to address the issues causing the absentee behavior before Court involvement is necessary. If these interventions are not successful, a truancy petition is filed with the Court for judicial intervention.

County Attorney

2023 Year In Review

- The Office received a total of 243 TIP (Truancy Intervention Program) referrals in 2023, with most of the referrals arriving from September to December. This represents a 196% increase in TIP referrals. As noted above, the school submits a truancy petition when a student's attendance does not improve after a TIP meeting. Like the number of TIP referrals, there was also an increase in the receipt of truancy petitions from the schools. The Office received a total of 76 petition referrals in 2023, again with most of these referrals arriving between September and December. The 2023 total truancy petitions increased by 33% from 2022. This increase in TIP referrals and referrals for truancy petitions reflects the increase in school absenteeism being reported by the media. The causes of this increase can be attributed to several factors, including students and families who are struggling to return to pre-COVID attendance policies, a rise in students and parents experiencing mental health issues, student and parent chemical dependency, and other individual and family barriers.



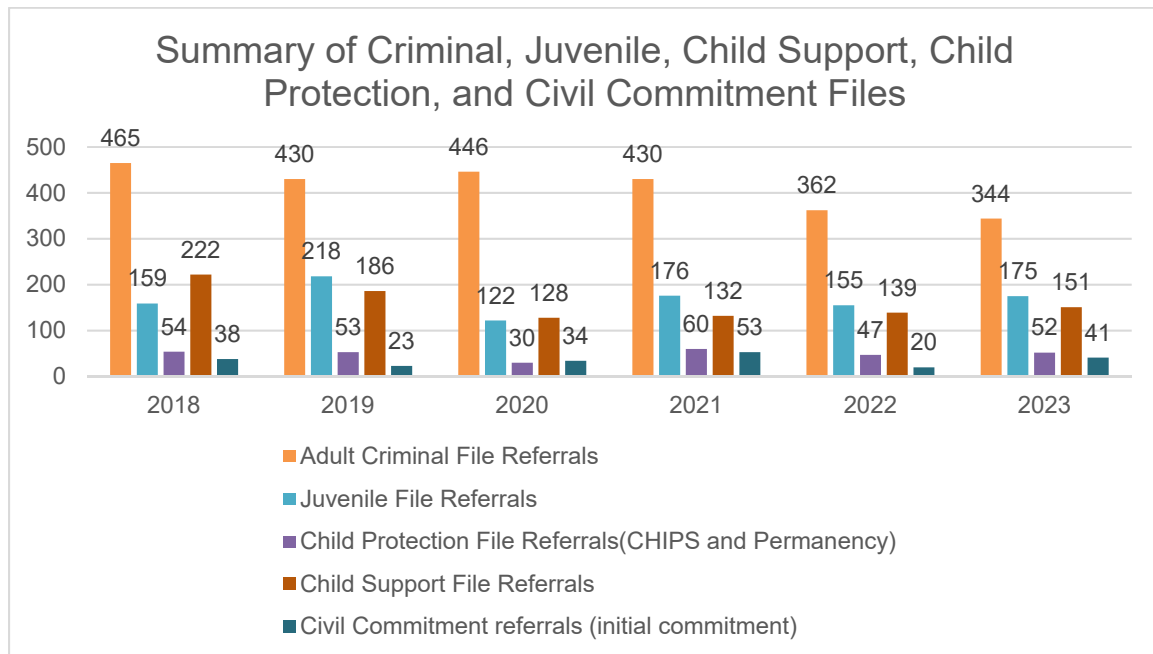
County Attorney
2023 Year In Review

Health and Human Services:

- The Office represents Nicollet County Health and Human Services (hereinafter “NCHHS”) in matters involving child protection, civil commitment, welfare fraud, child support enforcement, daycare and foster care licensing matters, guardianships, and other civil administrative matters. The Office participates in several screening teams and committees with NCHHS in the areas of child protection, adult protection, juvenile placement screenings, guardianships, and policy review. Our work to support and provide legal services to NCHHS comprises the second largest area of work completed by the Office, with our work in the area of criminal justice being first.
- The increased mental health and chemical dependency challenges within our community touch most cases handled by this Office. The number of new commitments referrals, recommitments, *Jarvis* Petitions (petitions seeking to require a client to take medications), and revocations of stayed commitments in 2023 nearly doubled from the number filed in 2022. While the number of cases has significantly increased, the community options for intervention and treatment continue to shrink. The lack of resources only increases the complexity of cases involving mental health and chemical dependency. To enhance the services provided to individuals who need mental health services, NCHHS, the Nicollet County Attorney’s Office, a physician, and Mayo Health System social workers and nurses meet on a quarterly basis to share procedural information and ideas on how to better handle commitments in Nicollet County.
- The number of child protection petitions filed on behalf of children and families increased in 2023 to pre-pandemic numbers. Like civil commitments, this increase in cases reflects the rise in chemical dependency and mental health needs of children and families. A child protection proceeding is filed when voluntary services would not reduce the risk of harm to the children and court intervention is required to ensure the child’s safety.
- The Office also represents NCHHS when seeking to establish paternity and child support obligations. In addition, the office pursues child support enforcement efforts to hold obligors (the persons required to pay child support) accountable when they fail to pay their obligation and the amount of outstanding support exceeds at least three times the monthly support obligation.

County Attorney

2023 Year In Review



Civil Representation of County Departments:

- The County Attorney's Office represents the County Board and all county departments in civil matters, from contract review to tax appeals to civil litigation. In 2023, the Office reviewed 54 contracts for goods and services for various county departments. The Office also worked with Property and Public Services on four (4) property tax appeals.
- The Office assists the various County Departments when there is a request for information under the Minnesota Data Practices Act. Generally, each department responds to these requests without assistance from this Office. However, there are times when consultation is requested by the involved department. As with other areas, the number of data requests consultation also increased. The office consulted on 49 data requests in 2023. This is a significant increase in the number of data requests. The Office also works with Departments on policy and ordinance review.
- The Office also handles appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court. In 2023, the Office successfully handled an appeal to the Minnesota Court of Appeals and defended against further review by the Minnesota Supreme Court. The Office also has two additional ongoing appeals that will carry over into 2024.

County Attorney

2023 Year In Review

Victim Witness Services Program:

- Since 2017, Nicollet County has benefited from the services of a full-time Victim Witness Coordinator through a grant funded by the Office of Justice Programs, under the Victims of Crimes Act.
- The Victim Witness Coordinator (hereinafter “VWC”) communicates with crime victims and witnesses about hearing dates, provides information about the criminal justice process, and supports victims from the charging stage of the proceedings to post-conviction proceedings. Crime victims do not ask to become part of the criminal justice system, and the VWC works to reduce the stress of the process for victims.
- The Nicollet County Board of Commissioners proclaimed April 23-29, 2023, as National Crime Victims’ Rights Week. The VWC distributed information to the public regarding victim’s rights and issues facing crime victims in the Government Center Atrium, the North Mankato Public Library, and the St. Peter Public Library.
- The Office continued to respond to the community need for education on scams and fraud prevention. The VWC leads Community Outreach Programs to raise community awareness of scams and fraud. The VWC conducts presentations in collaboration with the Nicollet County Sheriff’s Office, the North Mankato Police Department, and the St. Peter Police Department, depending on the location of the presentation.
- County Attorney Zehnder Fischer and VWC Petersen authored monthly articles on topics related to victim issues, as well as articles in The County Line biannual newsletter. The VWC arranged to have a number of social media posts on Nicollet County’s Facebook page throughout the year on various topics. Those topics included: Child Abuse Prevention Month; Crime Victims’ Rights Week; Denim Day (for Sexual Assault Awareness Month); and Domestic Violence Awareness Month.

County Attorney
2023 Year In Review

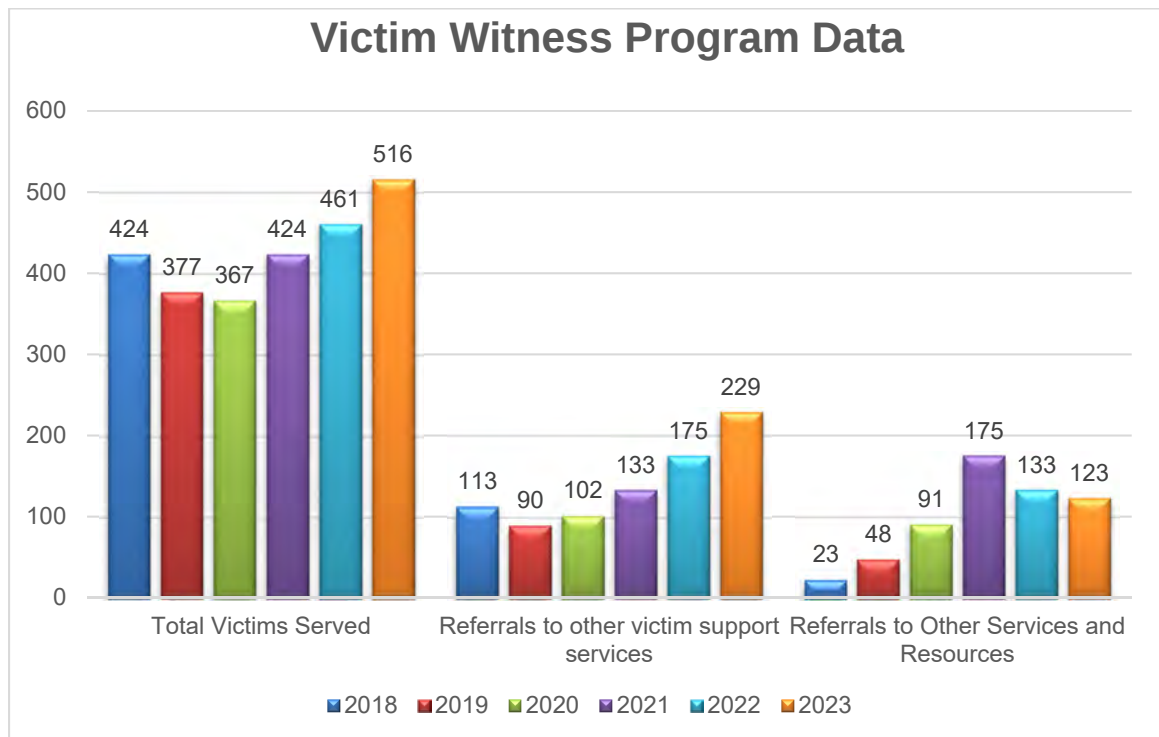
Community Engagement and Awareness Events:

- o Fraud Prevention Presentations for Trinity Lutheran Church Ladies Guild (April 2023), St. Peter Senior Center (April 2023), Ecumen Benedictine Court Assisted Living (July 2023), Mankato German Club (September 2023), Oak Terrace Assisted Living, North Mankato (November 2023), and Mankato/North Mankato Rotary Clubs (December 2023)
- o St. Peter Senior Expo and Mankato Project Community Connect: Fraud Prevention and Victim Service tabling (April 2023)
- o Child Abuse Awareness and Prevention Month: VWC Petersen coordinated with Nicollet County Health and Human Services Child Protection Division to have weekly social posts bringing awareness to the issue of child abuse and information on where to turn to if you need help; the messaging was also posted in Spanish and Somali. Additionally, the VWC had information regarding child abuse, resources for parents/caregivers, blue ribbons, and pinwheel gardens in the Government Center Atrium, in the lobbies of the Health and Human Services buildings in St. Peter and North Mankato, and the St. Peter Public Library and North Mankato Public Library. The information was provided in both English and Spanish. (April 2023)
- o Sexual Assault Awareness Month: VWC Petersen encouraged staff from Nicollet County, the St. Peter Police Department, Nicollet County Sheriff's Office, and North Mankato Police Departments to participate in Denim Day. Denim Day is a day set aside each year to bring awareness regarding misconceptions surrounding sexual assault crimes. (April 2023)
- o Night to Unite Event in Nicollet (August 2023)
- o Nicollet County Community Connect: Fraud Prevention and Victim Service tabling (August 2023)
- o The Nicollet County Fair: The Office hosted a booth with information on fraud prevention, internet safety for children, and victim service information. (August 2023)
- o Domestic Violence Awareness Month: Information and resources regarding domestic violence, safety planning information, and purple ribbons were placed in the Government Center Atrium and in the lobbies of the Health and Human Services buildings in St. Peter and North Mankato. (October 2023)

County Attorney

2023 Year In Review

The table below reflects the work of the VWC from 2018 – present. In 2023, there was once again a significant increase in victim contact.



1

Community Outreach Activities

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

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

County Attorney

2023 Year In Review

Community Service Programs:

- In March, the County Attorney's Office coordinated the 7th Annual Cream of the Crop Classic food drive that challenged all County Departments to see who could collect the most cash and donations. Nicollet County raised a total of \$655.00 in monetary donations and 32 pounds of donated items. The Extension Office was the winning department for 2023, earning the traveling trophy. (Coordinated by County Attorney Zehnder Fischer and Assistant County Attorney Roxann Klein.)
- In July and August, the County Attorney's Office coordinated a back-to-school supply challenge for the Friends of Learning Backpack Program. 2023 was the sixth year of the Crayola Cup School Supply Challenge. In 2023, in place of only collecting supplies/money and announcing the winning department, there was a contest that allowed voting for a Commissioner to get a pie in the face. Commissioner Jack Kolars "received" the pie.

Presentations and Continuing Education Programs:

- Quarterly County Attorney and law enforcement meetings.
- County Attorney Zehnder Fischer facilitated a drug testing presentation by Midwest Monitoring (April 2023) for the County Attorney's Office and Community Corrections.
- County Attorney Zehnder Fischer presented two law enforcement trainings regarding cannabis legislation (July 2023)
- County Attorney Zehnder Fischer was a speaker at the Minnesota Adult & Teen Challenge – Mankato Gala at Mayo Clinic Health System Event Center regarding the partnership between the community and MN Adult & Teen Challenge (September 2023)
- County Attorney Zehnder Fischer presented at Fight Crime: Invest in Kids--a panel regarding how Congress can support the availability and affordability of high-quality child care (Washington DC September 2023)
- County Attorney Zehnder Fischer facilitated a meeting with city and county leaders regarding new cannabis laws (August 2023)
- Attorneys and staff also participated in several continuing education programs throughout the year.



County Attorney

2023 Year In Review

Local Organizations and State Board Involvement:

- o Minnesota County Attorneys Association: President (County Attorney Zehnder Fischer), Juvenile Law Committee (County Attorney Zehnder Fischer), and Civil Commitment Committee (Chief Deputy Dunn).
- o South Central Minnesota Toward Zero Deaths Steering Committee (County Attorney Zehnder Fischer)
- o Brown-Nicollet-Watonwan Treatment Court Steering Committee (County Attorney Zehnder Fischer)
- o Fifth Judicial District Equal Access to Justice Committee (County Attorney Zehnder Fischer)
- o Adolescent Chemical Wellness Advocates Coalition Committee
- o Friends of Learning Back to School Program. In 2023, 623 backpacks were filled with school supplies for the benefit of students from St. Peter and rural Nicollet County. (County Attorney Zehnder Fischer, Chairperson, and VWC Petersen)
- o St. Peter High School Mock Trial Coach (Chief Deputy Dunn)
- o Nicollet County Leadership Program (Paralegal Darcy Hoffman)

Extension

2023 Year In Review

SIGNIFICANT ITEMS:

- **Ag and Natural Resources Programming:** There was an increase in the programming offered within Nicollet County in 2023. Programs included a Tree Care and Selection Workshop, Land Rent Meeting, and programs held in collaboration with the Nicollet/Sibley County Corn and Soybean Growers Association Board. A new youth program was offered at the Nicollet County Fair as a part of Daycare Day. This program highlighted the nutritional aspect of what beef cattle eat and allowed children the opportunity to touch, smell, and in taste the different things in a cow's daily ration. Master Gardener support was a focus of Sam's work in 2023. The time and attention she put into this group has brought new energy and new members to the group.
- **4-H/Youth Development Programming:** Nicollet Public School was a new partner for us in our summer school programming. In addition to Nicollet Public School, we also had summer STEM programs at Nicollet Community Center and Latchkey. The Nicollet County 4-H Program recognized the Annexstad Family as our Friend of 4-H, Dan Hayes as Outstanding 4-H Alumni, and Chris Binder as the Outstanding 4-H Leader. Awards for Outstanding 4-H Youth Leaders were given to Karissia Wolters and Sophia Mullaly.
- **Other Extension Activities in Nicollet County:** There are a variety of programs and supports being offered within Nicollet County by educators who are not included in our Memorandum of Agreement or officed within the county. *Leadership and Civic Engagement* educators have worked with Connecting Nicollet County to transition to a new regional education model that connects leaders from Nicollet County with those in Brown and Sibley. Coordinators from the *SNAP-Ed and Family, Health, and Wellbeing Department* have been working with volunteers at the St. Peter Food Shelf for their Super Shelf transformation.
- **Farm Family of the Year:** UMN Extension and the Nicollet County Extension Committee honored the Steve and Deb Sjostrom family as our Farm Family of the Year. They were recognized at FarmFest and the Nicollet county Fair.
- **Staff transitions:** In 2023, Extension had several staffing changes. We welcomed Samantha Schoenbauer as our Ag and Natural Resource Systems educator in May. UMN Extension made changes in their Regional Director model which led to the appointment of a new Regional Director, Christy Kallevig, for Nicollet County in May. In December, Michelle Wicks announced her resignation as the 4-H/Youth Development educator.

Extension

2023 Year In Review

DEPARTMENT STATISTICS:

- 356 youth were enrolled in the Nicollet County 4-H program. This is an increase of 4.7% from the previous year.
- Nicollet County 4-H has 83 screened volunteers to support youth programming. This is an increase of 5.1% from the previous year.
- Nicollet County 4-H had 106 new members in 2023 with 78 of them being considered First Generation 4-Hers. This means that their parents or grandparents had not been involved in the program.
- 205 4-Hers exhibited over 1100 entries at the Nicollet County Fair. 55 youth advanced to the Minnesota State Fair with an additional eight youth participating in the MN State Horse Show, one participating in the MN State Shooting Sports competition, and two in the MN State Dog Show.
- 72 youth in grades K-2 participate in the Cloverbud program. This program is designed to meet the needs of younger members and is entirely volunteer led.
- The Nicollet County Master Gardener program has 13 active members with three new applicants to the program for 2024.
- During the period of May-December, 27 different technical assistance inquiries were fielded with topics ranging from trees, livestock, land rent, pastures and more. Inquiries come in the form of phone calls or emails and some may require a site visit to assess a problem.

Facilities and Maintenance

2023 Year In Review

SIGNIFICANT ITEMS:

- 2,862 total OT tickets opened; 2,807 tickets were closed/completed.
- 254 tickets related to staffing, such as employment changes, onboarding and offboarding, and employee name and position changes
- 1,558 tasks created and completed relating to employment changes
- 227 total projects on record in 2023; 56 are being actively monitored and pursued.

DEPARTMENT STATISTICS:

- Completed regular mechanical and custodial maintenance of over 150,000 square feet of facility areas.
- Completed regular maintenance of over seven acres of County land, including mowing, weeding, and watering.
- Maintained and plowed 90,000+ square feet of County parking lots and sidewalks.
- Spread over 2,000+ lbs. of salt on County sidewalks and parking lots.
- Completed daily, weekly, monthly and yearly maintenance on eight hot water boilers in County buildings.
- Completed daily, weekly, monthly and yearly maintenance on five chillers and eight air handlers in County buildings.
- All elevator, boiler, fire alarm, and elevator inspections were completed and up to date.
- Spent approximately \$25,000 in custodial supplies.
- Reviewed and renewed service contracts with PAAPE, ChemSearch, Skogen Mechanical and LJP.
- Provided fleet management for Nicollet County-owned vehicles, including the scheduling and monitoring of the HHS fleet.

Finance

2023 Year In Review

SIGNIFICANT ITEMS:

- Successful 2022 audit completion, with additional responsibilities added by American Rescue Plan and GASB 87 implementation.
- Implementation of audit process efficiencies resulting in significant timeline improvements of the audit package submission.
- Successful 2024 budget completion resulting in a 3.5% Levy increase.
- Completed 5 Year Capital Improvement Plan.
- Detailed debt levy planning including review of funding plans for large projects currently in process and future projects.
- Management of investments for improved return on investments.
- American Rescue Plan (ARP) Fiscal Recovery Funds Program (SLFRF) cash management and reporting.
- Management of internal ARP project request and approval process via Laserfiche.
- GASB 87 implementation regarding financial reporting of County leases.
- Development of GASB 96 implementation regarding financial reporting of subscription-based information technology arrangements (SBITAs).
- Development and rollout of Quarterly financial reporting.
- Collaborated with Human Resources to implement Earned Sick and Safe Time (ESST).
- Completed work sessions with Human Resources and Office of Technologies to document the new hire process via swim lane flowchart to identify opportunities for improvements.
- Collaborated with Human Resources on implementing pay practice changes for 2024.
- Completed policy updates, including the employee handbook and purchasing policy

Finance

2023 Year In Review

- Timely fiscal, grant, and census report submissions.
- Collaborated with Health and Human Services to develop reporting for various program areas to assist with planning and decision making.
- Collaborated with Health and Human Services and Finance to ensure all revenue streams are being researched and utilized to maximize revenue.
- Filled Fiscal Supervisor and Collections Officer positions after several months of vacancy.
- Provided assistance and took on additional responsibilities during HR position absence.
- Collaborated with Health and Human Services to perform an extensive review of HHS finance structure to plan and begin implementation of phased changes.
- Ultimate Kronos Group (UKG) review of finance staff user roles for improved security.
- Continued focus of cross training and procedures in all areas.
- Completion and submission of 6 continuous improvement projects.
- Completion of continuous education and training opportunities by Finance staff including attendance of the national GFOA conference and the annual UKG conference.

DEPARTMENT STATISTICS:

- Oversaw a \$30,000,000+ year end fund balance reserve
- Assisted in preparation of \$56.9M budget and determination of \$26.4M levy
- Managed Insurance for \$98,000,000+ of County property and equipment value
- Managed Debt balance of \$9M+, keeping debt payments steady
- Processed 9,438 Accounts Payable checks/warrants in 2023
- Processed 2,771 Accounts Receivable receipts in 2023
- Processed 516 individual Human Services receipts in 2023



Finance

2023 Year In Review

- Issued 7,300 Payroll & Benefits payments in 2023
- Integrated 55 new hires into the payroll process in 2023
- Processed 334 W2's for 2022 tax year in 2023
- Processed 210 1099's for 2022 tax year in 2023
- Total collections on all debts totaled \$561k in 2023
- Total credit card payments collected on all debts totaled \$11k in 2023
- Open collections accounts totaled 173 accounts at the end of 2023

Health and Human Services

2023 Year In Review

SIGNIFICANT ITEMS:

Across the Health and Human Services Department:

- Offered the first Nicollet County Project Community Connect on Tuesday, August 15. A wide variety of resources were provided including vaccines, haircuts, family photos, lunch, shoes, and personal care items. Despite a short planning period, nearly 200 residents attended, including many non-English speaking families.
- Our Adult Mental Health and Public Health teams worked with jail staff to develop a procedure to assess and better meet the needs of inmates requesting or requiring mental health services and support.
- Continued our HOPE program across our Parent Support Outreach and Adult Mental Health programs to assist families in obtaining or maintaining family housing.
- Developed policies and procedures to clarify housing programs and expectations for our teams and community providers.
- Our Public Health and Family Based Services teams collaborated with jail staff to begin planning programming to support children of incarcerated parents, including offering an evidence-based parenting skills training program developed for criminal justice involved parents.
- Trained on and began implementation of the Collaborative Safety model to develop a robust and proactive response to critical incidents and a responsive system dedicated to learning and trust. Developed a Systems Mapping team across disciplines to begin mapping learning points. Supervisors participated in monthly leadership labs.
- Transitioned Health and Human Services Finance team members under the supervision of Health and Human Services to increase program collaboration.

Administrative Services and Support Team:

- Welcomed:
 - o Mariana Figueroa, Administrative Support Technician/Interpreter
 - o Lindsay Powers, Administrative Support Specialist
 - o Wylie Rollings, Administrative Support Technician

Health and Human Services

2023 Year In Review

- Three of our administrative support staff took language assessments and began offering interpreting services for client meetings and assessments.
- Remodeled St. Peter cubicles to accommodate collaboration and increase lobby visibility
- Created the Health and Human Services data request form and e-mail address to increase consistency and accessibility for data requests.

Adult Mental Health, Adult Protection, and Chemical Dependency:

- Welcomed:
 - o Aliyah Manthe, Adult Mental Health Case Manager
 - o Adam McConkey was hired for the development of a Supportive Housing Case Manager, with multiple funding streams of housing to be further explored and developed
 - o Katherine Sump, contracted as Peer Support Specialist role at the Lighthouse on Marshall, funded by our Adult Mental Health Initiative grant
- Mike Davis, one of our licensed alcohol and drug counselors, began providing services in the St. Peter High School and Rock Bend ALC for community education and prevention of chemical use. Mike Davis provides outreach at each school during school hours to meet with youth one to one, educate classes on chemical use and trends, and offer prevention efforts. These efforts are funded by the National Opioid Settlement funds.
- Our Chemical Dependency and Parent Support Outreach teams experienced several successes by providing extensive support to families to become sober and deliver healthy babies.
- Missy Plath and Kelly Miller were able to travel to the International Clubhouse Conference in Salt Lake City, UT to continue training in evidence-based models.
- Grant funding allowed for the continued remodeling our Clubhouse, Lighthouse on Marshall. The focus was on new flooring and cabinetry to develop a kitchen for educational and recreational groups.

Health and Human Services

2023 Year In Review

Children's Mental Health Team:

- Welcomed Heather Bartelt, Children's Mental Health Case Aide, and Emily Karstens, Children's Mental Health Case Manager
- Organized two community resilience trainings with a local mental health provider.
- Facilitated several social skills groups for youth throughout the year.
- Utilized all state grant funds allotted to provide respite services.

Child Support:

- Welcomed Elitania Edwards, Support Enforcement Aide
- Completed updating documents and processes from a continuous improvement project with the County Attorney's office.
- Hosted two open house events in the community to allow residents an opportunity to stop in and ask child support related questions.
- Participated in a community career fair at the Mankato Civic Center to allow students to ask questions and learn more about work in child support.
- Developed procedures to ensure compliance with multiple legislative changes.
- Implemented and tested using Captivated, a technology used to communicate via text messages with child support participants.

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

- Welcomed:
 - o Anastasia Chmiel, Child Protection Worker
 - o Shari Eischens, Family Based Services Provider
 - o Elsie Emich, Child Protection Assessment Worker
 - o Heather Bartelt, Licensing Case Aide

Health and Human Services

2023 Year In Review

- Reorganized our licensing team by replacing a full-time licenser with part-time case aide due to several changes at the state level and decreased numbers in family child care settings. Developed a team lead position that will also providing licensing support, particularly around investigations.
- Continued daily collaborative screening team with law enforcement and County Attorney.
- Implemented use of electronic signatures for foster parent payments to shorten processing time.
- Implemented mentoring program in Child Protection to support new staff.
- Child protection staff provided mandated reporter training 5 times and FIRST response to child abuse training 4 times for both the agency and community partners.

Finance:

- Welcomed:
 - o Amy Kral, Fiscal Supervisor
 - o Susie McMillen, Temporary Collections Coordinator and Trainer
 - o TJ Junso, Collections Officer

Home and Community Based Services:

- Welcomed:
 - o MacKenzie Bernardson, Home and Community Based Services Case Manager
 - o Anna Guentzel, Home and Community Based Services Case Manager
 - o Jessica Gunderson, Home and Community Based Services Case Manager
 - o Nicole Thompson, MnCHOICES Certified Assessor
 - o Aimee Kleiter, Home and Community Based Services Case Manager
- Developed a process for a Consumer Support Grant to meet a gap for parents/spouses serving as staff for children with disabilities and spouses with a disability once the federal public health emergency ended.
- Hosted a regional Department of Human Services training on assistive technology support.

Health and Human Services

2023 Year In Review

Income Maintenance:

- Welcomed:
 - o Megan Enmark, Eligibility Worker
 - o Juan Escorza, Eligibility Worker
 - o Marisa Arndt, Eligibility Worker
 - o Audra Brenke, Part-Time Temporary Case Aide assisting with healthcare renewals
 - o Christine Schneider, Part-Time Eligibility Worker for a job share position
 - o Angela Harris, Part-Time Temporary Eligibility Worker assisting with healthcare renewals
 - o Lisa Radloff, promoted to a Team Lead position.
- Began working through the health care unwinding process and restarting health care renewals.
- Hosted evening hours on a few occasions to allow residents to ask questions or request assistance in completing health care renewal paperwork.
- Navigated several procedural changes to health care applications/renewals and managing caseloads following the end of the federal public health emergency.
- Implemented first job-share position in the Department.
- Developed new procedures for cost-effective healthcare insurance to assist residents in receiving payments in a timely manner.

Public Health:

- Utilizing a Workforce Development Grant, we offered over 90 regional Local Public Health staff a Wellbeing and Wellness Workshop at South Central College to support COVID-19 recovery.
- In collaboration with community members and local organizations, we launched our first St. Peter Community Thread session in September. Community Thread is a community-driven effort to provide connections and opportunities for bidirectional learning, especially for those who face barriers to feeling socially connected (e.g., English as a second language). Transportation, lunch, and childcare is provided at each session. Topics have included fire safety, when and how to access health care, and information on how to enroll children in after school activities.

Health and Human Services

2023 Year In Review

- Bree Allen, our Public Health Supervisor, was selected as a recipient of the 2023 Local Public Health Association Emerging Leader Award. Bree was selected for taking the lead on workgroups within the association, bring the voice of rural public health forward, focusing on improving Minnesota's data infrastructure, and demonstrating strong leadership in the region.

DEPARTMENT STATISTICS:

Across the Department:

- Local Homeless Prevention Aid funds in the amount of \$61,285.00 were used for staff time and resources to serve 179 families in obtaining or maintaining family housing.

Administrative Services and Support:

- Processed 97 data requests.
- 143 EBT cards were issued at our front desks.
- Loan Closet:
 - o 203 pieces of medical equipment were checked out by 129 new users.
 - o A total of 62 users donated to the Loan Closet, totaling \$1,210 in donations.

Adult Mental Health, Adult Protection, and Chemical Dependency:

- The Adult Mental Health team served 251 individuals, opening 100 cases in 2023. Letters, calls and in person client visits offering case management outreach were provided to 43 persons struggling with their mental health whom were placed on a 72 hour hold/hospitalization.
- Our Adult Mental Health and Chemical Dependency completed 44 Pre-Petition Screenings for Civil Commitments for Mental Illness and Chemical Dependency (compared to 19 in 2022). Of those petitions:
 - o 23 were requested for Mental Illness
 - o 11 were requested for Mental Illness and Chemical Dependency
 - o 8 were requested for Chemical Dependency alone
 - o 2 petitions were filed for Mentally Ill and Dangerous

Health and Human Services

2023 Year In Review

- Of the 44 petition requests:
 - o 14 were court ordered as Stay of Commitments
 - o 12 were court ordered as Full Civil Commitments
 - o 16 petitions were not supported by our screening team, citing least restrictive alternatives were able to be utilized, when possible.
- The Lighthouse on Marshall clubhouse served 70 unduplicated members in 2023, adding 30 new active members. Active members benefitted from 1,223 visits to the clubhouse to participate in a variety of activities offered.
- Our Representative Payee provided services for 15 individuals.
- Community Support Services were provided to 16 individuals.
- The Chemical Dependency team assessed 98 intake requests for services and completed 75 Comprehensive Chemical Health Assessments. Treatment Coordination was provided to 18 individuals both via referral from our chemical dependency assessors and through Treatment Court.
- Chemical Dependency Community Education and Prevention was provided to 30 individual students between St. Peter High School and Rock Bend ALC school, as well as four classroom presentations pertaining to substance use and abuse during the 2023 school year.
- The Adult Protection Team screened 225 reports of maltreatment/abuse/neglect and 66 emergency protection reports. Of those screened, investigations were completed for 60 reports of maltreatment/abuse/neglect. Urgent services were required as a result of one emergency protection report/investigation.

Children's Mental Health:

- Children's Mental Health received 145 intakes for children or families requesting children's mental health case management services. Of the referrals received, 88 were opened for assessment or case management and the remaining were forwarded to another County or the request was withdrawn.
- The Children's Mental Health team managed three out of home placements, all for mental health treatment.

Health and Human Services

2023 Year In Review

- Sixty-nine youth in our community were able to benefit from the respite grant. Respite services are intended to reduce family stress and the likelihood of the child requiring out of home placement. The respite grant was used to provide both traditional and non-traditional respite.
- Caseloads averaged 24 children per case manager.

Child Support:

- Total amount of child support payments collected in 2023 was \$3,870,738.00.
- Our performance measures for Federal Fiscal Year 2023 were:
 - o 104.29% of child support cases had paternity established. We were ranked 14th in the state overall.
 - o 93.73% of open cases had a child support order established.
 - o 76.18% of current child support owed was collected. The Department of Human Services Performance Management team and the Child Support Division are researching the statewide decline in this performance measure to identify barriers and develop strategies to improve performance throughout the state.
 - o 73.5% of child support owed in arrears was collected.
- There were 1,010 open child support cases at year end. Throughout the year, 111 cases were opened and 33 closed cases were reopened.

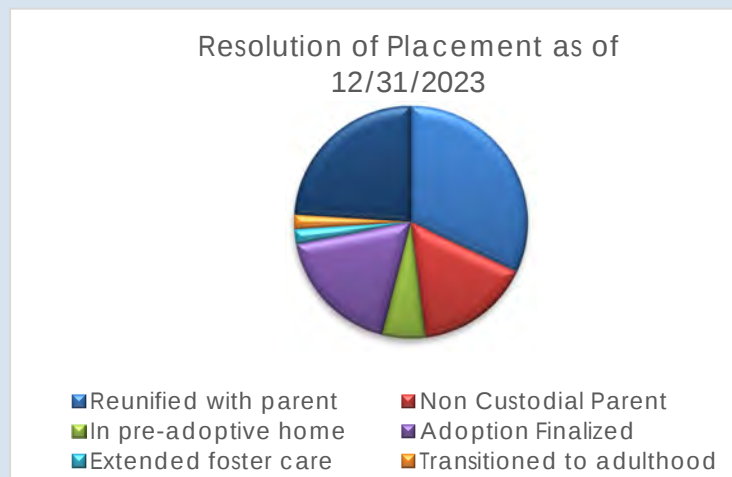
Child Protection, Parent Support Outreach Program, Intake, Social Services Information System (SSIS), Licensing:

- In total, there were 2,074 intakes received for our social services programs.
- Our child protection team completed 36 investigations with one additional pending. Of those, there were four that were unable to conclude, 11 determinations of maltreatment and 11 that resulted in a need for child protective services.
- There were 155 child protection family assessments completed, with 3 pending and 3 unable to conclude, resulting in 42 needing child protective services.

Health and Human Services

2023 Year In Review

- There were 5 completed child protection facility investigations, including one determination of maltreatment, zero need for child protective services, and one unable to conclude.
- Children Placed out of their home at points in time during 2023:
 - o 1/1/2023 – 27 children
 - o 12/31/23 – 20 children



- 77 child protection cases were opened throughout the year, and 52 cases closed.
- Our Parent Support Outreach Program (PSOP) served 103 families through assessment and case management.
- At the end of the year, active licenses by program type include:
 - o Child foster care – 27
 - o Family child care – 39
 - o Corporate foster care – 1
 - o Adult foster care – 6
 - o Community residential settings - 45

Health and Human Services

2023 Year In Review

Home and Community Based Services:

- 31 personal care assistant assessments were conducted.
- Certified assessors conducted 419 reassessments for clients who live in our county.
- 232 initial assessments using MnCHOICES or the long-term care consultation tool were conducted by certified assessors for clients living in Nicollet County requesting services, referrals from other counties for their clients living in Nicollet County to access a waiver, and for those requesting resources/options.
- 155 county of residence reassessments for clients who live in our county and require reassessments for continued program eligibility were completed.
- 117 assessments were done for managed care organization members not on the Elderly Waiver program. 34 nursing facility assessments were also conducted.
- Family Support Grant funds were utilized to serve 23 families whose child/children have a disability or meet mental health criteria for access.

Income Maintenance:

- At the end of 2023, the Eligibility Team had over 3,639 Medical Assistance and Minnesota Care cases and served over 6,495 individuals on these programs. They also served 574 households receiving cash assistance, 173 receiving housing support, 5 receiving emergency programs, 110 receiving child care assistance, and 907 receiving SNAP benefits. Caseloads continue to be impacted by rules that have been in place throughout the public health emergency.
- New applications averaged 14 per month for child care assistance, 57 for health care programs, and 135 for cash, Housing Support, SNAP and emergency programs.
- Following the resumption of healthcare renewals, there was a 63% increase in phone calls to our income maintenance team.
- Supervisory and peer reviews were conducted on 58 Health Care and SNAP cases.

Health and Human Services

2023 Year In Review

Public Health:

- 290 home visits were provided to families with a focus on those who are pregnant and postpartum, a 108% increase from 2022. Of the 290, 185 were home visits provided by Community Health Workers.
- Child passenger safety education and free car seats were provided to 109 Nicollet County residents. 50 of the seats were received as part of a grant from Toyota and Cincinnati Children's Hospital.
- 109 residents received dental cleanings, oral health education, topical fluoride varnish, assessment, and referrals. 73 of these individuals were served at our Nicollet County Public Health Office and 36 were children with St. Peter Head Start. Of those who were served at our Nicollet County offices, 22% identified as black or African American and 58% identified as Hispanic/Latino. UCare grant funds covered supplies and expenses for clinics, including Registered Dental Hygienist (RDH) services not billable by insurance, interpreters, and RDH mileage.
- Funding awarded via competitive applications:
 - o WIC was awarded two grants: one to support Community Health Workers offering grocery store tours in Spanish and Somali (\$8,560), and another to promote breastfeeding via billboards across Nicollet County (\$2,960).
 - o \$50,000 grant to support home visiting quality improvement efforts.
 - o \$15,000 grant from UCare to continue providing dental clinics to individuals in need, including dental cleanings, varnish, referrals, and education provided by a Registered Dental Hygienist. Over 100 individuals were served in both our HHS office and St. Peter Head Start in 2023.
 - o \$48,978 Model Jail Practices grant to participate in the Minnesota Model Jail Practices Learning community and implement strategies to support children of incarcerated parents, including offering an evidence-based parenting skills training program developed for criminal justice involved parents.

Human Resources

2023 Year In Review

SIGNIFICANT ITEMS:

- **Recruiting and Selection:**
 - o Managed high levels of employee turnover.
 - o Continued to improve recruiting and selection tools, such as application screening questions and interview questions.
- **Benefits:**
 - o Increased life insurance coverage for benefit-eligible staff to \$50,000.
- **Compensation:**
 - o Conducted focused compensation studies for Public Works and the County Attorney's Office.
 - o Proposed pay practices that effectively account for cost of living increases and recognize strong performers who are at or near the top of their pay range.
- **Performance:**
 - o Trained new staff and supervisors about performance management best practices.
- **Employee Relations:**
 - o Created a collection of resources for supervisors.
 - o Coordinated supervisor trainings on effective onboarding and navigating conflict.
 - o Increased participation in Leadership Nicollet County.
 - o Prepared to implement Earned Sick and Safe Time policy in 2024.
- **Wellness:**
 - o Increased employee participation in Wellness Committee activities.
 - o Provided guidance to staff about COVID protocols.
- **Diversity, Equity, and Inclusion:**
 - o Coordinated training about Cultural Awareness for all staff.

Human Resources

2023 Year In Review

2023 DEPARTMENT STATISTICS:

- New Full-Time Hires: 53
- Temporary/Seasonal Hires: 8
- Promotions: 5
- Departures (total): 50
- Retirements: 0
- Deaths: 0
- Leaves of Absence: 29

Office of Technologies (OT)

2023 Year In Review

SIGNIFICANT ITEMS:

- Changed technician duties from a weekly rotation to assignment by task and expertise.
- Refined technology orientation process for new employees, to reduce time and provide better follow-up options for staff.
- Completed a total migration of all public IP addresses allocated to Nicollet County by the State of Minnesota. This was completed with minimal disruption to staff and services.
- Completed base board recording and streaming configuration and trained admin staff on usage. Board meetings are now recorded, streamed and uploaded with limited intervention from technologies
- Implemented scheduled recurring maintenance tasks for OT systems, software and security. This is an ongoing effort with many more routine maintenance tasks to be identified and implemented.
- Implemented a Mobile Device Management system for all county-issued mobile devices, allowing the ability to track, secure and/or erase lost or stolen devices.
- Reviewed county cell phone and device plans removed unnecessary lines and features. Consolidated cell services for easier future management.
- Replaced aging server storage infrastructure with new systems and implemented new virtual server host systems for improved performance, reduced cost and easier management.
- Moved to standardized equipment wherever possible. This includes PCs, monitors, docks, cabling and accessories.
- Began inventory management for all types of issued equipment and accessories. Lifecycle tracking implemented for computer systems.
- Finalized configuration and documentation for the deployment of the Karpel records management software for the County Attorney's Office.
- Expanded support system knowledge base articles to increase staff self-help options.

Office of Technologies (OT)

2023 Year In Review

DEPARTMENT STATISTICS:

- 2,862 total OT tickets opened; 2,807 tickets were closed/completed.
- 254 tickets related to staffing, such as:
 - o Employment changes
 - o Onboarding/offboarding
 - o Employee name/position changes
- 1,558 tasks created and completed relating to employment changes
- 227 total projects on record in 2023; 56 are being actively monitored and pursued.

Property and Public Services (PPSD)

2023 Year In Review

SIGNIFICANT ITEMS:

Public Services:

- Public Services is in the processes of working on 3 ditch improvement projects.
- Public Services is in the process of working on 15 ditch redeterminations.
- Public Services billed out 16 County Ditches in the amount of \$1.9 million.
- Public Services entered into an agreement with Houston Engineering to scan and upload all drainage records into Drainage DB. This next phase will allow the public to access the records online.
- Hired 3 new replacement staff in the License Center.

Property Assessment:

- Erin Wachtel, hired in 2022, attained her CMA (Certified Minnesota Assessor) license.
- Reviewed all cabins and hunting shacks in the County (the last review was in 2012).
- All licensed assessors successfully completed 50 or 60 continuing education hours (depending on license level). The training includes 30 hours of Department of Revenue Professional Assessment Certification and Education courses, as well as an ethics training required for the four-year licensing cycle.

Property Services:

- Hired 2 replacement staff (Environmental Specialist and GIS Technician) and added 1 new position (Zoning Specialist).
- GIS converted Sidwell Farms Program to Prowest to calculate land values and modify land use boundaries and types.
- Created a feedlot brochure & sent it to our feedlot owners as an education piece.

Property and Public Services (PPSD)

2023 Year In Review

Recorder's Office:

- US Department of State approved Nicollet County Passport Agency to operate in 2023.
- Four employees became re-certified Passport Agents.
- In-Progress: RecordEASE Web subscribers can replenish their own escrow accounts by credit card through their RecordEASE access.
- Started offering credit card transactions at our customer counter for Point & Pay software use.
- Both the Point & Pay and RecordEASE Programs were updated to accept direct payments to accommodate USPS changes for Express Shipping

DEPARTMENT STATISTICS:

Public Services:

- Processed 19,463 motor vehicle transactions (decrease of 505 from 2022), generating \$155,629 in County fees (an increase of \$72,342 from 2022).
- Processed 5,408 driver's license transactions (decrease of 32 from 2022), generating \$47,417 in County fees (an increase of \$4,711 for 2022).
- Processed 1,998 DNR transactions (increase of 152 from 2022), generating \$8,457 in County fees (an increase of \$75 from 2022).
- Processed 2,057 vital transactions (an increase of 129 from 2022), generating \$13,750 5,826 in County fees (a decrease of 1,653 from 2022).
- Processed 1,052 land transfers, 109 splits, and 7 new plats.

Property and Public Services (PPSD)

2023 Year In Review

Property Assessment:

- Quintile inspections were completed for approximately 2,325 County parcels.
- Participated in 11 Local Boards of Appeal and Equalization meetings and held Open Book appeal sessions for eight jurisdictions.
- Processed, inspected and valued approximately 1,508 property changes made in 2023 (includes new construction, demolition, and changes made to existing structures).
- Processed and reviewed over 1,000 special program applications and renewals (approximately 155 special agricultural homesteads, 11 corporate farm tier linkages, 163 disabled veteran value exclusions, 45 blind/disabled homesteads, and over 700 regular/relative homesteads).
- Processed 103 parcel splits, combinations and new plats.
- Valued and classified over 17,500 parcels for property tax purposes.

Property Services:

- Issued a total of 127 zoning permits in 2023 for a total revenue of \$64,650, including:
 - o 17 Dwellings
 - o 16 Additions
 - o 61 Structures (non-dwelling)
 - o 2 Renewable Energy
 - o 6 Other
 - o 15 Conditional Use Permits
 - o 10 Variances
- 34 Feedlot inspections completed, which included:
 - o Compliance Inspections
 - o Construction Inspections
 - o In-field Land Application Inspections
 - o Complaint-initiated inspections

Property and Public Services (PPSD)

2023 Year In Review

- 63 Subsurface Sewage Treatment Systems (SSTS) Construction permits were issued, including nine collapsed tank replacements
- 71 Subsurface Sewage Treatment System compliance inspection audits
- 1 Subsurface Sewage Treatment System installed with low income grant funds
- 6 Subsurface Sewage Treatment Systems with AgBMP Loan Program funds

Recorder's Office:

- Recorded 4,284 real estate documents with an estimated value of \$188,830.00.
- 52.42% of all recordings were completed electronically.
- Registered 193 Torrens Certificates of Title.
- Recorded nine plats.
- 696 duplicate plats documented and donated to the Nicollet County Historical Society.
- 2023 RecordEase web revenue totaled \$68,494.00:
 - o Web Occasional Credit Card Users: \$10,169.00
 - o Web Subscribers (41 total): \$18,100.00
- Processed 620 passports in 2023
- Processed 702 passport photos (an increase of 43 from 2022)
- Provided 134 parcel searches requested from Farm Service Agency.
- 100% of recorded documents met M.S. 357.182 Sub. 3 compliance date.

Public Works
2023 Year In Review

SIGNIFICANT ITEMS:

- Redetermination of Ditch Benefits:
 - o In-progress: CD 9, CD23A, CD27A, CD30A, CD32A, CD32A Lat1, CD40A, CD87, CD88
 - o Completed: CD 8A, CD35A, CD47A, CD52, CD65, CD71, CD75, CD78 L2 B4, CD78, CD82, CD84
- Continuing drainage records modernization as well as continued implementation of DrainageDB, an online records program for ditch systems
- Matt Holicky (Sign Tech/HEO – St. Peter Shop) left employment
- Aaron Helget (HEO – Lafayette Shop) left employment
- Mitch Martins – new hire (Mechanic/HEO - St. Peter Shop)
- Brendan Steffensmeier – new hire (HEO – Lafayette Shop)
- Jeff Koenig – new hire (HEO – Klossner Shop)
- Construction contract awarded to Mathiowetz Construction Co. for the reconstruction of CSAH 15 from TH 111 to CR 51. First year (2023) construction completed. Remaining project work will be completed by late summer 2024.
- Construction contract awarded to Mathiowetz Construction for CSAH 21 bank stabilization project SP 052-621-031 near CSAH 14. Low bid amount \$3,503,009.29
- Developing plans and specifications to replace an aging box culvert on Old River Bluff Road for Belgrade Township
- Developed a Nicollet County Title VI Plan (adopted by Board on 7/25/23)
- Updated the County ADA Transition Plan (adopted by Board on 1/2/24)
- Completed CSAH 13/Lookout Drive Corridor Study (From 520th St to Lee Boulevard) with the City of North Mankato

Public Works

2023 Year In Review

DEPARTMENT STATISTICS:

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

Public Works

2023 Year In Review

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

NICOLLET COUNTY SHERIFF'S OFFICE

2023



Serving Citizens since 1853

ANNUAL REPORT

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Section 3: Nicollet County Civil Process Numbers

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Section 1: Nicollet County Sheriff's Office Numbers

Offenses/Incidents – current year totals

	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Abandoned Vehicle	33	23	10						
Adult/Child Protection	80	67	2	1	1				9
Agency Assist	362	104	195	45		2	4		12
Alarm	87	47	12	25					3
Assist other agency	184	51	98	19	1		9		6
Civil Defense Test	14	14							
Civil Issue	82	47	21	1				1	12
Community Event	6	4	2						
County Moving Permit	40	40							
Disturbance	70	18	3	1			1	3	44
Domestic	44	17	2	1					24
Door/Window found open	13	13							
Extra Patrol	20	12	8						
Fire	86	22	23	7		6			28
Found Property	21	15	5						1
Funeral/Money Escort	14	8	6						
General Order/Special Detail	19	13	6						
Illness/Death Notifications	1	1							
Information Only	51	27	17	1					6
Jail Activity	12	9	3						
Lost Property	13	5	4	2					2
Missing Person/Runaway JV	15	5	4	2					4
MN Duty Officer Report	26	26							
Motorist Assist	304	148	95	8		3	1		49
Neighbor/Neighborhood Issues	19	5	10	1				1	2
Noise Complaint	10	3	1	2					4
Ordinance Violation	4	2	1			1			
On Call Social Worker Referral	49	1							48
Parking Complaint	22	14	4	1					3

	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Probation Transports	2	2							
Public Assist	646	105	121	1		1			418
Public Education/Public Relations	40	20	20						
Residence Check Requests	17	16		1					
Search Warrants	1	1							
Sign or Light Repair/Roadway Obstruction	148	51	27	5					65
Solicitor/Scam Complaints	29	20	7						2
Suspicious Circumstance	428	179	108	31	1	13	2		94
TipLine/Tip info	13	4	2						7
Traffic stops	2505	50	3	1		2197	254		
TRT callout	5	2	3						
TZD	12	12							
UA party complaint	2	2							
Vehicle repossession	5	2	3						
Void	86	86							
Warrant other agency	11	11							
Warrant service/attempts	44	2	2	29			11		
Welfare Check	108	38	13	9					48
Totals	5803	1364	841	194	3	2223	282	5	891

911 Verification	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
GAC Blue Lights	43	7	12						24
Ghost Calls	6	5	1						
Hang up	729	433	148	7					141
Misdial/Pocket Dial	1122	748	146	15					213
Test Call	50	47	1						2
Totals	1950	1240	308	22					380

Accident	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Car vs Deer	148	49	23	3			2		71
Fatality	1	1							
Hit & Run Injuries	1								1
Hit & Run Property Damage	20	5	3	1					11
Injuries	79	21	22	3			2		31
No Injuries	188	35	35	4			6		108
Vehicle in the ditch	174	75	26	10		2	1		60
Totals	611	186	109	21		2	11		282

Animal Complaint	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Animal at large	96	46	19	14			1		16
Animal Bite	7	5	2						
Barking Dog	4	3							1
Deer tag request	34	26	6						2
Found/Impounded Animal	59	43	5	2					9
Lost Animal	32	23	5						4
Other	84	30	11	9		1			33
Totals	316	176	48	25		1	1		65

Civil Orders	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
DANCO	17	17							
HRO	53	53							
OFP	38	38							
Order for Hearing	25	25							
Totals	133	133							

Commitments	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Inebriacy	3		3						
Mental Illness	23	5	18						
Totals	26	5	21						

Compliance Checks	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Nighthawk	5	2	3						
Probation	116	104	3	2			7		
Tobacco	1	1							
Totals	122	107	6	2			7		

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

K9	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Assist	4	2	2						
Demo	4	3	1						
Totals	8	5	3						

Medical	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
General Medical	227	15	41	14				1	156
Lift Assist	8	1	1						6
Mental Cases	9	1	2						6
Sudden Death/Body Found	9	9							
Suicide	1	1							
Suicide Attempts	13	4	1						8
Suicide Threats	30	10	3	4					13
Totals	297	41	48	18				1	189

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

Paper Service/Attempts	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
General	1198	742	8	448					
Apprehension and Hold	3	1	1				1		
Totals	1201	743	9	448			1		

Patrols	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
ATV Patrol	1	1							
Boat/Water Patrol	3	3							
Snowmobile Patrol	1	1							
Totals	5	5							

Permits	Total Reported	Issued	Assist/ Info Only	Denied	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Federal Firearms Permit	4		4						
Fireworks/Explosives Permit	1		1						
Permit To Acquire	106	103		3					
Permit To Carry	206	203		3					
Permit To Carry Renew	139	139							
Silencer/Suppressor Permit	7		7						
Totals	463	445	12	6					

Predatory Offender Registration	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Checks	3	3							
Notifications	1		1						
Totals	4	3	1						

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

Records	Total Reported	Cleared	Assist/ Info Only	Denied	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Firearms sales	2		2						
GPS Monitor Clients									
Miscellaneous	16	7	9						
Request	50	50							
Sealing/Expungements	6	2	1	2	1				
Totals	74	59	12	2	1				

Traffic Complaints	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
ATV Complaint	6	2	3			1			
Driving Complaint	367	46	29	48		12	5		227
Snowmobile Complaint	5	1	2	1					1
Totals	378	49	34	49		13	5		228

Transports	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Adult	170	168	1	1					
Juvenile	16	16							
Mental Health	2	2							
Totals	188	186	1	1					

Weather	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Warning	5	5							
Watch	10	9		1					
Totals	15	14		1					

	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
General Call Totals	11597	4762	1453	789	4	2239	307	6	2037

Group A & B Crimes

Group A crimes listed in bold Group B crimes listed in italics.	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Assault	20	1					6	5	8
<i>Bad Checks</i>	1	1							
Burglary/Breaking & Entering	14	3		1	4		2		4
Counterfeiting/Forgery	2	1						1	
<i>Court Order Violation OFP/HRO/DANCO</i>	17	3	1		1		3	4	5
<i>Disorderly Conduct</i>	4						3	1	
<i>Driving Under the Influence</i>	15						13	2	
<i>Drunkenness</i>	3								3
Extortion/Blackmail	3	1	1						1
Fraud	16	4	1		5			2	4
<i>Fugitive from Justice</i>	3						2	1	
Homicide	1						1		
<i>Liquor Law Violations</i>	1						1		
Motor Vehicle Theft	7				2		1	2	2
Narcotics	15	5					7	2	1
<i>Obscene/Harassing Communications</i>	12	6	5						1
<i>Other Criminal Offenses</i>	1						1		
Property Destruction/Damage/Vandalism	31	6	8		10			1	6
Prostitution Offense	1				1				
<i>Runaway</i>	1	1							
Sex Offenses	4	2					1	1	
Stolen Property	5		1				1	1	2
Theft/Larceny	62	16	5		15		4	1	21
<i>Trespass of Real Property</i>	21	10	4			3	2		2
<i>Unlawful Disposal</i>	27	13	6		4				4
Weapon Law Violation	8	3					2	2	1
Group A/B Totals	295	76	32	1	42	3	50	26	65

Calls for Service Grand Totals:

	Total Reported	Cleared	Assist/ Info Only	Unfounded/ Cancelled	Active	Warned	Arrest/ Cited	Refer to Co Atty	Refer to Other Agency
Totals	11892	4838	1485	790	46	2242	357	32	2102

Offense/Incidents comparison – monthly

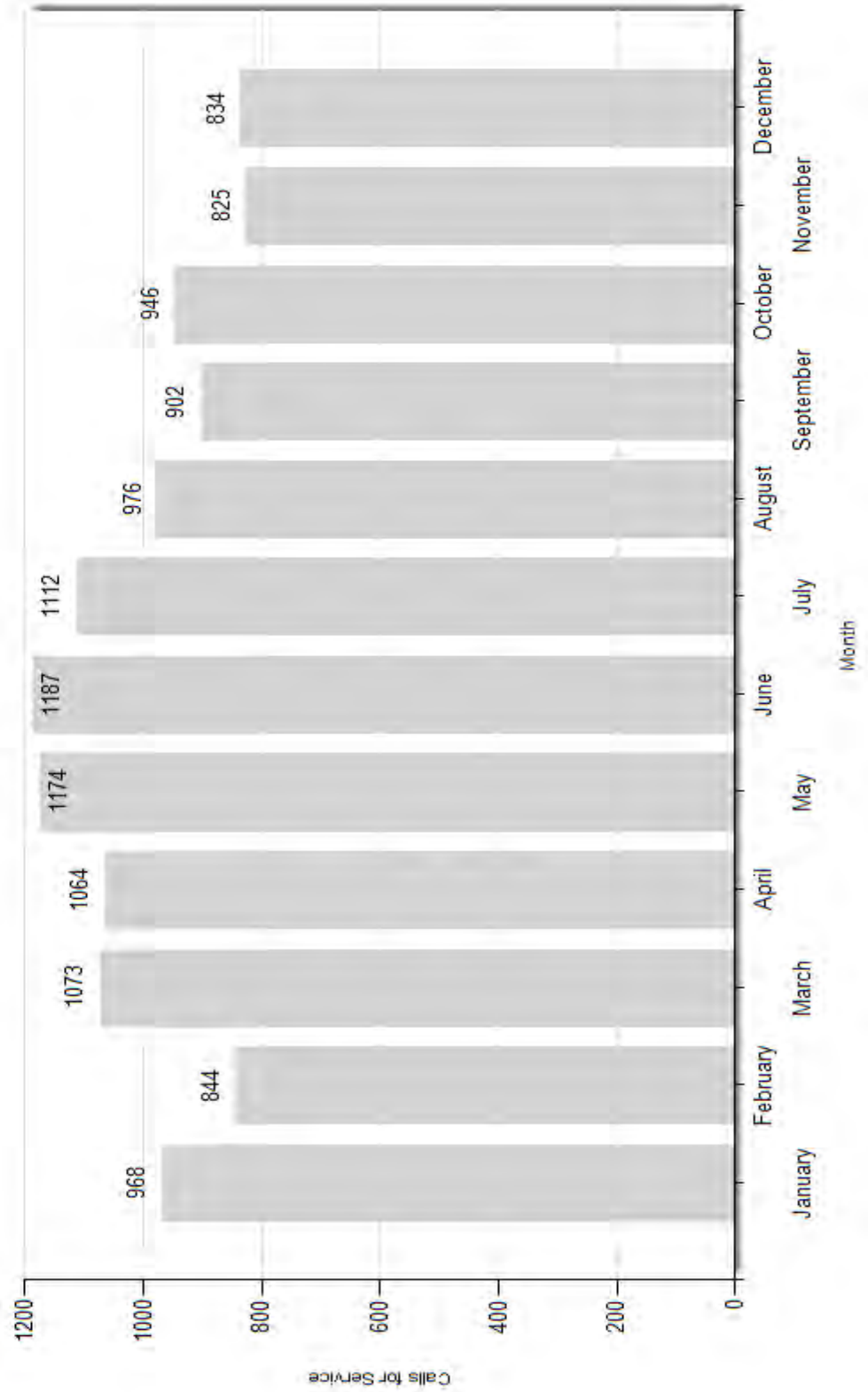
Calls for Service Monthly

Start Date: 1/1/2023

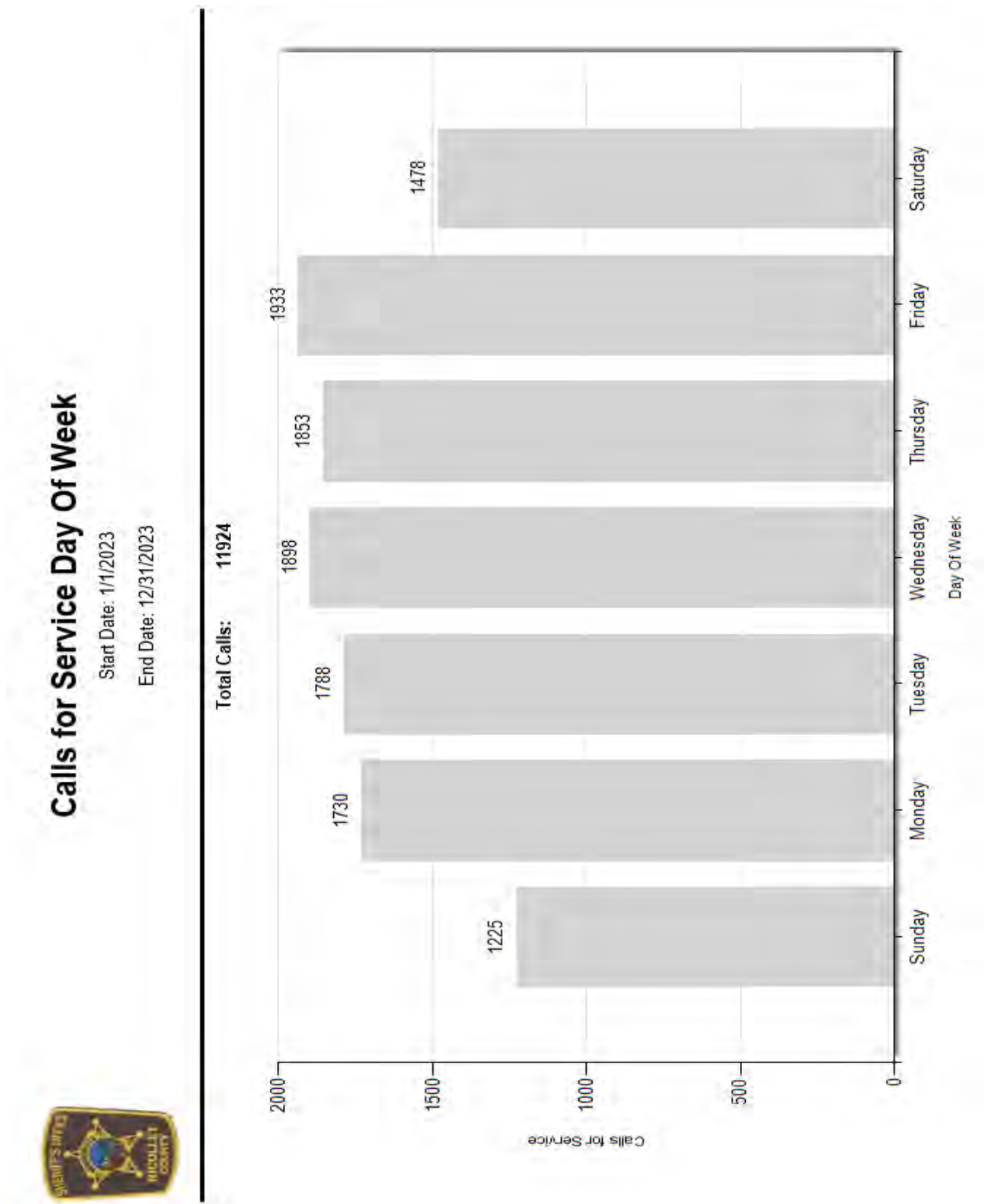
End Date: 12/31/2023



Total Calls: 11924



Offense/Incidents comparison – day of the week



Offenses/Incidents – Yearly comparison

Event Type	2023	2022	2021
911 Verification	1,950	1,493	1,912
Abandoned Vehicle	33	39	38
Accident	611	564	451
Adult/Child Protection	80	87	56
Agency Assist	362	389	357
Alarm	87	84	77
Animal Complaint	316	262	228
Animal Cruelty (A) 720		1	1
Arson (A) 200			1
Assault (A) 13	20	32	35
Assist other agency	184	207	222
ATV Accidents			2
Bad Checks (B) 90Z	1	1	1
Burglary/Breaking & Entering (A) 220	14	21	15
Burn Prohibited Materials (B) 90Z		2	3
Burn w/o a permit (B) 90Z		4	8
Civil Defense Test	14	14	13
Civil Issue	82	128	113
Civil Orders	133	155	149
Commitments	26	17	15
Community Event	6	16	5
Compliance Checks	122	119	116
Counterfeiting/Forgery (A) 250	2	1	3
County Moving Permit	40	47	36
Court Order Violation OFP/HRO/DANCO (B) 90z	17	12	15

Event Type	2023	2022	2021
Disorderly Conduct (B) 90C	4	5	3
Disturbance	70	80	71
Domestic	44	58	57
Door/Window found open	13	11	3
Driving Under the Influence (B) 90D	15	19	18
Drunkenness (B) 90Z	3	6	1
Extortion/Blackmail (A) 210	3		
Extra Patrol	20	11	9
Fire	86	71	86
Firearms Accidents		1	
Found Property	21	20	25
Fraud (A) 26	16	20	11
Fugitive from Justice (B) 90Z	3	3	10
Funeral/Money Escort	14	8	21
General Order/Special Detail	19	5	4
Home Accidents	1	1	
Homicide (A) 09	1		
Hospice Notice		5	5
Illness/Death Notifications	1	1	7
Information Only	51	78	79
Jail Activity	12	19	14
K9	8	19	10
Liquor Law Violations (B) 90G	1	5	8
Lost Property	13	8	13
Medical	297	351	350
Missing Person/Runaway JV	15	17	16
MN Duty Officer Report	26	11	14
Motor Vehicle Theft (A) 240	7	1	8
Motorist Assist	304	331	279
Narcotics (A) 35	15	19	50
Neighbor/Neighborhood Issues	19	24	13
Noise Complaint	10	18	24
Obscene/Harassing Communications (B) 90z	12	7	11

Event Type	2023	2022	2021
Occupational Accidents	1		
On Call Social Worker Referral	49	31	57
Ordinance Violation	4		
Other Criminal Offenses (B) 90z	1	4	2
OTP Complts/Tire Chalk			2
Paper Service/Attempts	1,201	1,373	1,092
Parking Complaint	22	19	13
Patrols	5	2	1
Permits	463	430	634
Pornography/Obscene Material (A) 370		1	
Predatory Offender Registration	4	3	3
Probation Transports	2	3	11
Property Destruction/Damage/Vandalism (A) 290	31	22	41
Prostitution Offense (A) 40	1		
Public Accidents	1		1
Public Assist	646	490	378
Public Education/Public Relations	40	13	8
Pursuit (90z)		3	3
Records	74	47	68
Residence Check Requests	17	10	25
Runaway (B) 90I	1		1
Search Warrants	1	5	10
Sex Offenses (A) 11/36	4	5	12
Sign or Light Repair/Roadway Obstruction	148	178	157
Solicitor/Scam Complaints	29	35	59
Stolen Property (A) 280	5	1	2
Suspicious Circumstance	428	456	535
Theft/Larceny (A) 23	62	68	90
TipLine/Tip info	13	27	14
Traffic complaints	378	448	478
Traffic stops	2,505	2,190	2,078
Traffic Violations - F/GM (999)		3	4
Transports	188	158	214

Event Type	2023	2022	2021
Trespass of Real Property (B) 90J	21	7	15
TRT callout	5	4	2
TZD	12	10	10
UA party complaint	2	3	3
Unlawful Disposal (B) 90Z	27	13	13
Vehicle repossession	5		7
Void	86	83	89
Warrant other agency	11	14	6
Warrant service/attempts	44	35	28
Weapon Law Violation (A) 520	8	4	5
Weather	15	25	16
Welfare Check	108	107	92
Grand Totals	11,892	11,258	11,372

Deputy Special Activity Report – Frontline Public Safety Solutions

Vacation Watch	2 0 2 3
Number active watches	25
Number of checks performed	354

Directive Patrol	2 0 2 3
Number active patrols	26
Number of checks performed	1284

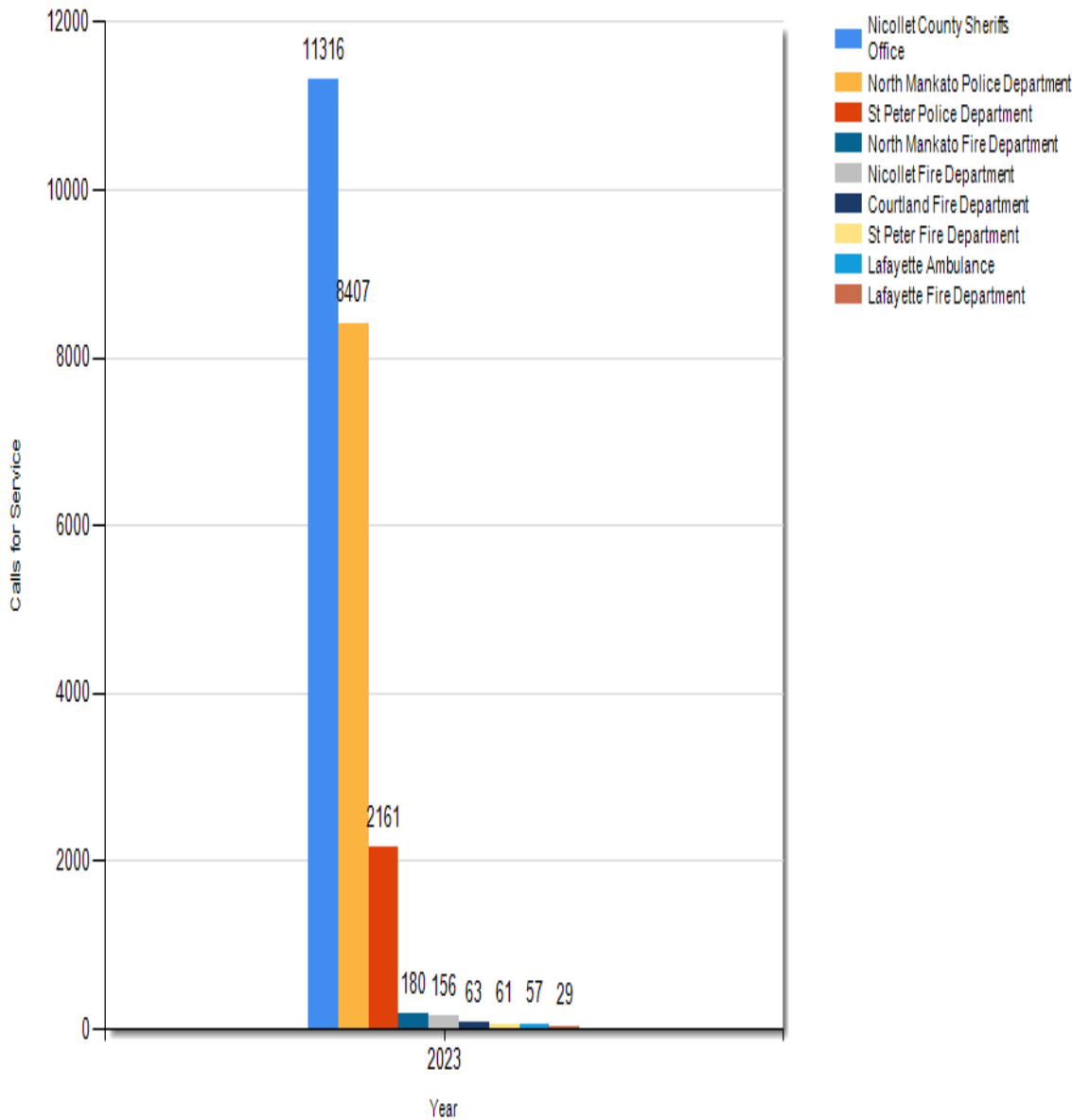
Abandoned/Stalled Vehicles	2 0 2 3
Number active vehicles	12
Number of checks performed	12
Number of vehicles towed	1

CAD calls for service for all agencies dispatched by Nicollet County

CAD Calls for Service All Agencies Yearly

Start Date: 1/1/2023

End Date: 12/31/2023



Total CAD Calls: 22,430

911 Call Type – Yearly Comparisons

Call Type	2023	2022	2021
Assault	16	26	21
Burglary/Breaking & Entering	7	10	9
Court Order Violation OFP/HRO/DANCO	4	5	1
Disorderly Conduct	2	3	1
Disturbance	60	62	58
Domestic	38	51	54
Driving Under the Influence	5	6	3
Fire	61	49	69
Medical	264	297	291
Motor Vehicle Accidents	425	379	324
Motor Vehicle Theft	4		4
Narcotics		1	2
Obscene/Harassing Communications	4	2	5
Property Destruction/Damage/Vandalism	6	5	13
Sex Offenses		2	4
Sudden Death/Body Found	8	15	11
Suspicious Circumstance	143	160	194
Theft/Larceny	21	17	26
Traffic Complaint	279	344	358
Weapon Law Violation	3	1	1
Welfare Check	52	54	55
Totals:	1,402	1,489	1,504

911 Call Location- Yearly Comparisons

911 Call Location	2023	2022	2021
Blue Earth County	1,016	955	901
Brown County	199	152	178
Le Sueur County	222	191	237
Sibley County	77	60	88
Renville County		1	2
Other Counties	64	70	46
Unknown	110	144	140
Belgrade Township	258	261	219
North Mankato City	666	496	610
Bernadotte Township	18	15	15
Brighton Township	19	21	8
Courtland Township	102	55	110
Courtland City	44	31	59
Granby Township	52	31	38
Lafayette Township	124	74	89
Lafayette City	45	30	55
Klossner	3	9	5
Lake Prairie Township	118	140	150
Norseland	1		
New Sweden Township	42	36	43
Nicollet Township	106	88	135
Nicollet City	131	96	114
Oshawa Township	96	95	82
St. Peter City	741	560	635
Ridgely Township	22	13	14
Traverse Township	62	83	55
West Newton Township	43	51	50
St. George	1	2	2
Totals:	4,382	3,760	4,080

Traffic Accident Locations – Current Year Totals

Call Location	Property	Personal	Fatal	Total
Blue Earth County	115	14		129
Brown County	13	1		14
Le Sueur County	24	11		35
Sibley County	14	2		16
Other Counties	1			1
Belgrade Township	54	7		61
North Mankato City	6	2		8
Bernadotte Township	2			2
Brighton Township	7	1		8
Courtland Township	42			42
Courtland City	2	1		3
Granby Township	14	4		18
Lafayette Township	38	9		47
Lafayette City	2			2
Klossner	1			1
Lake Prairie Township	39	10		49
New Sweden Township	13	1		14
Nicollet Township	40	2		42
Nicollet City	15	2		17
Oshawa Township	23	2		25
St. Peter City	8	4	1	13
Ridgely Township	5	1		6
Traverse Township	30	3		33
West Newton Township	22	2		24
St. George	1			1
Totals:	531	79	1	611

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

Accident Type	2023	2022	2021
Property	364	222	293
Injury	51	32	66
Fatal	1		3
Totals:	416	254	362

Citations Issued -Yearly Comparisons

Offense Type	2023	2022	2021
Reckless Driving	1	2	1
Careless Driving	5	2	2
Ted Foss Law	2		1
Window Tint Violation	6	4	5
Disorderly Conduct	7	6	3
Drug Paraphernalia	5		11
Marijuana Violations	3	6	11
Domestic Assaults	1		
5 th Deg Assaults	1	1	
Burning violations			1
Public Nuisance	1		
Property Damage Viol		1	
Theft	4	2	1
Underage Consume/Poss	10	2	18
Underage Drink & Drive	1	2	
Pass/Lane change Viol	4		
Fail to report accident			2
Open Bottle	2	4	
Over Center Line	1		
Stop Sign	10	3	5
Drive After Revocation	13	31	51
Drive After Suspension	8	18	16
Drive After Cancellation	3	2	5
Speeding	152	167	166
Insurance Violations	12	7	9
Fail to Yield			3
Unsafe Equipment	10	4	
Expired Registration	20	9	12
Driver's License Viol	21	7	26

Offense Type	2023	2022	2021
Motorcycle Violations	1	1	
No Child Restraint			
No Seatbelt			2
School Bus Stop Arm	1		
No Headlights	1		
DWI	3	6	5
ATV Violation			2
Text/Distracted Drive	1	4	
No MN DL		18	
Other Violations	13	2	8
Totals:	323	314	372

Current Year Traffic Stop Totals

Current year Traffic Stop Totals	Total Stops	Closed	Warnings	Arrests/Citations
Totals	2,505	55	2,196	254

Section 2: Nicollet County Jail Numbers

Inmate Population Report – Yearly Comparisons

	2023	2022	2021
Males	398	423	370
Females	38	61	113
Totals:	436	484	483

	2023	2022	2021
Average Days Confined	12.08	11.6	9.72
Average Daily Population	14.43	14.93	12.87
Total Number of Days Confined	5,260.59	5,449.22	4,696.17
Percent Usage	42.45%	43.91%	37.84%

Prisoners Boarded Out – Expenditures – Yearly Comparisons

Housing County	2023	2022	2021
Blue Earth County	\$42,540	\$11,400	\$0
Le Sueur County	\$11,615		
Totals:	\$54,155	\$11,400	\$0

Out of County Prisoner Revenue – Yearly Comparisons

	2023	2022	2021
Blue Earth County	\$30,300	\$76,620	
Le Sueur County		\$1,920	
State of MN		\$7,800	
Scott County			\$14,365
Self Pay	\$12,479.50	\$720	\$3,240
Totals:	\$42,779.50	\$86,700	\$17,605

Huber Revenue – Yearly Comparisons

2023	2022	2021
\$10,364.38	\$19,753.22	\$2,585

Booking Fee Revenue – Yearly Comparisons

2023	2022	2021
\$2,401.60	\$2,692.39	\$3,642.86

Fingerprints Fee Revenue – Yearly Comparisons

2023	2022	2021
\$1,640	\$1,600	\$1,070

Medical Co-Pay Revenue – Yearly Comparisons

2023	2022	2021
\$80.72	\$115.56	\$164.90

Drug Screen Revenue – Yearly Comparisons

2023	2022	2021
\$400	\$660	\$200

Laundry Expenditures – Yearly Comparisons

	Pounds of Laundry	Cost of Laundry
2023	10,830	\$6,826.02
2022	11,077	\$6,812.38
2021	9,735	\$5,868.14

Food Service Expenditures – Yearly Comparisons

2023	2022	2021
\$101,020.36	\$92,327.66	\$92,550.29

Section 3: Nicollet County Civil Process Numbers

Civil Process Income – Yearly Comparisons

2023	2022	2021
\$25,980.24	\$29,014.50	\$20,650.44

Call Count by Call Category

For (Agent)

Creation Date: 02/09/2024 10:05:00 AM

Grouping: Agent

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Summary Information

Agent	Total Calls	Call Category			Call Service (Emergency Incoming)					Outgoing (Emergency, Non- Emergency, Other)	Abandoned (Emergency)	Avg Wait (Emergency Incoming)
		Emergency	Non- Emergency	Other	Wire-Line	Wireless	VoIP	SMS	Unknown			
Total	38,969	10,775	28,194	0	690	9,319	664	48	54	11,355	512	00:00:03

Call Count by Call Category

For (Agent)

Creation Date: 02/09/2024 10:05:00 AM

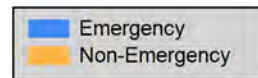
Grouping: Agent

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

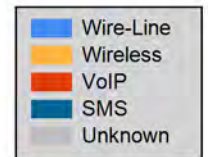
Filter Criteria:

Detail Chart

Call Count by Call Category



Call Count by Call Service (Emergency Incoming)



Creation Date: 02/09/2024 10:05:00 AM

Grouping: Agent

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Report Description

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

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

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

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

Call Count by Day

For (Year)

Creation Date: 02/09/2024 10:12:12 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Information

Year		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	Occurrences	53	52	52	52	52	52	52	
2023	Call Count:	4,621	5,659	6,138	5,882	5,870	6,019	4,780	38,969
	% of Total:	11.9 %	14.5 %	15.8 %	15.1 %	15.1 %	15.4 %	12.3 %	100.0 %
	Avg / Day:	87	109	118	113	113	116	92	107
Total	Call Count:	4,621	5,659	6,138	5,882	5,870	6,019	4,780	38,969
	% of Total:	11.9 %	14.5 %	15.8 %	15.1 %	15.1 %	15.4 %	12.3 %	100.0 %
	Avg / Group:	87	109	118	113	113	116	92	107

Call Count by Day

For (Year)

Creation Date: 02/09/2024 10:12:12 AM

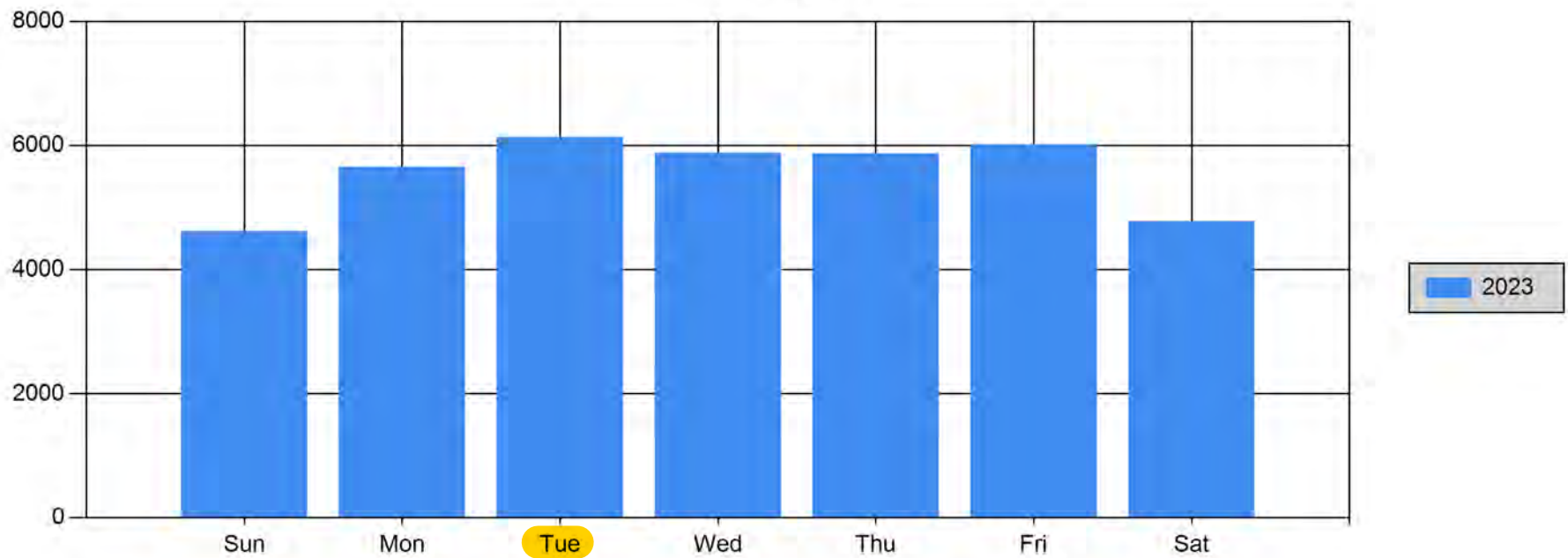
Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Chart

Call Count by Year



Creation Date: 02/09/2024 10:12:12 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Report Description

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

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

Note:

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

Call Count by Hour

For (Year)

Creation Date: 02/09/2024 10:18:24 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Information

Year		0	1	2	3	4	5	6	7	8	9	10	11	12
	Occurrences	365	365	365	365	365	365	365	365	365	365	365	365	365
2023	Call Count:	863	682	662	563	545	589	855	1,187	2,069	2,234	2,371	2,511	2,426
	% of Total:	2.2 %	1.8 %	1.7 %	1.4 %	1.4 %	1.5 %	2.2 %	3.0 %	5.3 %	5.7 %	6.1 %	6.4 %	6.2 %
	Avg / Hour:	2	2	2	2	1	2	2	3	6	6	6	7	7
Total	Call Count:	863	682	662	563	545	589	855	1,187	2,069	2,234	2,371	2,511	2,426
	% of Total:	2.2 %	1.8 %	1.7 %	1.4 %	1.4 %	1.5 %	2.2 %	3.0 %	5.3 %	5.7 %	6.1 %	6.4 %	6.2 %
	Avg / Group:	2	2	2	2	1	2	2	3	6	6	6	7	7

Call Count by Hour

For (Year)

Creation Date: 02/09/2024 10:18:24 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Information

Year		13	14	15	16	17	18	19	20	21	22	23	Total
	Occurrences	365	365	365	365	365	365	365	365	365	365	365	
2023	Call Count:	2,510	2,584	2,486	2,622	2,268	2,121	1,632	1,634	1,368	1,199	988	38,969
	% of Total:	6.4 %	6.6 %	6.4 %	6.7 %	5.8 %	5.4 %	4.2 %	4.2 %	3.5 %	3.1 %	2.5 %	100.0 %
	Avg / Hour:	7	7	7	7	6	6	4	4	4	3	3	4
Total	Call Count:	2,510	2,584	2,486	2,622	2,268	2,121	1,632	1,634	1,368	1,199	988	38,969
	% of Total:	6.4 %	6.6 %	6.4 %	6.7 %	5.8 %	5.4 %	4.2 %	4.2 %	3.5 %	3.1 %	2.5 %	100.0 %
	Avg / Group:	7	7	7	7	6	6	4	4	4	3	3	4

Call Count by Hour

For (Year)

Creation Date: 02/09/2024 10:18:24 AM

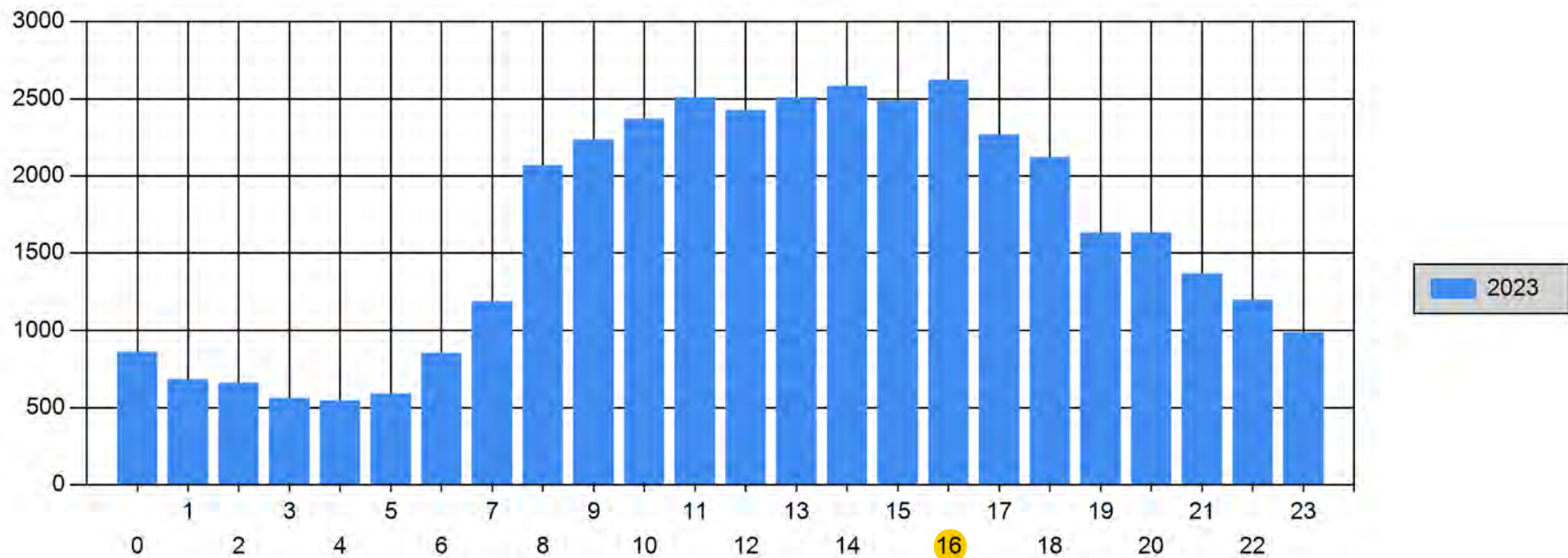
Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Chart

Call Count by Year



Creation Date: 02/09/2024 10:18:24 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Report Description

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

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

Note:

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

Call Count by Month

For (Year)

Creation Date: 02/09/2024 10:23:07 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Information

Year		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	Occurrences	1	1	1	1	1	1	1	1	1	1	1	1	
2023	Call Count:	3,238	2,794	2,889	3,180	4,173	3,806	3,586	3,425	2,978	3,160	3,056	2,684	38,969
	% of Total:	8.3 %	7.2 %	7.4 %	8.2 %	10.7 %	9.8 %	9.2 %	8.8 %	7.6 %	8.1 %	7.8 %	6.9 %	100.0 %
	Avg / Month:	3,238	2,794	2,889	3,180	4,173	3,806	3,586	3,425	2,978	3,160	3,056	2,684	3,247
Total	Call Count:	3,238	2,794	2,889	3,180	4,173	3,806	3,586	3,425	2,978	3,160	3,056	2,684	38,969
	% of Total:	8.3 %	7.2 %	7.4 %	8.2 %	10.7 %	9.8 %	9.2 %	8.8 %	7.6 %	8.1 %	7.8 %	6.9 %	100.0 %
	Avg / Group:	3,238	2,794	2,889	3,180	4,173	3,806	3,586	3,425	2,978	3,160	3,056	2,684	3,247

Call Count by Month

For (Year)

Creation Date: 02/09/2024 10:23:07 AM

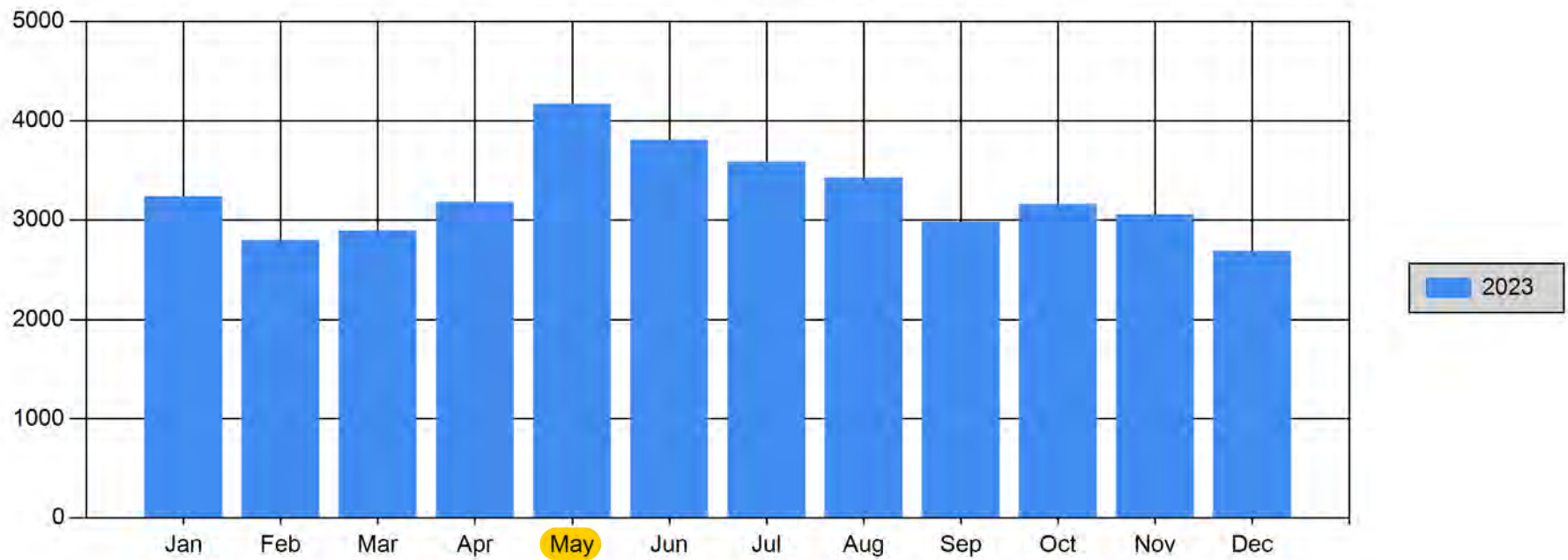
Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Detail Chart

Call Count by Year



Creation Date: 02/09/2024 10:23:07 AM

Grouping: Year

Date Range: 01/01/2023 12:00:00 AM - 12/31/2023 11:59:59 PM

Filter Criteria:

Report Description

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

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

Note:

A grey-colored figure on the report indicates a partial count was reported for the time period (hour, day, week, and so on). *Examples: The total count was for only half the hour rather than the entire hour. The average per year was extrapolated from 1/4 year's data rather than from a full year's data.*

Nicollet County Fraud Statistic yearly comparison

Case Referrals received	2023	2022	2021
Totals	125	143	142

Cases with Discrepancies	2023	2022	2021
Totals	82	111	115

Types of Fraud Found	2023	2022	2021
Unreported Income	36	38	33
Unreported Assets	6	5	4
Household Composition	16	13	22
Absent Parent	9	8	11
SNAP Trafficking/Misuse	0	1	0
Residence	15	19	16
Felony Warrant (closure of case)	5	5	13
In Custody (closure of case)	9	8	17
Other	10	16	25
Totals	106	113	141

Disqualifications	2023	2022	2021
1 year disqualification	9	24	19
2 year disqualification	0	3	7
10 year disqualification	0	0	0
Permanent disqualification	0	0	0
Totals	9	27	26

Criminal Cases referred to the Co Atty	2023	2022	2021
Totals	1	5	3

Overpayments	2023	2022	2021
Totals	\$63,366.07	\$76,464.90	\$77,353.76

Yearly case savings	2023	2022	2021
Totals	\$242,608	\$217,276	\$238,412

CASE SAVINGS:

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

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

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

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

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

OVERPAYMENT:

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

POINTS OF INTEREST FROM 2023

At the beginning of 2023, MN Department of Human Services (DHS) provided updated procedure regarding the handling of overpayments relating to Medical Assistance. DHS advised overpayments could not be assessed on Medical Assistance cases with the exception of very limited circumstances (not-validly enrolled). This had affected counties across the state in having the ability to do collections from fraud cases and also effected the ability to conduct a criminal prosecution on a medical assistance case. Late in 2023, DHS reversed course on this and now has allowed collection of overpayment under specific procedure of completing a court judgement or prosecution in criminal court. This has most definitely affected numbers for all counties involved in the FPI program.

Dates: 1/1/23 thru 12/31/23

Re: Medical Examiner statistics for 2023.

Dear Sheriff Lange,

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

A total of 56 deaths were reported. Of this number, 29 were accepted as medical examiner cases with the remaining 27 released with the private physician responsible for signing the death certificate. Examinations performed on the accepted medical examiner cases were as follows:

Complete autopsy with toxicology	<u>14</u>
External examination with toxicology	<u>2</u>
Death certificate signed without examination	<u>13</u>
Total cases accepted	<u>29</u>

A breakdown of all reported cases by manner included:

Natural	<u>38</u>
Accident	<u>12</u>
Suicide	<u>5</u>
Homicide	<u>1</u>
Undetermined	<u>0</u>
Pending	<u>0</u>

As of 2/7/2024 there were a total of 155 cremation approvals and 82 terminal registrations from the County.

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

Sincerely,

Kelly Mills, M.D.
Medical Examiner

Veterans Services (VSO)

2023 Year In Review

SIGNIFICANT ITEMS:

- Welcomed Ryan Frank as the new Assistant CVSO, who started employment on April 10th. Ryan previously worked as a case manager with the MN Assistance Council for Veterans.
- Began utilization of a new vendor for the office-internal client information management system. Transitioned from near-obsolete VIMS platform to VetPro information management system.
- CVSO Nathan Tish completed all necessary continuing education requirements to maintain national accreditation.
- ACVSO Ryan Frank completed all necessary training and related tasks to obtain national accreditation.

DEPARTMENT STATISTICS:

- Federal VA expenditure (GDX) report indicates approximately \$20.009 million dollars toward Nicollet County Veterans for various programs and benefits, an increase of \$2.961 million dollars (17.37%) over the prior year.
- GDX Report indicates federal VA Compensation and Pension benefits increased approximately 26.4% from \$8.7 million to \$11 million dollars over the prior year. These Compensation and Pension benefits are monetary benefits that are directly awarded to Veterans and their surviving spouses.
- Secured \$31,876.52 in state and local financial assistance from community partners to further assist clients experiencing financial hardship situations.
- Secured a \$10,000 Operational Enhancement Grant from MN Dept. of Veterans Affairs.
- Engaged in over 4,306 phone conversations for an average of 17.4 calls per day.
- Conducted 555 appointments with clients pertaining to applications for benefits.
- Welcomed approximately 704 unscheduled walk-in clients for benefit-related inquiries.
- Provided 93 transports to Minneapolis VA Medical Center for medical appointments.



MARCH 26, 2024
OFFICIAL PROCEEDINGS OF THE
NICOLLET COUNTY DRAINAGE AUTHORITY

The Nicollet County Drainage Authority met in regular session on Tuesday, March 26, 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, County Attorney Zehnder Fischer and Recording Secretary Sarah Frahm.

Approval of Agenda

Motion by Commissioner Dehen and seconded by Commissioner Dranttel to approve the agenda. Motion carried unanimously.

Consent Agenda

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

- a. March 12, 2024 Drainage Minutes

Motion carried unanimously.

Public Appearances:

Bob Lambert of rural St. Peter came forward to address drainage issues on two parcels owned by Lambert Family, LLC. He stated that CD 33 and CD 51, two ditches that provide the drainage in his minor watershed area, do not appear to drain into the Minnesota River as shown in the Nicollet County surface water hydrology atlas. Mr. Lambert asked that the Drainage Authority provide clarification on where the above-named ditches outlet as well as a response to his related requests. The Commissioners were in agreement with directing County staff to look into the issue and provide a report regarding their determinations. Mr. Lambert also agreed to contribute any additional information supporting his request.

Adjourn

The meeting was adjourned at 9:33 a.m.

TERRY MORROW, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER,
CLERK TO THE BOARD