



# GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

Goodhue County Budget Committee  
Administration Conference Room  
Government Center, Red Wing  
December 20, 2016  
8:30 a.m.

## 1. Recorders Compliance/Technology Fund

Documents:

[Rec\\_ComplianceFund2017.pdf](#)

## 2. 2017 Out of State Travel Requests.

Out of State Travel- Administration

Documents:

[Out of State Travel Administration.pdf](#)

Out of State Travel 2017- Public Works

Documents:

[Out of State Travel 2017.pdf](#)

Out of State Travel- Land Use Management

Documents:

[OutofStateRequest.pdf](#)

# Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066



Building | Planning | Zoning  
Telephone: 651.385.3104  
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS  
Telephone: 651.385.3223  
Fax: 651.385.3098

**TO:** The Budget Committee  
**FROM:** Lisa M. Hanni, LUM Director / County Surveyor / County Recorder  
**DATE:** December 20, 2016  
**RE:** **Recorder Compliance Fund**

**SUMMARY:**

As per the County Board resolutions of June 6, 2006, we are providing the annual update of the progress of the approved projects utilizing the recorders compliance funds, and submitting an updated list of projects.

**BACKGROUND:**

Effective July 1, 2005 the following was adopted by legislation:

MS 357.182:

Subd. 7. Restriction on use of recording fees.

Notwithstanding any law to the contrary, for county budgets adopted after January 1, 2006, each county shall segregate the additional unallocated fee authorized by sections [357.18](#), [508.82](#), and [508A.82](#) from the application of the provisions of chapters 386, 507, 508, and 508A, in an appropriate account. This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for any of the authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.

As of the October 2016 report of the Fund balance, this reserve has \$84,836.48. The first priority of utilizing this money is to get and keep the Recorder's office within the statutory 10 day compliance of recording documents. Per MS 357.182, Subd. 4, "...for calendar year 2010 and later years, at least 90 percent of all recordable instruments must be recorded and returned in compliance with the recording requirements." We have met the 10 day time period as required by statute and typically record documents within 1-3 days.

Attached is a spreadsheet and further explanation for some of the larger items listed for use of the dollars in both the Technology and the Compliance funds.

**RECORDER TECHNOLOGY FUND 101-101**

**RECORDER COMPLIANCE FUND 101-103**

**RECORDER TECHNOLOGY FUND-BALANCE ESTIMATES**

**RECORDER COMPLIANCE FUND-BALANCE ESTIMATES**

	2017	2018
Revenue Projections	\$ 90,000	\$ 90,000
Less: Estimated Project Costs	(122,917)	(125,725)
Current Year - available spending	\$ (32,917)	\$ (35,725)
Plus: Balance in reserves 10/30/16	147,549	
Plus: Projected 2016 Revenue	14,800	
Less: Pending 2016 Projects	(17,690)	
Total Available for Spending (est.)	\$ 111,742	\$ 76,017

	2017	2018
Revenue Projections	\$ 100,000	\$ 100,000
Less: Estimated Project Costs	(53,600)	(128,600)
Current Year - available spending	\$ 46,400	\$ (28,600)
Plus: Balance in reserves 10/30/16	117,587	
Plus: Projected 2016 Revenue	16,332	
Less: Pending 2016 Projects	(7,000)	
Total Available for Spending (est.)	\$ 173,319	\$ 144,719

**RECORDER TECHNOLOGY FUND-PROJECT DETAILS**

**RECORDER COMPLIANCE FUND-PROJECT DETAILS**

Name of Project/Cost	2017 Budget	2018 Budget
EA Licenses (30)	5,000	5,000
2 VM Hosts	25,500	-
Printer: Brenda (2017)/Xerox (2018)	700	800
Computer (2014-G010986)		900
GPS Receivers (2)	44,000	
Total Station (2)		76,000
Calcomp Scanner (2005)	5,000	
<u>Annual Software Maint:</u>		
TriMin Systems Maint. Agreement	23,152	23,152
Vanguard Systems (Recorder program)	7,290	7,290
Vanguard Appraisals (Assessor program)	10,275	10,583
Sitcomp Software	2,000	2,000
Subtotal of Project Costs	122,917	125,725

Name of Project/Cost	2017 Budget	2018 Budget	
5947 ESRI Contract	35,000	35,000	6268
6669 ACS New Property Tax Systems-Contract	5,000	5,000	6269
6480 Aerial Photography Project		75,000	6284
6480 Software Enhancements (GIS)	2,000	2,000	6269
6669 Vanguard (CAMA) Website	6,600	6,600	6284
6669 Permits Database	5,000	5,000	6269
6669			
Subtotal of Project Costs	53,600	128,600	

**ACCOUNTS FOR BUDGETING PURPOSES**

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Transfer to IT (EA Licenses)	5,000	5,000
Software Maintenance Contracts	42,717	43,025
Software Licensing		
Other Equipment < \$5,000	700	1,700
Other Equipment > \$5,000	74,500	76,000
	122,917	125,725

5947 Software Maintenance Contracts	35,000	35,000	6268
6270 Software Enhancements	12,000	12,000	6269
6480 Contracted Services	6,600	81,600	6284
6669 Other Equipment > \$5,000			6669
	53,600	128,600	



**Scott O. Arneson**  
County Administrator  
Goodhue County

509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001  
Fax (651) 385.3004

To: Budget Committee

From: Scott O. Arneson

Date: December 13, 2016

Re: Out of State Travel 2017

If scheduling allows, I will be attending one of the following meetings in 2017:

**National Association of Counties (NACO)**

Annual Conference, July 21-24 in Columbus, Ohio

Legislative Conference, February 25-March 1 in Washington, D.C.

**International City/County Management Association (ICMA)**

Annual Conference, October 22-25 in San Antonio, Texas

As the dates approach, I will choose the conference that works best in my calendar. The cost of the conference has been included in our 2017 budget.

**GOODHUE COUNTY BOARD OF COMMISSIONERS**

RONALD ALLEN  
1<sup>st</sup> District  
1713 Siewert Street  
Red Wing, MN 55066

BRAD ANDERSON  
2<sup>nd</sup> District  
10679 375<sup>TH</sup> St. Way  
Cannon Falls, MN 55009

DAN RECHTZIGEL  
3<sup>rd</sup> District  
1140 2<sup>nd</sup> Street  
Kenyon, MN 55946

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

TED SEIFERT  
5<sup>th</sup> District  
533 9<sup>th</sup> Street  
Red Wing, MN 55066

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# GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



**Gregory Isakson, P.E.**  
**Public Works Director**  
**County Engineer**

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

2140 Pioneer Road  
P.O. Box 404  
Red Wing, MN 55066  
PHONE 651.385.3025  
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www.co.goodhue.mn.us

TO: Scott Arneson, County Administrator  
Budget Committee

FROM: Greg Isakson, Public Works Director

RE: 20 Dec 16 Budget Committee Meeting  
**Out of State Travel 2017**

Date: 14 Dec 16

It is requested that the Budget Committee and the County Board approve Out of State Travel for the following conferences. Costs for these conferences are included in the 2017 Budget.

<u>Event</u>	<u>Estimated &amp; Budgeted</u>	<u>Dates of Event</u>
Washington Fly-In – Washington DC (Engineer + 3 Co Staff)	\$8,300	June 5 - 7, 2017 (assumed)
NACE Annual Meeting	\$1,700	April 9 - 13, 2017

## **Washington Fly-In**

Since 2002, one commissioner, our Legislative Liaison and I have attended the 'Transportation Alliance Washington Fly-In'. Our County Administrator has also attended this event many times in the past. Last year we changed up the attendance by sending a second commissioner in lieu of the County Administrator. Attending this event allows us to meet with staff members in Washington D.C., giving us the opportunity to inform them of our need for federal funds to meet our transportation needs. Our visits to Washington D.C. have enabled us to develop relationships with the staff members and to keep them informed about projects, needs and concerns. Goodhue County has received several appropriations in the past few years and will be requesting federal funds in future years therefore maintaining these relationships is very important. We generally schedule our flights one day prior to the start of the event which allows us to spend more 'one on one' time with our delegation and their staff. The cost for the Fly-In can range from approximately \$1,600 - \$2,300 per person depending on air fare, etc. The estimated cost mentioned above was included in our 2017 Conference & Training budget line item.

## **NACE Conference – Cincinnati, OH.**

I attended several NACE Conferences over the past few years and have found these national conferences very informative and an opportunity to find new approaches for managing the County's Department of Public Works from sources throughout the County. This year I would like to expose Jess Greenwood to this opportunity to learn about County Engineer management solutions discussed at the national level.

Out-of-State travel authorization is requested to attend these conferences.

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**TO:** Goodhue County Commissioners  
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**RE:** 2017 Out of State Travel

## **SURVEY**

National Council of Examiners for Engineering and Surveying (NCEES)  
Examination Policy and Procedures  
Charleston, SC January 12-14, 2017  
NCEES Budgeted item

National Council of Examiners for Engineering and Surveying (NCEES)  
Examination Professional Surveyors (write test questions for national surveying exams)  
Clemson, SC January 19-21, 2017  
NCEES Budgeted item

National Council of Examiners for Engineering and Surveying (NCEES)  
Examination Professional Surveyors (write test questions for national surveying exams)  
Clemson, SC June 22 -24, 2017  
NCEES Budgeted item

National Council of Examiners for Engineering and Surveying (NCEES)  
Annual Meeting  
Miami, Florida August 22 - 27, 2017  
NCEES/State Board Budgeted item

## **GIS**

The 2017 ESRI Developer's Conference is being held in Palm Springs, CA, March 7-10, 2017. The conference covers GIS programming and development topics including website management and applications. We estimate approximately \$3000 for staff to attend. The ESRI Users Conference is being held in San Diego, CA July 10-14, 2017. We estimate approximately \$3000 for staff to attend.