



GOODHUE COUNTY MINNESOTA

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

BOARD OF COMMISSIONERS AGENDA

COUNTY BOARD ROOM
GOVERNMENT CENTER, RED WING

JUNE 7, 2022
9:00 A.M.

VIRTUAL MEETING NOTICE

Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 a may not be practical or prudent. Therefore, meetings that are governed by the Open Meeting Law will temporarily be conducted by both in person and by telephone or other electronic means pursuant to Minn. Stat. 13D.021.

The Goodhue County Board of Commissioners will be conducting a county board meeting pursuant to this section on June 7, 2022 at 9:00 a.m. in the County Board Room. The County Administrator and/or County Attorney will be present at the meeting location.

County Commissioners may appear in person or attend by telephone or other electronic means. The public may attend in person or monitor the meeting from a remote site by logging into <https://meet.goto.com/657084253> or calling 1 866 899 4679 any time during the meeting. **Access code: 657 084 253**

PLEDGE OF ALLEGIANCE

Disclosures of Interest

Review and approve the previous board meeting minutes.

Documents:

[May 17.pdf](#)

Review and approve the county board agenda

Review and approve the following items on the consent agenda:

1. Approve Emergency Election Plan.

Documents:

[Emergency Election Plan.pdf](#)

2. Approve Renewal of 3.2% Malt Liquor Licenses.

Documents:

[3.2 Malt Liquor License Renewals.pdf](#)

3. Approve Temporary On-Sale Liquor License.

Documents:

[6.7.22 Goodhue Ag Society.pdf](#)

4. Approve the MOU with LELS #46.

Documents:

[LELS 46 MOU.pdf](#)

5. Approve the VSO Request to Fill.

Documents:

[VSORequest2Fill.pdf](#)

6. Approve the hire of the HR Generalist position.

Documents:

[HR Generalist Offer.pdf](#)

7. Approve the Mutual Aid Agreement between Goodhue County Sheriff's Office and Wabasha County Sheriff's Office Dive Teams.

Documents:

[Mutual Aid Agreement between Goodhue County Sheriffs Office and Wabasha County Sheriffs Office Dive Teams.pdf](#)

8. Approve Goodhue County Recommendation 2023 Health Plan- Family and Children.

Documents:

[Goodhue County Recommendation 2023 Health Plan - Family and Children.pdf](#)

9. Approve Solid Waste Hauler Agreement.

Documents:

[Solid Waste Delivery Agreement-LRS.pdf](#)

10. Approve WSB Agreement for Design of CSAH 2 Regrading Project.

Documents:

REGULAR AGENDA

Land Use Management Director's Report

1. Conditional Use Permit (CUP) Request for a Kennel
Request for CUP, submitted by Mark and Kim Klamfoth (owners) to establish a kennel/dog boarding facility for up to 40 dogs within an existing structure. Parcel 34.024.0501. 29645 County 5 BLVD Red Wing, MN 55066. Part of the NW ¼ of the SE ¼ of Section 24 TWP 112 Range 14 in Hay Creek Township. A-2 Zoned District.

Documents:

[CBPacket_Klamfoth.pdf](#)

Finance Director's Report

1. Request to Sell Tax Forfeited Land at a Public Sale

Documents:

[Request to sell tax forfeited land at a public sale.pdf](#)

2. Request to Sell Tax Forfeited Land at a Private Sale

Documents:

[Request to sell tax forfeited land at a private sale.pdf](#)

3. Request to Repurchase Tax Forfeited Land

Documents:

[Request to Repurchase Tax Forfeited Land.pdf](#)
[Tax Forfeiture.pdf](#)

4. GFOA Certificate of Achievement for Excellence in Financial Reporting

Documents:

[GFOA Certificate of Achievement for Excellence in Financial Reporting.pdf](#)

Public Works Director's Report

1. PUBLIC HEARING: Amend Byllesby Park Rules Ordinance 80-1.

Documents:

[Amend Byllesby Park Ordinance.pdf](#)

2. PUBLIC HEARING: Amend Cascade Canoe & Kayak Launch Rules Ordinance.

Documents:

[Amend Cascade Ordinance.pdf](#)

3. Northern Grain Belt Port Statistical Area.

Documents:

[Northern Grain Report.pdf](#)

4. CSAH 8 Park & Ride Lighting.

Documents:

[CSAH 8 Park N Ride Lighting.pdf](#)

5. Goodhue County Road Tour

Documents:

[Road Tour.pdf](#)

Sheriff's Reports

1. Emergency Operations Center Camera and Audio System

Documents:

[Emergency Operations Center Camera and Audio System.pdf](#)

County Administrator's Report

1. Personnel Policy Updates

Documents:

[Policy Board Report 06.2022.pdf](#)
[12.4 Vehicle Policy.pdf](#)
[2022 Financial Policies - Purchasing Policy Amended.pdf](#)
[Offensive Conduct - Draft.pdf](#)
[Goodhue County Civil Rights Plan \(06-01\).pdf](#)
[Tuition Reimbursement Policy DRAFT 542022 -Final.pdf](#)
[Telecommuting Policy - Draft 2022.pdf](#)
[Hiring Policy - 2022 DRAFT.pdf](#)

For Your Information

1. Water Surface Use Byllesby Ordinance

Documents:

[WaterSurfaceUseByllesbyOrdinance.pdf](#)

2. Project Status Report.

Documents:

[Project Status Report 07 Jun 22.pdf](#)

New and Old Business

County Board Committee Reports

Review & Approve County Claims

Documents:

[County Claims 6-4-22.pdf](#)

ADJOURN

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 17, 2022**

The Goodhue County Board of Commissioners met on Tuesday, May 17, 2022, at 9:00 a.m. in the County Board Room, Government Center, Red Wing, MN, with Commissioners Anderson, Majerus, and Greseth all present. C/Drotos appeared virtually from 1825 Twin Bluff Road, Red Wing. C/Flanders appeared virtually from 1121 West 4th Street, Red Wing.

C/Majerus asked for any disclosure of interest. There were none.

¹ Moved by C/Anderson, seconded by C/Majerus, and carried to approve the May 3, 2022 County Board meeting minutes.

² Moved by C/Anderson, seconded by C/Greseth, and carried to approve the May 17, 2022 County Board Agenda.

³ Moved by C/Anderson, seconded by C/Majerus, and carried to approve the following Consent Agenda:

C/Anderson thanked the Health and Human Services staff who helped evaluate the RFP plans.

1. Approve the 2022 Federal Boating Safety Supplemental Patrol Grant Agreement.
2. Approve the promotion of Janet Ferguson to the Administrative Office Manager in Court Services.
3. Approve CSAH 68 Right of Way Easements.
4. Approve the HHS Out of State Travel Requests.
5. Approve Goodhue County Recommendation 2023 Health Plan- Seniors and SNBC.
6. Approve the out of state travel request for Treatment Court Training.

COUNTY SURVEYOR'S REPORT

Byllesby Land Appraisal. The County Board passed a resolution at their October 5, 2021 meeting to sell County owned land along Lake Byllesby to the adjoining landowners. The County passed a resolution and filed a certificate with the Secretary of State in order for the potential sales to be statutorily valid. The Department of Revenue instructed staff to hire an outside appraiser to determine the land value. Staff received the appraisal valuing the land at \$2500 per acre as of December 20, 2021. The county land committee recommended adding an administrative fee to each lot of \$130.

⁴ Moved by C/Greseth, seconded by C/Anderson, and carried to approve to accept the Byllesby Land appraisal report and make it public information.

⁵ Moved by C/Anderson, seconded by C/Majerus, and carried to approve the Lake Byllesby land value at \$2500 per acre for the land sale of the County owned land to the adjacent landowners.

⁶ Moved by C/Majerus, seconded by C/Flanders, and carried to approve an administrative fee to each lot associated with the Byllesby Land, dividing the appraisal cost and 20 hours of staff time to each lot.

PUBLIC WORKS DIRECTOR'S REPORT

Transfer of Goodhue County Bench Street Landfill to the MPCA. Staff recommended the County Board approve the final documents to facilitate the Minnesota Pollution Control Agency (MPCA) to issue a 'Notice of Compliance' for the Goodhue County Landfill, (a.k.a. the Bench St. Landfill or the Red Wing Municipal Landfill) that will allow the transfer the ownership and future responsibilities for the landfill from Goodhue County to the MPCA.

⁷ Moved by C/Anderson, seconded by C/Majerus, and carried to approve authorizing the transfer of the landfill to the MPCA by approving the Landfill cleanup agreement between Goodhue County, City of Red Wing, and the Commissioner of the Minnesota Pollution Control Agency pursuant to Minn. Stat. 115B.39-115B.445.; approve the Monitoring Easement, and approve the Waiver of Claims.

SHERIFF'S REPORT

Approve the grant application submission for the Sheriff Mobile & Communications Vehicle. Staff recommended the board authorize staff to apply for the Port Security Grant for the Mobile Command and Communications Vehicle and commit to the cost share requirement of \$171,931.50 at the time of the application.

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 17, 2022**

8 Moved by C/Greseth, seconded by C/Drotos, and carried (4-1-0) with C/Majerus dissenting to approve to authorize staff to apply for the Port Security Grant for the Mobile Command and Communications Vehicle and the commitment of \$171,931.50 cost share.

COUNTY ADMINISTRATOR'S REPORT

Red Wing Ignite Funding Request. Executive Director, Stacy Nimmo, presented to the board requesting the county participate in an EDA Build to Scale grant match. The request is for \$150,000 contribution from the county and could be paid all at once or over the three-year span of the grant. This funding request is in addition to the annual funding request of \$15,000 the county provides RW Ignite.

9 Moved by C/Anderson, seconded by C/Flanders, and carried (3-2-0) with C/Majerus and C/Greseth dissenting to approve that the county participate with Red Wing Ignite in the EDA Build to Scale Grant match with a contribution of \$150,000 at a rate of \$50,000 per year beginning in 2022 with the first payment to be paid using the EDA Fund Balance and the remaining two years to be budgeted in the 2023 and 2024 EDA operating budget.

Human Resource Restructure. Administrator Arneson reviewed 4 options for the board to consider when replacing the retiring Human Resource Director. The personnel committee recommended moving forward with option 4.

10 Moved by C/Anderson, seconded by C/Majerus, and carried (4-1-0) with C/Flanders dissenting to approve option 4 of the staff report which would consist of three Human Resource Managers, one HR Generalist, one HR Specialist, and one HR Analyst.

Personnel Committee Restructure. The Personnel Committee met on May 10 to discuss the purpose of the committee moving forward in our organization. The Personnel Committee recommended the following revision to the committee's purpose: "This committee may address and study issues relating to staffing levels, departmental structure studies, labor lawsuit settlements, non-budgeted positions, new positions, positions that increase a departments FTE's, positions that result in significant grade decrease or increase, non-traditional hiring approvals, succession planning, conflicted investigations/allegations, and personnel policies. Recommendations from this committee may be forwarded to the County Board for final approval or may just provide staff feedback."

In addition, the committee recommended the following jobs, all of which have statutory authority and/or are filled by an appointment process, continue to be addressed by the Personnel Committee prior to moving forward with the replacement process: County Administrator, County Attorney, Court Services Director, Finance Director, Health & Human Service Director, Land Use Management Director, Public Works Director, Sheriff, and Veterans Service Director.

11 Moved by C/Anderson, seconded by C/Majerus, and carried to approve the following revision to the Personnel Committee's purpose:

"This committee may address and study issues relating to staffing levels, departmental structure studies, labor lawsuit settlements, non-budgeted positions, new positions, positions that increase a departments FTE's, positions that result in significant grade decrease or increase, non-traditional hiring approvals, succession planning, conflicted investigations/allegations, and personnel policies. Recommendations from this committee may be forwarded to the County Board for final approval or may just provide staff feedback."

In addition, the following jobs, all of which have statutory authority and/or are filled by an appointment process, continue to be addressed by the Personnel Committee prior to moving forward with the replacement process: County Administrator, County Attorney, Court Services Director, Finance Director, Health & Human Service Director, Land Use Management Director, Public Works Director, Sheriff, and Veterans Service Director.

COMMITTEE REPORTS:

C/Drotos	•
C/Greseth	•
C/Anderson	•

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 17, 2022**

C/Majerus	•
C/Flanders	•
Administrator Arneson	•

Review and Approve the County Claims

- ¹² Moved by C/Anderson, seconded by C/Majerus, and carried to approve to pay the County claims in the amount of 01-General Revenue \$520,635.49, 03-Public Works \$199,632.60, 11- Human Service Fund \$130,723.61, 12- GC Family Services Collaborative \$384.00, 15- County Ditch 1 \$00, 21-ISTS \$00, 25- EDA \$3,916.25, 30-Capital Improvement \$00, 31-Capital Equipment \$00, 34-Capital Equipment \$160,193.10, 35-Debt Services \$00, 40-County Ditch \$00, 61-Waste Management \$32,676.36, 62-Recycling Center \$00, 63-HHW \$00, 72-Other Agency Funds \$1.00, 81-Settlement \$2,417.34, in the total amount of \$1,050,579.75.

Adjourn

- ¹³ Moved by C/Anderson, seconded by C/Greseth, and carried to approve to adjourn the May 17, 2022, County Board Meeting.

SCOTT O. ARNESON
COUNTY ADMINISTRATOR

JASON MAJERUS, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

MINUTE

1. Approved the May 3, 2022 County Board Meeting Minutes. (Motion carried 5-0)
2. Approved the county board agenda. (Motion carried 5-0)
3. Approved the consent agenda. (Motion carried 5-0)
4. Approved the Lake Byllesby land appraisal report and made it public information. (Motion carried 5-0)
5. Approved the land value at \$2,500/acre for the Lake Byllesby land sale of the county owned land to the adjacent landowners. (Motion carried 5-0)
6. Approved the administrative fee to each lot, dividing the appraisal cost and 20 hours of staff time to each lot. (Motion carried 5-0)
7. Approved the landfill cleanup agreement between Goodhue County, City of Red Wing, and the Commissioner of the MPCA, the Monitoring Easement and the waiver of Claims. (Motion carried 5-0)
8. Approved the grant application for the Sheriff Mobil & Communications Vehicle. (Motion carried 4-1-0)
9. Approved the \$150,000 funding request for Red Wing Ignite. (Motion carried 3-2-0)
10. Approved option #4 of the staff report for the Human Resource restructure. (Motion carried 4-1-0)

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
MAY 17, 2022**

11. Approved the updated Personnel Committee Restructure. (Motion carried 5-0)
12. Approved the county claims. (Motion carried 5-0)
13. Approved to adjourn the May 3, 2022 County Board Meeting. (Motion carried 5-0)

DRAFT

GOODHUE COUNTY

ELECTION EMERGENCY PLAN

May 2022

Table of Contents

Introduction.....	1
County Election Leads Order of Succession.....	1
Alternative Worksite for County Offices.....	3
Polling Place Relocation – Prior to Election Day.....	4
Polling Place Relocation – On Election Day.....	6
City Emergency Contacts	Appendix A
Township Contacts	Appendix B
Alternative Polling Locations	Appendix C
Election Contacts for Staff	Appendix D
Media Contacts	Appendix E
Utility Contacts	Appendix F
Election Day Polling Place Emergency Procedures	Appendix G

Introduction

Nothing must interfere with the right of voters to vote free of undue delay or inconvenience. The purpose of this election emergency plan is to ensure that, in the event of an emergency impacting the election, the essential functions of an election continue. The goal is to minimize the impact on the public, and to maintain the integrity and accuracy of elections in the event of an emergency.

This elections emergency plan applies to all staff within Goodhue County and should be used as a guide by all jurisdictions conducting elections within the County. This plan should be distributed to all municipalities within Goodhue County that are responsible for election operations. This plan should operate in conjunction, but does not supersede, the encompassed municipalities' governing Continuity of Operations Plan.

County Election Leads Order of Succession

In the event an incumbent elections administrator is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision-making authority. Goodhue County has identified successors for key election officials.

The Finance Director and Finance Controller are responsible for the Elections Emergency Plan. If an event occurs that may warrant the use of the Elections Emergency Plan, it is the duty of the elections staff at the County and at the municipal level to communicate with the Finance Director. If the Finance Director cannot be reached, the Finance Controller should be contacted. The following table shows the order of succession.

Goodhue County Contacts

	Position	Successors
Name	Brian Anderson	Lucas Dahling
Title	Finance Director	Finance Controller
Office Phone	651-385-3043	651-385-3021
Mobile Phone	651-431-1389	651-347-8049
Work Email	Brian.anderson@co.goodhue.mn.us	Lucas.dahling@co.goodhue.mn.us
Personal Email		

	Position	Successors
Name	Micki O'Keefe	
Title	Accountant II	
Office Phone	651-385-3038	
Work Email	Micki.okeefe@co.goodhue.mn.us	

City Contacts

City Contacts		
Each municipality within the County has an administrative position which may or may not be the person responsible for elections. Communication with each city can be done by using this Appendix information		Appendix A

Township Contacts

Townships		
Each Township provides the county with a list of their Elected officials, including the Clerk who is responsible for election activities http://www.co.goodhue.mn.us/495/Townships		Appendix B

Neighboring Counties

Name & Title	Contact Information	
Wabasha County	Office Phone Email	651-565-2648 election@co.wabasha.mn.us
Rice County	Office Phone Email	507-332-6104 rcelections@co.rice.mn.us
Olmsted County	Office Phone Email	507-328-7650 elections@co.olmsted.mn.us
Dakota County	Office Phone Email	651-438-4305 elections@co.dakota.mn.us

Alternative Worksite for County Offices

If an emergency impacts the Goodhue County Government Center on election day or during the absentee voting period, all reasonable efforts will be made to restore the functionality of the facility. The Finance Director will assess the functionality and, if it is determined that the facility cannot be restored to functionality in a reasonable time period, will move County elections operations to the Goodhue County Public Works Building.

If County in-person absentee voting is moved to the alternative facility, the County will:

- ❑ Follow the notification procedures for polling place relocation, described below;
- ❑ Notify the Secretary of State of the new static IP address for the purposes of connecting to SVRS. If the alternative location already has the static IP address approved by the Secretary of State for connection to SVRS this is not necessary.
- ❑ Work with county IT staff to re-direct phone, email, and fax communications to the alternative facility; and
- ❑ Work with USPS, UPS, FedEx, and other package delivery services to ensure delivery of absentee materials to the alternative facility or arrange for collection of absentee materials.

Polling Place Relocation – Prior to Election Day

If an emergency makes a polling place inoperable prior to election day, the governing election official must determine if the polling place can be made operable by election day. All reasonable efforts must be made to restore the originally designated polling place. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may change or consolidate the polling location.

Steps	Checklist for Relocation of a Polling Place Prior to Election Day	Resources
1 <input type="checkbox"/>	Determine that the originally designated polling location cannot be made operational by election day	
2 <input type="checkbox"/>	Identify an alternative polling location as near to the designated polling location as possible. <ul style="list-style-type: none"> <input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities <input type="checkbox"/> Preference must be given to alternative polling locations within the precinct <input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct 	<i>Alternative Polling Places for each precinct – Appendix C</i>
3 <input type="checkbox"/>	Immediately notify the Finance Director and Secretary of State of the need to relocate a polling place and the new polling place location <ul style="list-style-type: none"> <input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen 	<i>Election Contacts for Staff – Appendix D</i>

<p>4 <input type="checkbox"/></p>	<p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> On the website of the governing municipality (if applicable); <input type="checkbox"/> On the county website; <input type="checkbox"/> Through the poll finder by updating the information in the Statewide Voter Registration System; <input type="checkbox"/> On the location for all official notices within the governing municipality; <input type="checkbox"/> To election judges within the municipality; and <input type="checkbox"/> To local media outlets with a request that the media publically announce the relocation and the reason for the relocation. 	<p><i>Media Contact List – Appendix E</i></p>
<p>5 <input type="checkbox"/></p>	<p>On Election Day, the governing election official must also post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived. <input type="checkbox"/> Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle. 	

Polling Place Relocation – On Election Day

In the case of an emergency impacting a polling place on election day, election judges should follow the Polling Place Emergency Procedures in Appendix G of this plan. The election judges will work with the governing election official to determine if the polling place can be returned to operation. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may either change or consolidate the polling location.

Steps	Checklist for Polling Place Relocation on Election Day	Resources
1 <input type="checkbox"/>	The governing election official must make a determination that the originally designated polling location cannot be made operational.	<i>Polling Place Emergency Procedures – Appendix G</i>
2 <input type="checkbox"/>	<p>The governing election official must identify an alternative polling location as near to the designated polling location as possible.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities <input type="checkbox"/> Preference must be given to alternative polling locations within the precinct <input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct 	<i>Alternative Polling Places for each precinct- Appendix C</i>
3 <input type="checkbox"/>	<p>Immediately notify the county Finance Director and secretary of state of the need to relocate a polling place and the new polling place location</p> <ul style="list-style-type: none"> <input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen 	<i>Election Contacts for Staff – Appendix D</i>

<p>4 <input type="checkbox"/></p>	<p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> On the website of the governing municipality (if applicable); <input type="checkbox"/> On the county website; <input type="checkbox"/> Through the poll finder by updating the information in the Statewide Voter Registration System; <input type="checkbox"/> On the location for all official notices within the governing municipality; <input type="checkbox"/> To election judges within the municipality; and <input type="checkbox"/> To local media outlets with a request that the media publically announce the relocation and the reason for the relocation. 	<p><i>Media Contact List – Appendix E</i></p>
<p>5 <input type="checkbox"/></p>	<p>Post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived. <input type="checkbox"/> Multiple postings may be required, and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle. 	
<p>6 <input type="checkbox"/></p>	<p>The chief local election official must determine if extension of polling place hours by one hour is necessary to accommodate voters that would have been in line at the original polling location.</p> <p>If polling place hours are extended by one hour, the chief local election official must notify the following of the extension:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Finance Director; <input type="checkbox"/> Secretary of State; <input type="checkbox"/> Election judges within the municipality; and <input type="checkbox"/> All local media outlets. 	<p><i>Election Contacts for Staff – Appendix D</i></p> <p><i>City Contact List – Appendix A</i></p> <p><i>Media Contact List – Appendix E</i></p>

APPENDIX A
Goodhue County City Contact List

Name	Phone	Email	Website
Bellechester	651-923-4093	bellechester@sleepyeyetel.net	www.bellechestermn.com
Cannon Falls	507-263-9300	njensen@cannonfallsmn.gov	www.cannonfallsmn.gov
Dennison	507-645-7732	cityofdennison@yahoo.com	www.cityofdennisonmn.com
Goodhue	651-923-4310	cityclerk@cityofgoodhue.com	www.cityofgoodhue.com
Kenyon	507-789-5604	mvahlsing@cityofkenyon.com	www.cityofkenyon.com
Lake City	651-345-5383	kschreck@ci.lake-city.mn.us	www.ci.lake-city.mn.us
Pine Island	507-356-4591	stephaniepocklington@ci.pineisland.mn.us	www.pineislandmn.com
Red Wing	651-385-3615	teri.swanson@ci.red-wing.mn.us	www.red-wing.org
Wanamingo	507-824-2477	cityadministrator@cityofwanamingo.com	www.cityofwanamingo.com
Zumbrota	507-732-7318	bgrudem@ci.zumbrota.mn.us	www.ci.zumbrota.mn.us

APPENDIX B

Goodhue County Township Contact List

Township Name	Clerk Name	Phone	Email
Belle Creek	Steve McNamara	651-380-1643	clerk@bellecreektownship.com
Belvidere	Michelle Benrud	651-301-1050	belvideretownshipmn@gmail.com
Cannon Falls	Sue Safe	651-258-4619	rsafe@sleepyeyetel.net
Cherry Grove	Peggy Burow	507-271-3472	cherrygrovetwp@gmail.com
Featherstone	Chuck Schwartau	651-258-4490	cschwart@sleepyeyetel.net
Florence	Sue Eisenmenger	651-388-0097	florencetwp1@yahoo.com
Goodhue	Brenda Hinsch	651-923-4830	goodhuetownship@gmail.com
Hay Creek	Marilyn Schilling	651-764-4860	haycreektownshipmn@gmail.com
Holden	Barb St John	507-789-5553	holdentownship@gmail.com
Kenyon	Michelle Stanke	507-412-0178	kenyon.township.mn@gmail.com
Leon	Sandy Hanson	612-309-2856	leontwpclerk258@gmail.com
Minneola	Sarah Pettit	507-319-1296	minneolatownship@gmail.com
Pine Island	David Arndt	507-356-8386	dandharndt@gmail.com
Roscoe	Sue Ecker	612-987-3123	secker@zumbrotacpa.com
Stanton	Cheryl Peters	507-263-0579	stantonclerk@gmail.com
Vasa	James Hedeem	651-380-6054	jshedeem@sleepyeyetel.net
Wacouta	Laan Dommer	651-764-2594	wacoutatownship1853@gmail.com
Wanamingo	Tamra Berg	507-789-6758	tamraberg1@gmail.com
Warsaw	Darla Frandrup	507-301-8193	warsaw.township.clerk@gmail.com
Welch	Jessica Jacobson	651-380-0050	clerkwelchtownship@gmail.com
Zumbrota	Laurie Hoernemann	507-732-5031	zbtatownship@hotmail.com

APPENDIX C
Goodhue County Current Polling Places

Precinct Name	Polling Place Name	Polling Place Address	Polling Place Number
Belle Creek Township	Belle Creek Town Hall	36500 County 7 Blvd, Goodhue, MN 55027	
Bellechester City	Goodhue County Government Center	509 W 5th Street, Red Wing, MN 55066	
Belvidere Township	Bellechester Community Center	101 1St St, Bellechester, MN 55027	
Cannon Falls Township	Cannon Falls Town Hall	30765 Clark Valley Trl, Cannon Falls, MN 55009	
Cannon Falls City W-1	Cannon Falls City Hall	918 River Rd, Cannon Falls, MN 55009	
Cannon Falls City W-2	Cannon Falls City Hall	918 River Rd, Cannon Falls, MN 55009	
Cherry Grove Township	St. Michaels Catholic Church	108 Bullis St, Kenyon, MN 55946	
Dennison City	Dennison City Hall	37622 Goodhue Ave, Dennison, MN 55018	
Featherstone Township	Featherstone Town Hall	31168 210th Ave, Red Wing, MN 55066	
Florence Township	Florence Town Hall	33915 Highway 61 Blvd, Frontenac, MN 55026	
Goodhue City	Goodhue Lions Center	105 Broadway St, Goodhue, MN 55027	
Goodhue Township	Goodhue Lions Center	105 Broadway St, Goodhue, MN 55027	
Hay Creek Township	Hay Creek Town Hall	31721 Highway 58 Blvd, Red Wing, MN 55066	
Holden Township	St. Michaels Catholic Church	108 Bullis St, Kenyon, MN 55946	
Kenyon City	Kenyon City Fire Hall	620 Centennial Dr, Kenyon, MN 55946	
Kenyon Township	St. Michaels Catholic Church	108 Bullis St, Kenyon, MN 55946	
Lake City	Valley View Assembly Of God Church	305 Grant St W, Lake City, MN 55041	
Leon Township	Leon Town Hall	38522 100Th Ave, Cannon Falls, MN 55009	
Minneola Township	Minneola Town Hall	16004 Sherwood Trl, Zumbrota, MN 55992	
Pine Island City	Pine Island Fire Hall	315 Main St S, Pine Island, MN 55963	
Pine Island Township	Pine Island Town Hall	48980 County 55 Blvd, Pine Island, MN 55963	
Red Wing City W-1 P-1	Red Wing Public Works Building	229 Tyler Rd N, Red Wing, MN 55066	
Red Wing City W-1 P-2	Red Wing Fire Station #2	4880 Moundview DR, Red Wing, MN 55066	
Red Wing City W-2 P-1	Red Wing Library	225 East Ave, Red Wing, MN 55066	
Red Wing City W-2 P-2	First Covenant Church	2302 Twin Bluff Rd, Red Wing, MN 55066	
Red Wing City W-3 P-1	Holy Family Hall Church Of St. Joseph	435 W 7th St, Red Wing, MN 55066	
Red Wing City W-3 P-2	MN State College - Southeast Tech	308 Pioneer Rd, Red Wing, MN 55066	
Red Wing City W-4 P-1	Jordan Towers II	440 West 5th St, Red Wing, MN 55066	
Red Wing City W-4 P-2	Concordia Lutheran Church	1805 Bush St, Red Wing, MN 55066	
Roscoe Township	Roscoe Town Hall	47498 150th Ave, Zumbrota, MN 55992	
Stanton Township	Stanton Town Hall	31186 40th Avenue Way, Cannon Falls, MN 55009	
Vasa Township	Vasa Town Hall	15527 Norelius Rd, Welch, MN 55089	
Wacouta Township	Wacouta Town Hall	27700 Grace Trl, Red Wing, MN 55066	
Wanamingo City	Wanamingo Community Center	401 Main St, Wanamingo, MN 55983	
Wanamingo Township	Wanamingo Town Hall	42930 County 8 Blvd, Wanamingo, MN 55983	
Warsaw Township	Warsaw Town Hall	3040 County 9 Blvd, Dennison, MN 55018	
Welch Township	Red Wing Fire Station #2	4880 Moundview DR, Red Wing, MN 55066	
Zumbrota City W-1	Zumbrota City Hall	175 West Ave, Zumbrota, MN 55992	
Zumbrota City W-2	Zumbrota City Hall	175 West Ave, Zumbrota, MN 55992	
Zumbrota Township	Zumbrota Town Hall	20991 County 4 Blvd, Zumbrota, MN 55992	

APPENDIX C
Goodhue County Alternate Polling Places

Precinct Name	Emergency Polling Locations	Emergency Polling Place Address	Emergency Polling Place Number
Belle Creek Township	No alternate reported		
Bellechester City	Goodhue County Public Works	2140 Pioneer Rd, Red Wing, MN 55066	
Belvidere Township	St. Peter's Lutheran Church	702 3rd Ave, Goodhue, MN 55027	651-923-4415
Cannon Falls Township	Our Saviours Lutheran Church	30370 Hardwood Way, Cannon Falls, MN 55009	
Cannon Falls City W-1	Cannon Falls High School	820 Minnesota St E, Cannon Falls, MN 55009	507-263-6800
Cannon Falls City W-2	Cannon Falls High School	820 Minnesota St E, Cannon Falls, MN 55009	507-263-6800
Cherry Grove Township	Goodhue County Highway Building	1005 Highway 60 Blvd, Kenyon, MN 55946	
Dennison City	Dennison Maintenance Garage	37531 Goodhue Ave, Dennison, MN 55018	
Featherstone Township	Goodhue County Public Works	2140 Pioneer Rd, Red Wing, MN 55066	
Florence Township	No alternate reported		
Goodhue City	Goodhue Public School	510 3rd Ave, Goodhue, MN 55027	651-923-4447
Goodhue Township	Goodhue Public School	510 3rd Ave, Goodhue, MN 55027	651-923-4447
Hay Creek Township	Immanuel Lutheran Church	24686 315th St, Red Wing, MN 55066	651-388-4577
Holden Township	Goodhue County Highway Building	1005 Highway 60 Blvd, Kenyon, MN 55946	
Kenyon City	Kenyon City Hall	709 2nd St, Kenyon, MN 55946	
Kenyon Township	Goodhue County Highway Building	1005 Highway 60 Blvd, Kenyon, MN 55946	
Lake City	Lake City - City Hall	205 W Center St, Lake City, MN 55041	651-345-5383
Leon Township	No alternate reported		
Minneola Township	Zumbrota Fire Department	1500 Jefferson Dr, Zumbrota, MN 55992	507-732-5511
Pine Island City	Pine Island City Hall	250 South Main St, Pine Island, MN 55963	507-356-4591
Pine Island Township	Cornerstone Baptist Church	857 Rolling View Ln SE, Pine Island, MN 55963	507-356-4306
Red Wing City W-1 P-1	Anderson Center	149 Towerview Driver, Red Wing, MN 55066	
Red Wing City W-1 P-2	Anderson Center	149 Towerview Driver, Red Wing, MN 55066	
Red Wing City W-2 P-1	Red Wing City Hall	315 W 4th St, Red Wing, MN 55066	651-385-3600
Red Wing City W-2 P-2	Twin Bluff Middle School	2120 Twin Bluff Road, Red Wing, MN 55066	
Red Wing City W-3 P-1	Twin Bluff Middle School	2120 Twin Bluff Road, Red Wing, MN 55066	
Red Wing City W-3 P-2	Red Wing High School	2451 Eagle Ridge Driver, Red Wing, MN 55066	
Red Wing City W-4 P-1	Colvill Courtyard	Nymphara Ln, Red Wing, MN 55066	
Red Wing City W-4 P-2	Red Wing High School	2451 Eagle Ridge Driver, Red Wing, MN 55066	
Roscoe Township	Stordahl Lutheran Church	15049 County 12 Blvd, Zumbrota, MN 55992	507-732-5711
Stanton Township	Riverwood Community Church Or Boy Scout Camp		
Vasa Township	Vasa Lutheran Center	15235 Norelius Rd, Welch, MN 55081	651-258-4327
Wacouta Township	Hiawatha Valley Baptist Church	27675 271st St, Red Wing, MN 55066	651-388-3248
Wanamingo City	Kenyon/Wanamingo Elementary School Gym	225 3rd Ave, Wanamingo, MN 55983	507-824-2211
Wanamingo Township	Emmanuel (Aspelund) Lutheran Church	42957 County 1 Blvd, Kenyon, MN 55946	507-824-2307
Warsaw Township	Dennison City Hall	37622 Goodhue Ave, Dennison, MN 55018	507-645-7732
Welch Township	Anderson Center	149 Towerview Driver, Red Wing, MN 55066	
Zumbrota City W-1	Zumbrota Public Library	100 West Ave, Zumbrota, MN 55992	
Zumbrota City W-2	Zumbrota Public Library	101 West Ave, Zumbrota, MN 55992	
Zumbrota Township	Hoernemann Farms	21180 County 4 Blvd, Zumbrota, MN 55992	

APPENDIX D

Election Contacts for Staff

Secretary of State

	Contact Information	
General Information, Office of the Secretary of State	Main Elections Admin. Line	(651) 215-1440
	Toll Free Election Admin Line	1 (877) 600-8683
	Election Admin. Email	elections.dept@state.mn.us
	Voter Information Line	1 (877) 600 - VOTE
David Maeda, Director of Elections	Office Phone	(651) 556-0612
	Email	David.maeda@state.mn.us

Support Information

Name & Title	Contact Information	
County Administrator <i>Scott Arneson</i>	Office Phone	651-385-3250
	Mobile Phone	651-399-3341
	Email	Scott.arneson@co.goodhue.mn.us
Chair County Board of Commissioners	Home Phone	651-923-5185
	Email	Jason.Majerus@co.goodhue.mn.us
County Emergency Manager Director <i>Josh Hanson</i>	Office Phone	651-267-2655
	Mobile Phone	651-764-0505
	Email	Josh.hanson@co.goodhue.mn.us
County Attorney <i>Stephen O'Keefe</i>	Office Phone	651-267-4950
	Mobile Phone	651-380-4934
	Email	Steve.okeefe@co.goodhue.mn.us
Sheriff's Office <i>Marty Kelly</i>	Office Phone	651-267-2621
	Mobile Phone	651-764-4854
	Email	Marty.kelly@co.goodhue.mn.us

Name & Title	Contact Information	
County IT Director <i>John Smith</i>	Office Phone	351-385-3224
	Mobile Phone	928-274-4131
	Email	John.smith@co.goodhue.mn.us
County Public Works Director Greg Isakson	Office Phone	651-385-3024
	Mobile Phone	651-764-3830
	Email	Greg.isakson@co.goodhue.mn.us

Vendor Information

Name & Title	Contact Information	
Print/Equipment Vendor <i>Seachange (Doug Sunde)</i>	Office Phone	763-586-3751
	Email	Doug.sunde@seachangemn.com
Equipment Vendor <i>ES & S (Trish Rice)</i>	Office Phone	402-689-5044
	Email	Trish.rice@essvote.com

Media Contacts

Name & Title	Contact Information	
		Appendix E

Utility Contacts

Name & Title	Contact Information	
		Appendix F

APPENDIX E

Goodhue County Media Contacts

Name	Contact	Phone #	Email
Cannon Falls Beacon	Dave Pevonka	507-263-3991	dpevonka@orourkemediagroup.com
Cannon Falls Beacon	Alec Hamilton	507-263-3991	ahamilton@orourkemediagroup.com
KCUE/KWING		651-388-7151	news@kwng.com
Kenyon Leader	Randy Rickman	507-444-2367	randy.rickman@apgsomn.com
Star Tribune		612-673-7833	
Lake City Graphic		651-345-3316	graphic@lakecitygraphic.com
News Record	Pete Grimsrud	507-732-7617	news@zumbrota.com
Republican Eagle	Anne Jacobson	651-327-0066	ajacobson@orourkemediagroup.com
Republican Eagle		507-263-3991	iorourke@orourkemediagroup.com
Post Bulletin		507-285-7700	news@postbulletin.com
Post Bulletin		507-285-7628	cblade@postbulletin.com
WCCO 4		612-330-2509	tips@wcco.com
KSTP 5		612-588-6397	newsreply@kstp.com
KAAL 6 Rochester		507-437-6666	news@kaaltv.com
FOX 9		952-946-5767 952-944-9999	fox9news@foxtv.com
KARE 11		763-797-7215	news@kare11.com
KDHL Faribault	Tom Kreutzian	507-334-0061	tom.kreutzian@townsquaremedia.com

APPENDIX F
Goodhue County Utility Providers

Bellechester

City of Bellechester (Water, Garbage, Sewer)	651-923-4093
Xcel Energy (Electric)	800-895-4999
Nuvera (Phone, Cable)	888-873-6583

Cannon Falls

Dakota Electric (Electric)	651-463-7134
Xcel Energy (Electric)	800-895-4999
City of Cannon Falls Public Works Department (Water)	507-263-4626
Minnesota Energy Resources Corp. (Natural Gas)	800-889-9508
Mediacom (Cable & Phone)	866-609-6180
HBC (Cable & Phone)	888-474-9995
Frontier (Phone)	800-921-8101 Residential 800-921-8102 Business Service

Dennison

Xcel Energy (Electric)	800-895-4999
Goodhue County Coop (Electric)	800-927-6864
Centurylink (Phone)	877-926-9797 Residential 866-388-2414 Business Service
Metronet (Phone)	507-214-0265
Northfield WiFi (Internet)	612-991-4260

Goodhue

Goodhue Gas	651-923-4310
Goodhue County Coop Electric	800-927-6864
Xcel Energy	800-895-4999
Nuvera	651-923-5002

Kenyon

Frontier (Phone)	800-921-8102
Mediacom (Cable)	800-332-0245
Xcel Energy (Electric)	800-895-4999
Goodhue County Coop (Electric)	800-927-6864
Steele-Waseca Coop Electric	800-526-3514
Kenyon Municipal Utilities (Sewer, Water, Electric, Garbage)	507-789-6415

Lake City

Lake City Utility Services (Electricity, Water, Sewer, Garbage, & Storm Water)	651-345-5383 (M-F) 651-345-4711 (After Hours)
Xcel Energy (Gas Services)	800-895-4999
Mediacom	800-332-0245
HBC	888-474-9995
Centurv Link	800-788-3500

Pine Island

Xcel Energy (Electric)	800-895-4999
Goodhue County Coop (Pine Crest) (Electric)	507-732-5117
Peoples Energy Corp. (Elk Run) (Electric)	507-367-7000
MN Energy Resources (Natural Gas)	800-889-9508
City of Pine Island (Water)	507-356-4591
Waste Management (Trash)	507-282-2420
GFL (Trash)	507-281-5850
Sunshine Sanitation (Trash)	507-285-5550
Bevcomm (Telephone/Cable/Internet)	507-356-8302

Red Wing

City of Red Wing (Water & Trash)	651-385-3600
Xcel Energy	800-895-4999
Center Point Energy (Natural Gas)	800-245-2377
Goodhue Utility Commission Natural Gas	651-923-5306
Minnesota Energy Resources (Natural Gas)	800-889-4970
Bevcomm (Phone)	715-792-2103
Century Link (Phone, Internet, TV)	800-244-1111 Residential 800-603-6000 Business
Charter Communication (Phone, Internet, TV)	877-940-7176
HBC (Phone, Internet, Video)	888-474-9995
Mediacom (Phone)	866-637-2225

Wanamingo

City of Wanamingo (Water, Sewer, Garbage)	507-824-2477
Xcel Energy (Electric)	500-955-4926 Tom Meyer Contact
Xcel Energy Dodge Center (Electric)	507-374-6410 Don McKenzie Contact
Xcel Energy Residential (Electric)	800-481-4700
Minnesota Energy (Natural Gas)	800-889-9508
Midcontinent Communication (Cable)	800-888-1300
Dish Network (Dish Cable)	507-824-2939 Nelson Electronics 800-wow-dish
Frontier (Telephone & Internet)	800-921-8101 Residential 800-921-8102 Business Service
Jaguar Communications (Internet Support)	800-824-1517 507-214-1000
MN WiFi (Internet)	507-634-WiFi Darin Steffi Contact
LTD Broadband (Internet)	507-369-6669 Becky Contact

Zumbrota

City of Zumbrota (Sewer & Water)	507-732-7318
MN Energy (Natural Gas)	800-889-9508
Xcel Energy (Electric)	800-895-4999
Zumbrota Telephone Co. (Phone)	507-732-5103
Frontier (Phone)	866-497-3059
Charter Communications (Television)	507-289-1611
Direct TV (Cable)	877-916-5137
Waste Management (Garbage)	800-223-1719

Appendix G

Election Judge Polling Place Emergency Procedures

Emergency Evacuation of the Polling Location

If a fire, a weather emergency, power outage, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

STAY CALM

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.
2. Record the public count from the Ballot Counter and the time on the Election Day Incident Log.
3. Remove the USB drive from the Ballot Counter (DS200).
 - a. Open up key compartment (on top)
 - b. Press Close Polls
 - c. Press Admin (Upper right)
 - d. Press Shutdown
 - e. As soon as the machine is down, pull the USB drive
 - f. Take the USB drive with you
4. Secure blank, non-voted ballots in the unused ballot box.
5. Keep voted ballots locked in the Ballot Box

6. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.
7. If possible, take the following items with you:
 - a. Poll Pads along with the signed oaths
 - b. Completed Voter Registration Applications
 - c. USB Drive with vote totals (if able to complete step 3)
 - d. Exit the polling place and account for all members of your election team.
 - e. As soon as you are in a secure location, call your local election official for further instructions about the voting process.

If The Polling Place Can Be Reopened:

1. Resume voting by using the auxiliary compartment of the Ballot Counter.
2. Call your local election official to advise that the polling place has reopened.
3. Support staff will be sent or called to re-install the USB drive (DS200) and assist in reestablishing normal operations.
4. DO NOT KEEP VOTERS WAITING while you restore the functionality of the ballot counter.
 - a. Immediately open the auxiliary compartment slot of the ballot box. This slot lets voters drop their ballot into the locked ballot box without being counted by the machine.
 - b. If needed, explain to voters that once the ballot counter is operating election judges will process them through the ballot counter.
 - c. After the machine is operating again, two judges should remove the ballots from the auxiliary compartment and feed them into the ballot counter.
5. Record events on the Incident Log.

If The Polling Place Cannot Be Reopened:

Contact your local election official if your polling place is unusable. Your local election official will help you determine if you need to move to a new polling place, and will assist in identifying a new polling place location. Follow the local election official's instructions regarding moving polling places and notification that must be posted to inform voters of the change in polling locations.

Emergencies Requiring Police, Fire, or Medical Response (911)

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel. If you are using facility phones, verify ahead of time whether an access code is necessary to connect to an outside phone line.

When calling 911 to report a problem or situation requiring an emergency response:

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call your local election official.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the Incident Log noting:
 - a. Time of incident
 - b. Type of problem
 - c. Name of individual(s) involved if known
 - d. Brief physical description of individual(s) involved
 - e. Brief description of the incident
7. Contact your local elections official when the situation is resolved.
8. Record the time and resolution of the situation on the Incident Log.



Brian J. Anderson
Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3040

To: County Board of Commissioners
From: Brian J. Anderson, Auditor/Treasurer
Date: June 7, 2022
RE: Renewal of 3.2% Malt Liquor Licenses 2022-2023

Discussion:

The following businesses have applied for renewal of their 3.2% Malt Liquor Licenses, which presently expire June 30, 2022. Approval of the County Board is requested. License will be issued pending approval and review of the applications by the County Sheriff and County Attorney.

<u>Applicant</u>	<u>Establishment</u>	<u>Township</u>
Timothy Weber	Cannon Falls Sportsman's Club – On Sale 32970 Oxford Mill Rd Cannon Falls, MN 55009	Stanton Township
Martin Benson	Summit Golf Club – On Sale 31286 Highway 19 Blvd Cannon Falls, MN 55009	Stanton Township
Richard Ellingson	B. Wells Bar – Off Sale 30106 Scandinavia St Frontenac, MN 55026	Florence Township

Licenses will run from July 1, 2022 through June 30, 2023

Recommendation:

Staff recommends the approval of the three 3.2% Malt Liquor Licenses as outlined.



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: County Board of Commissioners
FROM: Brian J. Anderson, Goodhue County Auditor/Treasurer
SUBJECT: Approval of Temporary On-Sale Liquor License
DATE: June 7, 2022

Discussion:

The Goodhue County Agricultural Society & Mechanics Institute would like a Temporary On-Sale Liquor License to be used August 9-13, 2022 at the Goodhue County Fairgrounds. If approved, the application will be sent to the Department of Public Safety for final approval.

Recommendation:

Staff recommends approval of the Temporary On-Sale Liquor License for the Goodhue County Agricultural Society & Mechanics Institute.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 West 4th Street
Red Wing, MN 55066

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd.
Wanamingo, MN 55983

JASON MAJERUS
4th District
39111 County 2 Blvd.
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

An Equal Opportunity Employer



Scott O. Arneson
County Administrator
Goodhue County

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

To: Goodhue County Board

Date: May 26, 2022

RE: LELS #46 Memorandum of Understanding

Attached for consideration is a Memorandum of Understanding with LELS #46. This MOU corrects the leap frogging issues which occurred with the implementation of the 2021 pay study. In addition, it corrects the step placement for Sergeant Justin Schmidt.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W 4th St.
Red Wing, MN 55066

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

An Equal Opportunity Employer

**LETTER OF UNDERSTANDING
BETWEEN
GOODHUE COUNTY
AND
LAW ENFORCEMENT LABOR SERVICES, INC. #46**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Law Enforcement Labor Services, Inc. #46 (hereinafter LELS #46).

WHEREAS, the EMPLOYER and LELS #46 are parties to a collective bargaining agreement; and

WHEREAS, the parties have negotiated and implemented a new pay plan as of December 26, 2021.

NOW, THEREFORE, the parties hereto have executed this Letter of Understanding as follows:

Pay Study

1. Based on results of the 2021 compensation study, some members of LELS #46 are making less than the employees they supervise because of the timing of the LELS #46 member's anniversary date and step increase.
2. Affected LELS #46 members are listed on the attached chart. These changes will be made effective December 25, 2021 when all LELS #46 members moved to the new pay grid.
 - a. Sergeant Benjamin Lawson's anniversary date will move from December to March.
 - b. Sergeant Justin Schmidt's anniversary date will move from December to January.
 - c. Sergeant Gerianne Grabau's anniversary date will move from August to January.
3. Sergeant Justin Schmidt was incorrectly placed on the LELS #46 pay grade when he was promoted in December, 2021. This agreement corrects his step placement and gives him back pay according to the attached chart.

Non-Precedent. It is understood that the terms of the Agreement are without precedent or prejudice to future cases or other matters. This Agreement is based upon the unique circumstances of the present matter and shall not constitute a precedent with respect to any other claim, grievance, negotiations or dispute arising between the County and the Union or any member of the bargaining unit covered by the Labor Agreement between the County and the Union.

Non-Admissibility. This Agreement shall not be admissible in any proceedings relating to a claim, grievance or dispute between the County and the Union or any member of the bargaining unit.

DURATION

This Letter of Understanding shall remain in effect until December 31, 2022.

COMPLETE AGREEMENT

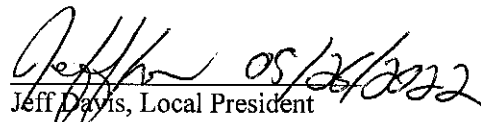
This Letter of Understanding represents the complete and total agreement between the parties regarding the leap frogging on the 2021 Pay Study.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this _____ day of _____, 2022.

County Board Chair

 5/24/2022
Jon Gates, Business Agent

Scott Arneson, Administrator

 05/24/2022
Jeff Davis, Local President

LELS #46 CHANGES
DUE TO LEAPFROGGING
EFFECTIVE 12/25/21

Sergeant Benjamin Lawson

<u>Date</u>	<u>Hourly Rate</u>	<u>Grade/Step</u>
12/10/2021	\$26.76	Gr 80.5/Step 8
12/11/2021	\$30.68	Gr 83/Step 4
12/25/2021	\$31.37	Gr 83/Step 4
12/25/2021	\$31.48	Gr 83/Step 4
3/1/2022	\$32.85	Gr 83/Step 5

Sergeant Justin Schmidt

<u>Date</u>	<u>Hourly Rate</u>	<u>Grade/Step</u>
3/1/2021	\$24.25	Gr 80.5/Step 5
12/13/2021	\$30.68	Gr 83/Step 4
12/25/2021	\$31.37	Gr 83/Step 4
12/25/2021	\$31.48	Gr 83/Step 4
1/1/2022	\$32.85	Gr 83/Step 5

Sergeant Gerianne Grabau

<u>Date</u>	<u>Hourly Rate</u>	<u>Grade/Step</u>
12/26/2020	\$28.93	Gr 80.5/Step 12
8/21/2021	\$30.68	Gr 83/Step 4
12/25/2021	\$31.37	Gr 83/Step 4
12/25/2021	\$31.48	Gr 83/Step 4
1/1/2022	\$32.85	Gr 83/Step 5



Lisa M. Hanni
Assistant County Administrator
Goodhue County

Lisa.Hanni@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3001
Fax (651) 385.3004

TO: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, Assistant County Administrator
CC: Scott Arneson, County Administrator

DATE: May 19, 2022

RE: Request to fill VSO vacancy

We received Mr. Rustad's resignation as the Goodhue County Veteran Services Officer (VSO), effective July 28, 2022. We wish him well as he returns to his teaching career.

This is one of the positions the County Board has determined to review before hiring. Due to the timing of the Board meetings, the timing of the vacancy, and the hiring process length of time, we discussed posting the position immediately with the Board Chair and Vice Chair and they agreed that we should immediately advertise for a replacement and have Board approval for the process at the June 7th, 2022 County Board meeting.

We anticipate one to two interviews for the position as we have done so in the past.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District

BRAD ANDERSON
2nd District

TODD GRESETH
3rd District

JASON MAJERUS
4th District

PAUL DROTOS
5th District



Scott O. Arneson
County Administrator
Goodhue County

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

To: Board of Commissioners

From: Scott O. Arneson

Date: June 2, 2022

Re: Request to hire HR Generalist

County Administration and Human Resources, along with the assistance of Jess Greenwood, have conducted interviews for the vacant HR Generalist position. Three individuals were interviewed and a contingent offer has been made to one candidate. The candidate is currently going through the background check process and a start date will be determined once that is complete. Based on the candidate's education and experience, staff recommends starting the candidate at Grade 84, step 6 (\$73,486.40) with a vacation rate of 8 hours per month.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W 4th St.
Red Wing, MN 55066

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

An Equal Opportunity Employer



Marty Kelly
Goodhue County Sheriff

430 West 6th Street
Red Wing, MN 55066
Office (651) 267.2600
Dispatch (651) 385.3155

TO: Goodhue County Board of Commissioners

FROM: Sheriff Marty Kelly

DATE: May 25th, 2022

SUBJECT: Approval of Mutual Aid Agreement for Goodhue County Sheriff's Office and Wabasha County Sherriff's Office Dive Teams.

Summary

The Goodhue County Sheriff's Office and the Wabasha County Sheriff's Office wish to enter into a mutual aid agreement for each respective Office to expand resources available to the citizens of the Counties. The Goodhue County Sheriff's Office Dive Team wants to provide the highest level of service. By joining together with Wabasha County we are able to expand the size and abilities of the Dive Team.

Recommendation

Approve and sign the Mutual Aid Agreement between Goodhue County Sheriff's Office and Wabasha County Sheriff's Office Dive Teams.

OFFICE OF THE GOODHUE COUNTY SHERIFF

ADULT DETENTION
CENTER
651.267.2804

CIVIL DIVISION
651.267.2601

RECORDS DIVISION
651-267-2600

EMERGENCY
MANAGEMENT
651.267.2639

EMERGENCY
COMMUNICATIONS
651.385.3155

An Equal Opportunity Employer

**GOODHUE COUNTY MULTI-JURISDICTION DIVE TEAM
MULTI-AGENCY MUTUAL AID AND PARTICIPANT AGREEMENT**

The Parties to this Agreement are the *Goodhue County Sheriff's Office (GCSO)* and the *Wabasha County Sheriff's Office (WCSSO)*.

Additional parties may join this existing Agreement by amendment, memoranda of understanding, annex, resolution or other method as required by the Party's governing authority to become member to, and agree to the provisions contained herein.

Whereas, all parties are desirous of having their respective officers, deputies and professionals extend their services beyond their respective jurisdictions for the purpose of providing assistance and enforcing the laws in emergency situations; and

Whereas, the parties hereto believe that the establishment of a procedure whereby a party to this Agreement may provide to the other party, in the event of an emergency, personnel or equipment, would be of great benefit to the public health, safety, and welfare of their citizens.

MISSION STATEMENT:

The purpose of this agreement is to provide written guidelines for the Dive Team and the specialized operations that fall under the scope of the Dive Team/Public Safety Divers, to include technical diving (ice, deep, etc.), search and recovery (evidence, body, article, etc.), swift water/flood response/rescue and training. These operations are inherently dangerous and risk factors to health are high. Often these types of dive operations are performed in less than ideal conditions. Due to the changing requirements, conditions, experience of the team and standards, this document is to be considered as a guideline for the Dive Team. The Dive Team also may be called upon to provide mutual aid to other governmental agencies or support to nongovernment organizations (NGO), private entity.

The purpose of this Agreement is to establish the governing provisions in the selection, training, equipping, activating, and use of the Goodhue County Multi Jurisdiction Dive Team.

1. DEFINITION, DIVE TEAM

The Dive/Rescue Team also referred to as Dive Team is a designated unit of law enforcement officers and specialized support personnel, including a multi-jurisdictional team, whose members are specifically recruited, selected, trained, equipped and assigned to resolve incidents involving underwater search/rescue/recovery of drowning victim(s) and/or items deemed to be of evidentiary value. The search/rescue/recovery of these person(s) or items are so hazardous, complex or unusual that they may exceed the capabilities of traditional law enforcement first responders, investigative, or recovery units.

2. DIVE TEAM MISSION

The mission of the Dive Team is to search for and rescue/recover drowning victims, items of evidence or any other item(s) deemed to be of necessity by law enforcement; by supporting the jurisdictions within Goodhue and Wabasha Counties with a specialized response to critical incidents, and to provide assistance to other agencies outside of Goodhue and Wabasha County requesting mutual aid assistance from the Dive Team. Critical incidents are defined, however not limited to, as follows: Drownings, Capsized and/or Sunken Vessels, Sunken Vehicles, Evidence Recovery.

3. COMPOSITION AND STRUCTURE:

3A. Composition of DIVE TEAM

The Dive Team is composed of the following elements:

1. Dive Team Leader
2. Assistant Dive Team Leader.
3. Divers/Tenders
4. Command and Control (Four Seasons / Water Patrol Supervisor)
5. Boat/Sonar Operators
6. Communications Unit (COMU)

3B. Structure

The ranking team member of the Dive Team is the Dive Team Leader, followed by the Assistant Dive Team Leader and then the Divers/Tenders. These positions constitute the leadership positions within the Dive Team. Dive Team members will be recommended by the Dive Team Leader and Assistant Dive Team Leader. Complete oversight of the Dive Team operations, training, and administrative functions will be accomplished by the Four Seasons / Water Patrol supervisor of the Goodhue County Sheriff's Office.

5. COMMAND AND CONTROL STRUCTURE:

The Dive Team is managed by the Goodhue County Sheriff's Office. When activated for an operation, the Dive Team Leader and Assistant Dive Team Leader (when the Four Season's Supervisor is absent) reports directly to the Incident Commander, where one has been designated, or to the on-scene supervisor. The Dive Team Leader is responsible for deployment of the Dive Team and its assets, all dive related decision-making, and the resolution of the incident.

The Dive Team Leader is subordinate to the Incident Commander only in terms of when and if the dive option will be initiated, not how it will be performed. Unless the Dive Team Leader relinquishes his control to another person outside the Dive Team, no other person, who is not in a leadership position within the Dive Team, will attempt to direct, supervise or control any element or member of the Dive Team.

For purposes of this Agreement, the Incident Commander is the ranking officer or his/her designee of the agency where the dive mission is taking place.

Team members from the various agencies assigned to the Dive Team become subordinate to the Dive Team Leader and Assistant Dive Team Leader until the ranking Dive Team member determines that the activation is over. In the absence of ranking members during operations, the next ranking member present will assume control to ensure continuity of command during operations until relieved by a more ranking Dive Team member.

6. POLICY; POLICY CONFLICT:

6A. Policy

Team members from the various agencies or as otherwise assigned to the Dive Team or otherwise member to this Agreement will comply with the provisions of their home agency's policy and procedure manual or regulating authority. Further, team members must also comply with standard operating procedures and guidelines as approved by the Dive Team or designee.

6B. Policy Conflict

In the event of a direct conflict, the policies and procedures of the member's home agency shall govern. However, the Dive Team Leader or designee shall work with the member's governing authority (CLEO, executive management, etc.) to resolve any known conflicts that exist between policies and procedures.

7. WAGES, BENEFITS, INSURANCE AND LIABILITY:

All Dive Team members, are considered on-duty by their respective agencies for all Dive Team training, actual operations, or other Dive Team related functions, when approved by the team member's respective agency. Dive Team member's wages and benefits, such as insurance, will be covered by their respective agencies at all times.

Each Dive Team member's, agency will maintain workers' compensation insurance or self-insurance coverage at all times while they are training, taking part in operations or other Dive Team functions, when approved by the team member's perspective agency pursuant to this Agreement. Each agency who is a party to this Agreement shall provide its own liability insurance for their Dive Team member(s), while they are performing all Dive Team functions in or outside of their jurisdiction, pursuant to this Agreement. Each party waives the right to sue any other party for workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

8. ACTIVATION PROCESS:

In the event that a Dive Team operation appears imminent, the following procedures will be followed:

- 1 The Dive Team Leader(s) will be notified.
- 2 The Dive Team Leader(s) shall assess the situation and determine the number of dive personnel and what equipment will be needed.
- 3 The Dive Team Leader(s) will notify dive personnel of the incident, conditions, location, time and any other pertinent information.
- 4 Dive Team Leader(s) will designate one or more team members to be the Dive Safety Officer, who is responsible for the Dive Log(s).
- 5 On scene Dive Team Leader(s) will determine the course of action(s) to be taken and create a Dive Plan of Action (DPA).
- 6 DPA will include what are the conditions surrounding the dive operation, is it safe to dive, underwater hazards/obstructions, locations to search and procedures to follow.

7 Due to the extreme hazards of underwater search and recovery, only the Dive Team Leader(s) will decide whether or not a dive will be undertaken at a dive scene. The decision to dive will be based on a risk/benefit evaluation to the divers and can be terminated at any time.

8B. ACTIVATION PROCEDURE:

A Dive Team Call Out will be requested and coordinated through the Goodhue County Dispatch Center. Once a Dive Team Call Out has been requested, the Goodhue County Dispatch Center will follow the Goodhue County Dive Team activation process.

The Dive Team **cannot** be activated without approval from at least one of the ranking team members. If this should occur, dispatch should notify the requesting individual that the Dive Team cannot be activated until a ranking member can be reached.

The ranking Dive Team member will decide if the Dive Team will respond to the requested critical incident. The decision will be made based on the Dive Team's mission statement, incident information, availability of team members, availability of team medics, and other information deemed necessary by the ranking team member.

If the decision is made **not** to respond, dispatch will notify the requesting individual of the decision, and discontinue activating the call-out list.

The Dive Team Leader or Assistant Dive Team Leader will keep a current list of Dive Team members listed on the Dive Team Call-Out List in the Goodhue County Dispatch Center. This list will be updated whenever possible of the members who are on vacation or unavailable for call-outs by the Dive Team Leader and Assistant Dive Team Leader.

9. SELECTION PROCESS:

The Sheriff, Chief of Police, Fire Chief, and other authority or their designee, from the jurisdictions covered by this Agreement will make recommendations to the Dive Team Leader for prospective team members.

The Dive Team Leader and Assistant Dive Team Leader, and the Goodhue County Sheriff will determine the acceptance of the prospective member's application. Criteria for application will be based on the following:

- a. Provide letter of interest to Four Season's Supervisor;
- b. Time in service (recommended minimum of 3 years);
- c. Satisfactory job performance in present and previous assignments;
- d. Not currently on probationary status (for new hires not promotions);
- e. Successful completion of oral interview with Four Season's Supervisor and Dive Team Leader;
- f. Satisfactory passing of the *Dive Team Swim Test*

Once accepted and assigned to the Dive Team, all operational team members, regardless of rank or position, must maintain acceptable standards of performance. All testing procedures will be outlined in a course lesson plan, including the passing requirements.

The *Dive Team Swim Test*. Dive Team members will be required to complete the Swim Test annually. Failure to meet the *Dive Team Swim Test* standard may result in the team member being placed in a temporary, non-deployable status. The Dive Team command staff and the agency to which the team member is employed by will determine this. The decision will be based for the “good of the team” including, but not limited to; the team member’s present assignment, an injury or illness that may have affected the member’s testing ability. Any team member who is unable to meet the *Dive Team Swim Test* standard may be asked to withdraw from the team.

A team member may voluntarily withdraw from the team at any time, for any reason. A team member may be removed from the team, without cause, when requested by his/her department’s administration, or when deemed necessary for the good of the team by a consensus of the leadership elements of the team and approval by Sheriff.

10. TRAINING STANDARDS:

The Dive Team will conduct training an average of one (1) day per-month and one annual two-day training. All jurisdictions of this multi-agency Agreement will make every effort to ensure participation of their team members in training and team operations. However, it is recognized that at times all team members may not be able to respond to an operation or training due to manpower issues within their respective departments.

Training Attendance Requirements. In general, attendance will be required by all Dive Team members at the annual consecutive 2-day training held at Lake Wazee in Black River Falls Wisconsin or other designated location to be a member in good standing for call outs. Under special circumstances, Dive Team members may be considered for excusability from the annual training by the Dive Team Leader and Assistant Dive Team Leader. In circumstances involving the Dive Team Leader and Assistant Dive Team Leader, the Sheriff will determine excusability. Dive Team members are required to attend at minimum 50% of the monthly trainings to be a member in good standing for call outs.

Officers and deputies assigned as Tenders and/or Boat/Sonar Operators are not expected to participate in the training set forth in this paragraph. Officers and deputies assigned as Tenders and/or Boat/Sonar Operator’s will participate in the training set forth in this paragraph when it is applicable to their duties if approved by the party that employs the officer or deputy. The Dive Team will train on appropriate subjects related to the mission of the team. All training will be documented and training records will be maintained on file.

All training will be performance oriented and Dive Team task specific. The Dive Team Leader will maintain a current list that lists the qualifications for each team individual.

The training program will also include updates on legal and training issues.

11. UNIFORM AND EQUIPMENT STANDARDS:

All members of this multi-agency agreement establishing the Dive Team, upon initial assignment to the Dive Team, will ensure their member is equipped with at minimum the following approved equipment and

DIVE TEAM Multi-Agency Agreement

individually assigned equipment; or as otherwise required as part of this agreement to support the Dive Team mission:

1. Aqualung Hazmat Public Safety MTO Drysuit with installed SLT neck ring system and polytex hood/neck seal combo;
2. Whites Thermal Fusion undergarment as approved by the Dive Team Leader or designee;
3. Whites EZ-on Dry Gloves with liners as approved by the Dive Team Leader or designee;
4. Aqua Lung 3mm Quantum Stretch shorty wetsuit (black/blue) as approved by the Dive Team Leader or designee;
5. Aqua Lung Pro QD M Public Safety Buoyancy Compensation Device (BCD);
6. OTS Guardian Full Face Mask pkg, (w/ OTS-Bud-D2 comms);
7. Apeks XTX DST (XTX50) First Stage - Yoke;
8. Suunto Zoop 3 gauge computer console (Zoop, SPG, Compass);
9. Apeks XTX50 regulator – yoke (For Pony Bottle);
10. Miniature pressure gauge (for Pony Bottle);
11. Aqua Lung Rocket Fin II;
12. (2) 80 cu ft. Aluminum cylinder;
13. (2) 19 cu ft. Aluminum cylinder;
14. Highland Pony Mount for 4.4” diameter cylinder;
15. Deep See Squeeze Lock knife or as approved by the Dive Team Leader or designee;
16. Mini Sea Snips (shears w/ sheath) or as approved by the Dive Team Leader or designee;
17. Soft lead weight (30 pounds per diver)
18. Aqua Lung Military snorkel, flex, black neoprene or as approved by the Dive Team Leader or designee;
19. Deep See Omni 1 mask, black or as approved by the Dive Team Leader or designee;
20. Aqua Lung 6.5mm Superzip Ergo Wetsuit boots or as approved by the Dive Team Leader or designee;
21. NRS Quick-change mesh duffel bag or as approved by the Dive Team Leader or designee;

22. Chest harness, safety w/ NFPA "D" Aluminum locking carabineer
23. BCD/Drysuit Hangers;
24. Windstorm Whistle;
25. Omni Swivel Gas Switch Block;
26. Bigblue AL 1200NP LED dive light w/ OTS Guardian rail, slide mount and clamps;
27. Other equipment and accessories determined necessary to maintain mission readiness as approved by the Dive Team Leader or designee.

The Dive Team Leader, Assistant Dive Team Leader will determine which equipment is appropriate for each team mission and ensure each member is properly equipped.

Dive Team members are responsible for the care, security, maintenance, serviceability and readiness of their individually and team assigned gear and equipment.

11A. Equipment Damages; General Responsibility and Liability

In regard to property that is owned by a party to this Agreement and used during a dive training or operation, each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other member for damages to or loss of its equipment, even if the damage or losses were caused wholly or partially by the negligence of any other party or its officers, employees or volunteers.

11B. Equipment - Agreement Termination; Member Separation; Possession

While this Agreement remains in effect, equipment purchased by each party will remain the property of that party. In the event that this Agreement is terminated or a party withdraws from this Agreement, the property of the withdrawing party remains the property of that party, i.e. drysuit, buoyancy compensation device (BCD), individual member equipment, etc.

12. DOCUMENTATION OF ACTIVATION:

The Dive Team Leader, Assistant Dive Team Leader (s) will ensure documentation of all activations and use of the team. The Dive Team Leader will establish and maintain a system of documentation to include a post-incident report. Documentation will provide details of the operation and pertinent information required for follow up investigators, prosecutors, etc.

13. AFTER ACTION REVIEW (AAR):

At the completion of all operations and significant training events the Dive Team Leader, Assistant Dive Team Leader (s) will conduct an AAR. The purpose of this review will be to create a forum for team members to offer information for the improvement of the team. The AAR will be formatted to develop the following information; Positive Factors, Negative Factors, and Solutions for the Negative Factors.

14. LIABILITY

14A. Definitions

- (1) "Requesting Party," means a party to this agreement that requests assistance from other parties.
- (2) "Responding Party" means a party to this agreement that provides assistance to a Requesting Party.

14B. Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

14C. Municipal tort liability

- (1) For purposes of determining total liability for damages, the Parties are considered a single governmental unit and the total liability for all Parties shall not exceed the limits on governmental liability for a single governmental unit, subject to the limits of liability under *Minnesota Statutes Chapter 466* and other applicable laws, rules, and regulations, including common law. Under no circumstances shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in *Minnesota Statutes Chapter 466* applicable to any one Party. The statutory limits of liability for some or all of the Parties may not be added together or stacked to increase the maximum amount of liability for any one Party pursuant to *Minnesota Statutes § 471.59, subd. 1a*.
- (2) The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.
- (3) The intent of this paragraph is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under *Minnesota Statutes Chapter 466*. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.
- (4) For the purposes of the *Minnesota Municipal Tort Liability Act (Minn. Stat. 466)*, the employees and officers of the Responding Party are deemed employees (as defined in *Minn. Stat. 466.01, subdivision (6)*) of the Requesting Party.
- (5) No party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

14D. Charges to the Requesting Party

No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 48 hours. If assistance provided under this agreement continues for more than 48 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 48 hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.

15. PERIODIC REVIEW OF AGREEMENT:

The Dive Team Leader will periodically review and, when necessary, update this Agreement. The Dive Team Leader will then cause this Agreement to be reviewed and approved, by signature, by the agencies participating on the multi-agency dive team.

16. MODIFICATIONS TO THE AGREEMENT

All amendments or modifications to this Agreement must be in writing and approved by all parties. Any such amendment shall be in writing and will be attached to this Agreement.

17. MINNESOTA LAW

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

18. SEVERABILITY

The provisions of this Agreement shall be severable, and if any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of the Agreement or portion thereof shall remain in full force and effect.

19. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties hereto. Except as stated in this Agreement, no party has relied on any statement, promise inducement, or representation of the other. This Agreement supersedes any and all other prior statements and agreements between the parties relating to the subject matter contained herein.

EFFECTIVE DATE:

Supersedes:

DIVE TEAM Multi-Agency Agreement

COUNTY OF GOODHUE

By _____
BOARD CHAIR

Date: _____

ATTEST:

COUNTY ADMINISTRATOR

Date: _____

ATTEST:

GOODHUE COUNTY SHERIFF

Date: _____

COUNTY OF WABASHA

DIVE TEAM Multi-Agency Agreement

[Empty signature box]

By Brian Noil
BOARD CHAIR

Date: 5/3/2022

ATTEST:

[Empty signature box]

[Signature]
COUNTY ADMINISTRATOR

Date: 5/3/22

ATTEST:

[Empty signature box]

WABASHA COUNTY SHERIFF

Date: _____



Goodhue County
Health and Human Services

426 West Avenue
Red Wing, MN 55066
(651) 385-3200 • Fax (651) 267-4882

DATE: May 31, 2022
TO: Goodhue County Board
FROM: Nina Arneson, Goodhue County Health and Human Services Director
RE: Health Plan Recommendations – Prepaid Health Care Services

BACKGROUND:

The Minnesota Department of Human Services (DHS) is required to complete a Request for Proposal (RFP) a minimum of every five years with Health Plans to seek contracts to provide prepaid health care services to eligible individuals. The three groups are

1. Senior Health Options and Senior Care Plus (MSHO an MSC+);
2. Special Needs Basic Care and Integrated Special Needs Basic Care (SNBC); and
3. **Families and Children.**

All three RFPs are being completed in Greater Minnesota in 2022 with effective dates of January 1, 2023. This memo and attachments are the recommendation for Goodhue County for # 3 from the list above. The Goodhue County Board of Commissioners already provided their recommendations for # 1 and #2 on May 17, 2022.

In reviewing the background, the Association of Minnesota Counties (AMC) and the DHS began bimonthly meetings in May of 2020 to discuss and try to resolve various concerns and questions that were raised following the last few managed care procurements. Among many things, counties conveyed a lack of clarity in how counties input was incorporated into the scoring and selection, lack of overall transparency, and recognizing there is an enormous volume of work and engagement required in the development of the RFP's and evaluation of RFP responses. As a result, counties and DHS convened many meetings to jointly draft the questions included in the statewide development of the RFPs. All counties in Greater MN were divided into five different regions. County evaluators chosen from each county independently evaluated and scored the proposals from each of the health care plans who requested a contract within that region. These county representatives and DHS then met together to review and discuss each question, and scoring for each of the proposals. Nina Arneson, Goodhue County Health and Human Services Director was the evaluator for Goodhue County.

When completed, a combined score from the region was provided to each county in addition to their own county scores. DHS is now providing counties the option to make a recommendation to DHS as to whom they would like to contract with beginning January 1, 2023.

For this time, DHS stipulated that any responder to the RFP who is currently operating MSHO, MSC+ and/or SNBC and/or Families and Children in a county will be selected to participate if they meet the minimum requirements of the RFP; additional responders may be selected to participate

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of Individuals, Families and Communities!
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based on scoring and county preferences and if the responders meet minimum requirements of the RFP. DHS also informed the counties that it does not intend to contract with only one responder in a county unless the responder meets the following criteria:

1. is currently a plan offered in the county,
2. is the highest scoring responder in this RFP for the county, and
3. is the only plan currently serving the county that meets the minimum requirements of this RFP and passes a Readiness Review.

With RFP 3, South Country Health Alliance (SCHA) meets all three DHS stipulated criteria to be recommended as a sole plan for Goodhue County for Minnesota Families and Children.

In addition, from the County reviewer's perspective, SCHA's proposal demonstrated high level of knowledge of our counties demographics, services, needs and continued commitment in working closely with our County from County Commissioners, to Care Coordinators to County residents to address said needs as well as work preventatively in our communities. SCHA also demonstrated with their answers the long history of community reinvestment and the desire to continue to work with rural providers and participants.

RECOMMENDATION:

The GCHHS Department recommends SCHA as a sole plan for Goodhue County for Families and Children.

Goodhue County Resolution

SUPPORT FOR SOUTH COUNTRY HEALTH ALLIANCE (SCHA) AS FAMILIES AND CHILDREN HEALTH PLAN

WHEREAS, the Minnesota Department of Human Services (DHS) has published a Request for Proposal (RFP) to provide healthcare services to participants in the Families and Children in Minnesota counties including in Goodhue County; and

WHEREAS, DHS has requested county evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, five entities including South Country Health Alliance (SCHA) submitted proposals to provide managed health care services in Goodhue County; and

WHEREAS, Goodhue County Health and Human Services has reviewed and evaluated the proposals; and

WHEREAS, SCHA has submitted a proposal scoring the highest by Goodhue County and is suitable to meet the needs of Goodhue County. Goodhue County desires a single source plan in Goodhue County with SCHA as our sole provider for Families and Children.

SCHA's proposal demonstrated high level of knowledge of our counties demographics, services, needs and continued commitment in working closely with our County from County Commissioners, to Care Coordinators to County residents to address said needs as well as work preventatively in our communities. SCHA also demonstrated with their answers the long history of community reinvestment and the desire to continue to work with rural providers and participants.

THEREFORE BE IT RESOLVED that the Goodhue County Board support the recommendation of Goodhue County Health and Human Services Department approving SCHA as a single source Managed Care Organization (MCO) providing managed health care services in our county.

I certify that the above resolution was adopted by the Goodhue County Board on this 7th day of June 2022.

County Recommendation 2023 Families and Children MCO Contract

Group 4

County Name: Goodhue County

Instructions

- Provide your county name in the field above.
- DHS has listed the health plans in the order that they scored in Group 4.
- Below that, your county should list which health plan(s) you recommend to receive a contract in your county.
- Below that is a space to indicate the reasons for your county's recommendation.
- Please note that RFP responses and evaluation information must be kept confidential until the managed care contracts are signed.
- You can submit this form and your county board's resolution (if your county is submitting one) to the procurement email DHS.PSD.Procurement@state.mn.us by Wednesday, June 22, 2022.

Please note the policy indicated in the Families and Children RFP "For Medical Assistance and MinnesotaCare, a minimum of two (2) MCOs will be selected in each of the 80 counties covered in this RFP."

The RFP Responders scored in this order in Group 4:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

Our county will be recommending the following health plan(s) for contracting:

1. **South Country Health Alliance (SCHA)**
- 2.
- 3.
- 4.
- 5.

We recommend this/these health plan(s) to be selected for the following reasons:

- ✓ SCHA was the highest scoring Responder of this RFP in Goodhue County by Goodhue County.
- ✓ SCHA is currently operating Families and Children in Goodhue County, and meets and/or exceeds all the minimum requirements of this RFP.
- ✓ SCHA's proposal demonstrated high level of knowledge of our counties demographics, services, needs and continued commitment in working closely with our County from County Commissioners, Care Coordinators, and County residents to address said needs as well as work preventatively in our communities. SCHA also demonstrated with their answers the long history of community reinvestment and the desire to continue working with rural providers and participants.
- ✓ The Minnesota law provides Goodhue County the authority to "elect to purchase or provide health care services on behalf of persons eligible for medical assistance who would otherwise be required to or may elect to participate in the prepaid medical assistance program [PMAP]." Id. § 256B.692, subd. 1.
- ✓ Goodhue County has followed the procedures to establish county-based purchasing for over 20 years now therefore DHS "shall not implement" a PMAP in that county "until county-based purchasing is no longer operational in that county." Id. § 256B.69, subd. 3a(c). Furthermore, DHS "must terminate" any contracts with private plans that exist in those counties within two years of approval of a CBP's proposal, although it may terminate them sooner, see id. § 256B.694.
- ✓ The Minnesota legislature thus mandated that a county providing medical assistance through CBPs is entitled to operate the single plan for medical assistance programs within the county. Goodhue County has elected to provide medical assistance through SCHA, and were approved to do so.

256B.69 PREPAID HEALTH PLANS

Subd. 3a.**County authority.**(a) The commissioner, when implementing the medical assistance prepayment program within a county, must include the county board in the process of development,

approval, and issuance of the request for proposals to provide services to eligible individuals within the proposed county. County boards must be given reasonable opportunity to make recommendations regarding the development, issuance, review of responses, and changes needed in the request for proposals. The commissioner must provide county boards the opportunity to review each proposal based on the identification of community needs under chapters 145A and 256E and county advocacy activities. If a county board finds that a proposal does not address certain community needs, the county board and commissioner shall continue efforts for improving the proposal and network prior to the approval of the contract. The county board shall make recommendations regarding the approval of local

networks and their operations to ensure adequate availability and access to covered services. The provider or health plan must respond directly to county advocates and the state prepaid medical assistance ombudsperson regarding service delivery and must be accountable to the state regarding contracts with medical assistance funds. The county board may recommend a maximum number of participating health plans after considering the size of the enrolling population; ensuring adequate access and capacity; considering the client and county administrative complexity; and considering the need to promote the viability of locally developed health plans. The county board or a single entity representing a group of county boards and the commissioner shall mutually select health plans for participation at the time of initial implementation of the prepaid medical assistance program in that county or group of counties and at the time of contract renewal. The commissioner shall also seek input for contract requirements from the county or single entity representing a group of county boards at each contract renewal and incorporate those recommendations into the contract negotiation process.

...

(c) For counties in which a prepaid medical assistance program has not been established, the commissioner shall not implement that program if a county board submits an acceptable and timely preliminary and final proposal under section 256B.692, until county-based purchasing is no longer operational in that county. For counties in which a prepaid medical assistance program is in existence on or after September 1, 1997, the commissioner must terminate contracts with health plans according to section 256B.692, subdivision 5, if the county board submits and the commissioner accepts a preliminary and final proposal according to that subdivision. The commissioner is not required to terminate contracts that begin on or after September 1, 1997, according to section 256B.692 until two years have elapsed from the date of initial enrollment.

256B.692 COUNTY-BASED PURCHASING

Subdivision 1. **In general.** County boards or groups of county boards may elect to purchase or provide health care services on behalf of persons eligible for medical assistance who would otherwise be required to or may elect to participate in the prepaid medical assistance program according to section 256B.69. Counties that elect to purchase or provide health care under this section must provide all services included in prepaid managed care programs according to section 256B.69, subdivisions 1 to 22. County-based purchasing under this section is governed by section 256B.69, unless otherwise provided for under this section.

DEFAULT ENROLLMENT ASSIGNMENT: As part of the managed care enrollment process, when a new¹ MA or MinnesotaCare recipient does not make a health plan selection, they will be enrolled into a plan that is assigned based on the enrollment default assignment logic determined by DHS. People who are currently enrolled in a health plan no longer available in their county who do not select a plan will also be assigned to a default health plan. The default is assigned at the county level. The default can be single, where only one health plan receives the default enrollment, or it can be on a rotating basis among all or some plans. The default enrollment assignment is generally established as a result of procurement and remains in place until the next procurement. Enrollees currently enrolled in a health plan still available in their counties who do not make a selection will remain enrolled in their current health plans.

¹ New is defined by not having been enrolled in managed care in the past 12 months.

Please indicate below the county's recommendation for default option:

We recommend the following default option (choose one):

Single default with <South Country Health Alliance (SCHA)> receiving default enrollment

Alternating default

We recommend this default option for the following reasons:

The same answer as above for "We recommend this/these health plan(s) to be selected for the following reasons".



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting –**CONSENT AGENDA**
Approve Solid Waste Hauler Agreement

Date: 01 Jun 22

Summary

It is requested that the County Board authorize the County Board Chair and the County Administrator to sign the attached Solid Waste Delivery Agreement.

Background

Whenever a new hauler applies for a license, they are offered the opportunity to sign our standard Solid Waste Delivery Agreement where the hauler agrees to follow our ordinance and bring all waste to Red Wing's Solid Waste Campus, and in return receives a reduced tipping fee.

Another hauler, LRS of Minnesota, LLC, has applied for a license and is interested in entering into that same agreement.

Attached is a copy of their signed agreement.

Since the City of Red Wing is a party to this agreement, their Mayor and City Administrator will also be asked to sign the agreement.

When all signatures are secured, the agreement will be submitted to the MPCA.

Alternatives

- Authorize the County Board Chair and the County Administrator to sign the additional Waste Delivery Agreement.

- Take no action.

Recommendations

It is the recommendation of staff that the Board authorize the County Board Chair and the County Administrator to sign the additional Waste Delivery Agreement.

WASTE DELIVERY AGREEMENT

THIS WASTE DELIVERY AGREEMENT ("Agreement") is made and entered into by and between the CITY OF RED WING ("Red Wing" or the "City"), GOODHUE COUNTY ("Goodhue" or the "County"); both political subdivisions of the State of Minnesota, and LRS of Minnesota, LLC, a limited liability company, with its principal place of business at 4245 Hwy 14 E. Red Wing, MN hereinafter referred to as the ("Contract Hauler"), collectively referred to as the Parties and individually as a Party. It shall become effective as provided in Section 1 herein.

RECITALS

WHEREAS, the State of Minnesota by the enactment of the Minnesota Waste Management Act, Minn. Stat. Chapter 115A and Minn. Stat. Chapter 400, has declared that it is the State's policy to improve municipal solid waste management through the separation and recovery of energy and materials from municipal solid waste and through the reduction of disposal of such waste;

WHEREAS, the City and the County desire to promote the State's municipal solid waste management policy, in part, through recovery of renewable resources from municipal solid waste at the City's resource recovery facility ("Facility") located at 1873 Bench Street, Red Wing, Minnesota 55066;

WHEREAS, the County is in the process of implementing waste designation as provided for in Minnesota law, including the negotiation of waste delivery agreements with waste haulers;

WHEREAS, Contract Hauler is licensed to operate in the City and/or County as a solid waste hauler, as desires to voluntarily enter into this Agreement governing delivery of solid waste to the Facility;

WHEREAS, the City and the County desire for all solid waste haulers to enter into voluntary agreements to deliver all Acceptable Waste generated in the County that is collected by such haulers to the Facility.

NOW THEREFORE, in consideration of the mutual promises and conditions contained herein, the Parties hereby agree as follow:

1. Implementation of this Agreement

Implementation of this Agreement is conditioned on the adoption of a Waste Designation Ordinance by Goodhue County. Should the County Waste Designation Ordinance not be implemented, this Agreement shall not go into effect.

2. Recitals

Each of the Parties hereto agrees that the Recitals set forth above are true and correct and are incorporated into this Agreement.

3. Definitions

The terms defined in this Section 3 shall, for all purposes of this Agreement have the meanings herein specified, unless the context clearly requires otherwise.

- a. "Acceptable Waste" means Mixed Municipal Solid Waste that meets the requirements of the Facility as determined by the City and consistent with City and County solid waste ordinances, but specifically excludes Unacceptable Waste.
- b. "Commercial Hauler" means any Person who owns, operates, or leases vehicles for the purpose of contracting for compensation with a Generator to collect and/or transport Mixed Municipal Solid Waste and other Solid Waste generated in the County.
- c. "Contract Hauler" means any Commercial or Self-Hauler who delivers to the Facility Acceptable Waste generated in Goodhue County and maintains a Waste Delivery Agreement with the City and County.
- d. "Contract Tip Fee" means a Tip Fee that is equal to that charged to all Contract Haulers, and is less than the Gate Tip Fee charged to haulers delivering Acceptable Waste pursuant to the County Waste Designation Ordinance.
- e. "Facility" means the City's Resource Recovery Facility located at 1873 Bench Street, Red Wing, Minnesota 55066.
- f. "Force Majeure" shall mean acts of the public enemy, wars, strikes or other labor disturbances, riots, disorders, civil disturbances, lightning, fire, storms, floods, washouts, restraints of government or judicial bodies, including restraints in the form of injunctions, orders, rules or regulations prohibiting or modifying performance of this Agreement, sabotage, explosions, governmental preemptions in connection with a national emergency, interference by or erroneous regulations imposed by civil or military authorities, and any other occurrence beyond the reasonable control of the nonperforming Party.
- g. "Gate Tip Fee" is the charge set by the City for the use of the Facility for the disposal of Acceptable Waste generated in the County.
- h. "Generator" means any Person who produces Solid Waste.
- i. "Mixed Municipal Solid Waste" (MMSW) means garbage, refuse, and other Solid Waste from residential, commercial, industrial, and community activities that the

generator of the waste aggregates for collection and that may be accepted at the Facility. MMSW also includes other Solid Waste, such as industrial solid waste and non-mixed municipal solid waste, that prior to final processing or disposal:

1. is not managed as a separate waste stream; or
2. is managed as a separate waste stream using a waste management practice that is ranked lower on the list of waste management practices in Minn. Stat. Section 115A.02(b) than the Facility.

MMSW does not include auto hulks, street sweepings, ash, mining waste, sludges, tree and agricultural wastes, lead acid batteries, and Unacceptable Waste.

- j. "Person" means any individual person, organization, business entity, or company that hauls, picks up, transports delivers, manages or generates Solid Waste in Goodhue County. Person includes, but is not limited to, Self-Haulers, Commercial Haulers, and Contract Haulers.
- k. "Self-Hauler" means a Person who does not contract with a Commercial Hauler and that collects and transports its own Solid Waste. A Commercial Hauler with two or less customers shall be considered a Self-Hauler only for purposes related to the City's Service Charge Ordinance, and the County Waste Designation Ordinance. Neither the City nor a Commercial Hauler with three or more customers shall be considered a Self-Hauler.
- l. "Service Charge" means any Solid Waste and/or environmental service charge imposed upon Generators in Goodhue County and is required to be collected by Commercial Haulers or Self-Haulers.
- m. "Solid Waste" means garbage, refuse, sludge from a water supply treatment plant or air contaminant treatment facility, and other discarded waste materials and sludges, in solid, semisolid, liquid, or contained gaseous form resulting from industrial, commercial, mining and agricultural operations, and from community activities, but does not include hazardous waste; animal waste used as fertilizer; earthen fill, boulders, rock; concrete diamond grinding and saw slurry associated with the construction, improvements, or repair of a road when deposited on the road project site in a manner that is in compliance with best management practices and rules of the agency; sewage sludge; solid or dissolved material in domestic sewage or other common pollutants in water resources, such as silt, dissolved or suspended solids in industrial wastewater effluents or discharges which are point sources subject to permits under section 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows; or source, special nuclear, or by-product material as defined by the Atomic Energy Act of 1954, as amended.

- n. "Solid Waste Ordinances" means solid waste management ordinances adopted by the City, County, and other municipalities in the County as applicable and as amended from time to time.
- o. "Unacceptable Waste" means any material described in Exhibit A, attached to and incorporated into this Agreement, and as may be amended from time to time by the City.

4. Representations of Contract Hauler

- a. The Contract Hauler is a duly organized company, validly existing and properly qualified to do business under the laws of the State of Minnesota, and is licensed to haul waste in the City and/or the County.
- b. This Agreement has been duly authorized, executed and delivered by the Contract Hauler and constitutes a binding legal obligation of the Contract Hauler that is fully enforceable in accordance with its terms and conditions.
- c. The execution, delivery and performance by the Contract Hauler of this Agreement does not and will not conflict with any other agreement or contract to which the Contract Hauler is a party.
- d. The Contract Hauler is able to deliver to the Facility all Acceptable Waste collected by it from all of its present and future customers in the County in accordance with the terms of this Agreement.

5. Obligations of Contract Hauler

- a. **Delivery of Acceptable Waste.** The Contract Hauler shall deliver all Acceptable Waste it collects within Goodhue County directly to the Facility. When delivering Acceptable Waste to the Facility, the Contract Hauler agrees to comply with Facility policies and practices.
- b. **Waste Origin.** The Parties agree that the purpose of this Agreement is to assure the delivery to the Facility all Acceptable Waste generated in Goodhue County and collected by the Contract Hauler. The Parties acknowledge that there will be times when small amounts of Acceptable Waste generated in other counties, referred to as Incidental Waste, is collected for operational and routing efficiency along with Acceptable Waste generated in Goodhue County. "Incidental Waste" shall be considered to be an amount that is less than fifty percent (50%) of the truckload in question. The Parties agree that the delivery of Incidental Waste from other counties is allowed under this Agreement and that loads containing such Incidental Waste shall be charged the Contract Tip Fee.
- c. **Acquisition or Merger.** In addition to the Acceptable Waste the Contract Hauler has agreed to deliver as described in Section 5.a., above, the Contract Hauler further agrees to deliver to the Facility all Acceptable Waste currently required by

contract or the County Designation Ordinance to be delivered to the Facility by any and all entities which the Contract Hauler acquires or with which the Contract Hauler merges or otherwise becomes affiliated during the term of this Agreement.

- d. **Unacceptable Waste.** The Contract Hauler agrees to use its best efforts to avoid delivering any Unacceptable Waste to the Facility and shall not knowingly mix any Unacceptable Waste with Acceptable Waste. If Contract Hauler is uncertain over whether a particular waste is Unacceptable, Contract Hauler shall contact the Facility to obtain guidance on whether the waste is Acceptable or Unacceptable.
- e. **Rejection of Deliveries.** The Contract Hauler may be denied entrance to the Facility if the City has a reasonable basis to believe that a vehicle contains Hazardous Waste or a significant amount of Unacceptable Waste.
- f. **Regulatory Compliance.** The Contract Hauler shall at all times operate its business in compliance with all applicable federal, state, and local laws, rules, regulations, ordinances and licenses. This includes but is not limited to collecting, transporting, delivering and disposing of waste; and billing, collecting, reporting and remitting the City Environmental Charges for solid waste collected in the City of Red Wing.

6. Responsibility for Unacceptable Waste

- a. If requested by the Facility, the Contract Hauler agrees to reload and dispose of waste deposited on the tipping floor if the waste contains Unacceptable Waste, including Acceptable Waste contaminated by Unacceptable Waste.
- b. If the Facility has reason to believe that Unacceptable Waste was delivered by the Contract Hauler, and the Contract Hauler has left the tipping floor, the Contract Hauler agrees to return and remove such Unacceptable Waste within twenty-four (24) hours of notice from the Facility, and dispose of it in accordance with all applicable federal, state and local laws. In the alternative, the Facility may properly manage such waste and charge Contract Hauler all costs of such management.
- c. The Facility has the right to reject entire or partial loads of Unacceptable Waste. The Contract Hauler shall be provided with documentation specifying the rejection and reasons therefore. All costs of reloading, removal and disposal of Unacceptable Waste shall be borne by the Contract Hauler.

7. Payment

- a. **Contract Tip Fee.** The Contract Hauler shall pay the per ton Contract Tip Fee adopted by the City for each ton of Acceptable Waste delivered to the Facility. The initial Contract Tip Fee shall be One Hundred Eight Dollars (\$108.00) per ton.

- b. **Adjustment of Contract Tip Fee.** The City shall establish the Contract Tip Fee each December to be effective the following January 1, and shall notify Contract Hauler in writing of such Contract Tip Fee amount in December. In the event of a Force Majeure event, the City may make adjustments to the Contract Tip Fee during the year.
- c. **Payment of Fees.** The Contract Hauler agrees to pay all fees established under this Agreement. The City shall invoice the Contract Hauler on a monthly basis, and the Contract Hauler shall pay the charges owed on that invoice within thirty (30) days. On any charges past due after 30 days, the Contract Hauler must pay a late fee of two percent (2%) per month of the outstanding charges.
- d. **Collection of Service Charges.** The Contract Hauler agrees to collect and remit any Service Charges that are established by the County, the City of Red Wing (including but not limited to the City Environmental Service Charge in City of Red Wing Ordinance Section 10.05), and any other municipality in Goodhue County.

8. City's Duty to Accept Waste

For the term of this Agreement, the City shall accept from the Contract Hauler all Acceptable Waste delivered by the Contract Hauler to the Facility or to such other location as the City shall specify, in accordance with the terms of this Agreement.

9. Failure to Accept Waste at Facility

If at any time the City is unable to receive all or any part of the Contract Hauler's Acceptable Waste at the Facility, then the City shall verbally notify the Contract Hauler's truck operator or dispatcher, and subsequently notify by electronic mail ("Email") Contract Hauler's designated representative identified pursuant to Section 24 of this Agreement. If the City notifies the Contract Hauler that it is unable to receive Acceptable Waste at its Facility, then the Contract Hauler shall dispose of the Acceptable Waste at another permitted solid waste management facility. All costs of such transportation and disposal shall be borne by the Contract Hauler. The City shall give verbal notice, followed by email notice, to the Contract Hauler designated representative when the Facility is able to receive Acceptable Waste again and the Contract Hauler shall promptly resume delivery of Acceptable Waste to the Facility within twenty-four (24) hours of receipt of such notice. If such notice is given, then the Contract Hauler shall promptly resume delivery of Acceptable Waste to the Facility in accordance with this Agreement.

10. Term

The initial term of the Agreement shall be for five (5) years after the date the County Waste Designation Ordinance becomes effective. The Agreement shall automatically renew for three (3) successive five (5) year terms (Renewal Terms), unless either Party provides at least sixty (60) days written notice to the other Party prior to the commencement of a Renewal Term

that the Party will not accept the Renewal Term and will allow the Agreement to terminate at the end of the then-current term.

11. Termination

- a. The City and the County may immediately terminate this Agreement if any proceeding or other action is filed by or against the Contract Hauler seeking reorganization, liquidation, dissolution, or insolvency of the Contract Hauler under any law relating to bankruptcy, insolvency or relief of debtors. The Contract Hauler shall immediately notify the City and the County in writing upon the commencement of such proceedings or other action. In such event, the City and County shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.
- b. If any Party fails to cure an Event of Default pursuant to Section 12.a, the other Party may terminate this Agreement by providing written notice to the defaulting Party.
- c. The City and the County may terminate this Agreement in the event the Facility closes permanently by giving at least sixty (60) calendar days written notice thereof to the Contract Hauler. In such event, the City and the County shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.
- d. The Contract Hauler may have sixty (60) calendar days to terminate this Agreement after the City notifies the Contract Hauler of any Contract Tip Fee increase under this Agreement, or if the County imposes a Service Charge. In such event:
 - i. The City and the County shall be entitled to receive compensation for services provided in compliance with the provisions of this Agreement, up to and including the effective date of termination.
 - ii. Upon termination, the Contract Hauler shall be subject to the County Waste Designation Ordinance and shall continue to be subject to all other Solid Waste and Service Charge Ordinances and will no longer receive the Contract Tip Fee.

12. Events of Default; Remedies

- a. **Events of Default.** Any of the following events shall constitute an Event of Default:
 - i. The failure of the Contract Hauler to deliver all Acceptable Waste to the Facility; or

- ii. Pay the Contract Tip Fee, or remit any applicable Service Charges collected by the Contract Hauler, in accordance with the terms of this Agreement; or
 - iii. The failure to perform or observe any other of the representations, covenants, agreements or conditions on the part of Parties to this Agreement, and such default shall have continued for a period of thirty (30) days after written notice thereof given by the other Party to the defaulting Party, unless the non-defaulting Party shall agree in writing to an extension of such time prior to its expiration for such longer period as reasonable diligence may require to remedy the same, with such an extension to be reasonably granted by the non-defaulting Party.
- b. **Other Remedies.** Upon the occurrence of an incurred Event of Default the non-defaulting Party may pursue any available remedy by suit at law or equity to enforce the covenants of the defaulting Party herein, including such appropriate judicial proceedings as the non-defaulting Party shall deem most effective to protect and enforce or aid in the protection and enforcement of the covenants and agreements in this Agreement. The City and County retain the right to enforce against the Contract Hauler all applicable ordinances, regulations, statutes or permits.
- c. **Manner of Exercise.** Unless otherwise stated, no remedy by the terms of this Agreement conferred upon or reserved to the Parties is intended to be exclusive of any other remedy, but each and every such remedy shall be cumulative and shall be in addition to any other remedy of the Parties given now or hereafter existing at law or in equity or by statute. The assertion or employment of any right or remedy hereunder shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.

No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power or shall be construed to be a waiver of any such Event of Default or acquiescence therein; and every such right and power may be exercised from time to time and as often as may be deemed expedient.

13. Indemnification

- a. **Indemnification of the City and the County.** The Contract Hauler agrees to defend, indemnify, and hold harmless the City and the County, their elected officials, officers, agents, attorneys, and employees (including duly authorized volunteers) from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act, or omission, of the Contract Hauler, its officers, agents, employees (including duly authorized volunteers), or contractors, or anyone whose act, or omission, any of them may be liable for in the performance of the

services required by this Agreement, and against all loss by reason of the failure of said Contract Hauler to perform fully, in any respect, all obligations under this Agreement.

- b. **No Waiver of Immunities.** Nothing in this Agreement shall constitute a waiver or diminution by the City and the County of any immunities or statutory limitation on liability as set forth in Minn. Stat. Chapter 466 or as otherwise provided by law.

14. Insurance Requirements

The Contract Hauler agrees that in order to protect itself as well as the City and the County, under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies of insurance required by the County Solid Waste Ordinance, and for those Contract Haulers also operating within the City, the City Solid Waste Ordinance as well. The City shall maintain adequate insurance for operations at its Facility.

Prior to the effective date of this Agreement, the Contract Hauler will furnish the City and the County with a current and valid proof of insurance certificate indicating insurance coverage in the amounts required by the County in its Solid Waste Ordinance, and for Contract Haulers also operating within the City, the City Solid Waste Ordinance as well. Evidence of insurance shall be provided before the effective date in Section 1. The City and the County shall be given thirty (30) days advance written notice of any changes in coverage. As a condition subsequent to this Agreement, Contract Hauler shall insure that the certificate of insurance provided to the City and the County will at all times be current. Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty (30) days notice thereof to the City and the County. If Contract Hauler's insurance is canceled or modified to be in violation of this Agreement, the City and County may immediately terminate this Agreement upon notice of such cancellation or modification without providing an opportunity for Contract Hauler to cure the breach.

The Contract Hauler agrees as a condition subsequent to increase the required insurance coverage as the liability limits in Minn. Stat. Section 466.04 increase. Nothing in this Agreement shall constitute a waiver by the City and County of any statutory limits upon liability.

15. Data Privacy

All data collected, created, received, maintained or disseminated for any purpose by the activities of the Contract Hauler because of this Agreement shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (Data Practices Act), as amended and the Rules implementing the Act now in force or as amended. The Contract Hauler is subject to the requirements of the Act and Rules and must comply with those requirements as if it is a governmental entity. The remedies contained in Minn. Stat. Section 13.08 of the Act shall also apply to Contract Hauler.

16. Record Disclosures/Monitoring

- a. Pursuant to Minn. Stat. Section 16C.05, subd. 5, the books, records, documents and accounting procedures and practices of the Contract Hauler relevant to the Agreement are subject to examination by the City and the County, and either the legislative auditor or the state auditor, as appropriate. The Contract Hauler agrees to maintain and make available these records for a period of six (6) years from the date of termination of this Agreement.
- b. At the Contract Hauler's location and upon reasonable notice, the City and County shall have the right to examine, review and audit all accounts receivable and other records of the Contract Hauler as necessary to verify the Contract Hauler's compliance with the Acceptable Waste delivery requirements hereof. The City and County will keep non-public any data they determine to be trade secret or otherwise confidential data pursuant to the Data Practices Act if Contract Hauler requests that such data be kept confidential and the City and County determine the data qualifies for such treatment pursuant to the Data Practices Act.

17. Nondiscrimination

The Contract Hauler shall comply with and be subject to the requirements and conditions contained in Minn. Stat. Chapter 364 and Minn. Stat. Section 181.59.

18. Compliance with Law

The Contract Hauler shall abide by all federal, state, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted insofar as they relate to the Contract Hauler's performance of the provisions of this Agreement. Failure to meet the requirements of this section may be cause for cancellation of the Agreement effective the date of receipt of the Notice of Cancellation. The Contract Hauler, at its own expense, shall secure and pay for all permits, fees, charges, duties, licenses, certifications, inspections, and other requirements and approvals as necessary for the execution and completion of this Agreement.

19. Firearms Prohibited

Unless specifically required by the terms of this Agreement, no provider of services pursuant to this Agreement, including but not limited to employees, agents, or subcontractors of the Contract Hauler shall carry or possess a firearm on City and County premises. Violation of this provision shall be considered a substantial breach of the Agreement; and, in addition to any other remedy available to the City and the County under law or equity.

Violation of this provision is ground for immediate suspension or termination of this Agreement.

20. Independent Contractor

Parties agree that the Contract Hauler is acting as an independent contractor under this Agreement. Neither the Contract Hauler nor its employees will at any time be construed to be employees of the City or County. The Contract Hauler is responsible for its employees' compensation, fringe benefits and all insurance coverage.

21. Successors, Subcontracting and Assignment

- a. The Contract Hauler binds itself, its partners and legal representatives to the City and the County in respect to all covenants, contracts and obligations contained in this Agreement.
- b. The Contract Hauler shall not enter into any subcontract for performance of any services contemplated under this Agreement nor novate or assign any interest in the Agreement without thirty (30) days prior written notice to the City and the County. The Contract Hauler is responsible for the performance of all subcontractors.

22. Non-Conforming Services

The acceptance by the City and the County of any non-conforming goods/services under the terms of this Agreement for the foregoing by the City and the County of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the City and the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this Agreement. The rights and remedies of the City and the County provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

23. Force Majeure

Neither Party shall be liable for any loss or damage incurred by the other Party as a result of Force Majeure, as defined herein.

24. Notices. All notices, consents and other communications required or permitted by this Agreement unless otherwise specified, are required to be in writing and shall be deemed delivered when tendered to the other Party by hand to such Party's designated representative, or, if mailed shall be deemed to have been given when dispatched by certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to the City:

Jeff Schneider
Deputy Director-Public Works
1873 Bench Street
Red Wing, MN 55066
Email: jeff.schneider@ci.red-wing.mn.us
Phone: 651-385-3672

If to the County:

WILLIE ROOT
GOODHUE COUNTY SOLID WASTE OFFICIAL
2140 PIONEER ROAD
Red Wing, MN 55066
Email: willie.root@co.goodhue.mn.us
Phone: 651-385-3107

If to the Contract Hauler:

LRS of Minnesota, LLC
Attn: David Meyer
Po Box 9273
Rochester MN 55903
Email: dmeyer@lrsrecycles.com
Phone: 507-990-3136

If a Party desires to change its designated representative, it shall notify the other Parties via the above notification provision.

25. Interpretation of Agreement; Venue

- a. The Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate State or Federal District Court in Goodhue County, Minnesota.
- b. The provisions of this Agreement are severable. If any part of this Agreement is rendered void, invalid or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

26. Entire Agreement

The written Agreement, including all attachments, represent the entire and integrated Agreement between the Parties hereto and supersede all prior negotiations, representations or contracts, either written or oral. No subsequent agreement between the City and the County and the Contract Hauler to waive or alter any of the provisions of this Agreement shall be valid unless made in the form of a written amendment signed by authorized representatives of the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year first above written.

THE CITY OF RED WING

By: _____
Mike Wilson, Mayor
City of Red Wing

(SEAL) ATTEST:

Kay Kuhlmann
Council Administrator

Teri L. Swanson
City Clerk

Approved as to form and execution this ____ day of _____, 2022

Amy E. Mace, City of Red Wing Attorney

GOODHUE COUNTY

By: _____
Jason Majerus, Chairperson
Goodhue County Board of Commissioners

(SEAL) ATTEST:

Scott Arneson
County Administrator

Approved as to form and execution this ____ day of _____, 2022

Steve O'Keefe, Goodhue County Attorney

LBS of Minnesota, LLC
(Contract Hauler)

By DJ By
Its General Manager

EXHIBIT A

Unacceptable Waste shall include but not be limited to the following:

- Hazardous Waste, as defined by Federal and State laws and/or regulations, or any other waste public authorities do not allow to be incinerated
- Explosive Waste
- Liquid Waste of any type including waste oils and antifreeze
- Radioactive Waste
- Florescent bulbs
- Animal remains
- Gasoline and flammable Liquids
- Hospital Waste, which is infectious, hazardous, inflammable or toxic; human remains
- Tires
- Large car parts
- Steel fence materials and steel banding
- Large wood items
- Construction or demolition debris or building waste.
- Pesticides, insecticides, chemicals, paint, solvents, or other toxic materials (when not normally in residential or commercial waste)
- PVC plastics (in large quantities such as waste from a plastic plant)
- Appliances, white goods, and auto, truck, utility vehicles or tractor batteries
- Furniture, mattresses, bedsprings or other large household items
- Yard and garden waste, hedge or tree trimmings
- Cathode ray tubes (televisions and computer monitors)



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385.3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting – CONSENT AGENDA
**Hire WSB Consultants to Complete the Design for the Regrading of CSAH 2
from CSAH 5 to TH 61.**

Date: 01 Jun 22

Summary

It is requested that the County Board authorize the Public Works Director to sign the attached agreement with WSB consultants to complete the design for the regrading of CSAH 2 from CSAH 5 to TH 61.

Background

The County's allocation of local funds and the adoption of the Local Option Sales Tax has significantly increased funding for County highway projects. The average programmed annual amount in this year's Five-Year Construction program is 66% larger than the average in the Five-Year Construction Program of five years ago.

The staffing levels in the Engineering Division of Public Works has not increased to match this project delivery workload increase. Grading projects require significantly more design work than a paving project. Our technician that is dedicated to highway design is assisting WSB who is designing for the grading of CSAH 1 in 2023, preparing the grading designs for bridge projects, the grading of CSAH 11 in 2025 and numerous other small projects. We simply do not have sufficient in-house staff to design a grading project which is scheduled for construction in 2024.

Staff has worked with WSB in the past and they are working on the design of CSAH 1's realignment on 100th Ave. That project has been progressing very well. WSB has delivered a quality product in the past, they have a great reputation, and we are confident that they will deliver a quality design for this grading project. A complicated design can cost up to 15% of the project amount. Their fee of \$230,734 for this design on CSAH 2 is very reasonable at less than 4% of the anticipated construction cost.

Alternatives

- Accept the proposal as negotiated with WSB.
- Take no action.

Recommendations

It is the recommendation of staff that the Board authorize the Public Works Director to sign an agreement with WSB consultants based on the attached proposal for the design of the regrading project on CSAH 2.



May 24, 2022

Mr. Greg Isakson, PE
County Engineer
Goodhue County
2140 Pioneer Road
Red Wing, MN 55066

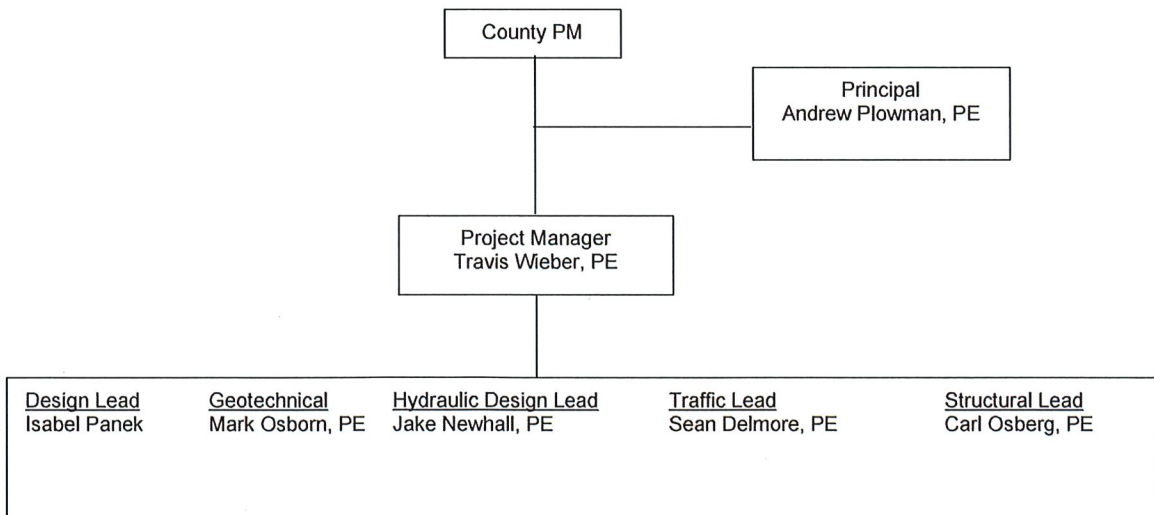
Re: CSAH 2 Reconstruction
Proposal for Engineering Services
Goodhue County, MN

Dear Mr. Isakson:

WSB is pleased to submit the enclosed proposal for Engineering Services to complete preliminary and final design of the CSAH 2 Reconstruction.

WSB is proposing a team that has worked on similar projects and have delivered those projects successfully. The project team will be led by Travis Wieber. Travis is the Vice President of Transportation at WSB and has 20 years of experience designing rural and urban highways. Travis will be assisted by Andrew Plowman. Andrew has experience with Goodhue County and will provide design ideas and aid with the public involvement coordination. The rest of the team includes individuals that have vast experience on county projects and understand how to deliver a project on-time, on-budget and of high quality.

Project Organization Chart



The proposed fee for the project is **\$230,734** and is summarized in the attached.

Below is a summary of the proposed tasks:

Task 1: Project Management

Project management is an essential task to ensure the project remains on budget and on schedule. Travis Wieber will serve as the project manager and it will be his responsibility to present options, attain consensus amongst stakeholders and keep the project on track.

Travis will provide monthly progress reports with the monthly invoices. The progress reports will include cost and schedule updates, as well as forecasting the budget as it relates to the schedule. Any additional work and/or schedule revisions will be shared with the County to ensure all parties are on the same page.

A variety of meetings will be held throughout the duration of the project. Travis and the rest of the WSB team will be responsible for setting up the meetings and locations, creating the agendas and distributing meeting minutes.

Travis will lead coordination efforts regarding the railroad crossing and connections to the MnDOT Trunk Highway.

WSB implements a comprehensive, independent Quality Assurance/Quality Control (QA/QC) process on all projects. This method closely resembles the MnDOT quality process. WSB's QA/QC process includes independent technical reviews (ITR), constructability reviews and plan review. This ensures limited comments by review agencies and less complications during construction.

Task 2: Public and Resident Involvement

It is anticipated one public open house meeting will be held for the project. WSB will prepare open house materials such as boards and layouts. These items will be shared for review with the County prior to the meeting. Comment cards will be generated prior to the meeting and summarized following the meeting by WSB.

WSB will attend up to 5 property owner meetings. WSB will bring materials related to the design and the impacts to the properties.

Task 3: Geotechnical Studies

WSB's geotechnical group will review the existing geotechnical information provided by the County. WSB will supplement the existing information with soil borings at larger structure locations and any area where soil conditions are suspect or incomplete. It is anticipated that 10 additional borings will be required. WSB will prepare a proposed boring layout that shows the anticipated borings and share that with the County prior to drilling. WSB will obtain all applicable permits and traffic control plans to complete the borings. WSB will produce a geotechnical report that includes the r-value and recommended pavement and subgrade treatments.

Task 4: Intersection Analysis

WSB will perform an ICE report for the CSAH 2 & CSAH 5 intersection. WSB will evaluate alternatives that consider realignment or a roundabout.

Task 5: Preliminary Design

WSB will develop the geometric layouts for the design of CSAH 2. This will include the preliminary profiles and construction limits. WSB will create colored layouts of the concepts to share with the County and stakeholders.

WSB will identify areas where guardrail will be required.

WSB will provide design recommendations for the concrete pavement based on the subgrade conditions and the anticipated traffic loads. Goodhue County will complete the paving plans.

WSB will review the hydraulics of the area and ensure the existing culverts can handle the anticipated storm events. They will identify if any ponding will need to be created and identify locations that are feasible.

WSB will analyze alternatives to construct the improvements and provide recommendations to the County regarding staging and traffic control.

WSB will complete a cost estimate once a preferred option and traffic control method are chosen. The cost estimate will include anticipated quantities and unit costs based on MnDOT average bid prices and WSB's past similar projects.

Task 6: Permitting & Environmental

It is anticipated an NPDES permit will be required. WSB will investigate other potential permits needed for the project and provide a log of the permits required and due dates. WSB will prepare and submit each of these permits.

WSB will facilitate a Class I cultural resource investigation. It is not anticipated that any field work will be required.

Task 7: Detail Design

WSB will develop the final design plans based on the final concept layout. The final design plans will adhere to all state aid standards. A 70%, 95% and final plan set will be made available, for review to the County.

With the final plan set, WSB will prepare a hydraulic report and pavement report. These items will accompany the other required documentation such as; state aid checklist and laboratory testing request.

WSB will lead the utility coordination process. They will follow the MnDOT utility coordination process.

WSB will complete the special provisions and the project manual for bidding the project.

Future Task: Right of Way

Although not a part of this proposal, WSB has the capabilities to provide right of way services. WSB can provide support with parcel sketches, legal descriptions, negotiation and acquisition services. We recommend discussing the right of way services once the limits are determined and it is known how many parcels will be impacted.

Key Team Members:

Travis Wieber, PE, Project Manager – Travis will serve as the project manager for the project. He has 20 years of experience on a multitude of transportation projects. He is an expert in the state aid process and developing high quality plans. Travis has earned the trust of many clients through effective communication, innovative approaches and keeping projects on-time and on-budget.

Andrew Plowman, PE, Principal – Andrew has over 21 years of experience delivering for county clients on a variety of projects. He will assist Travis with design concepts and ensure that Goodhue County standards are met.

Isabel Panek, Design Lead – Dan has over 3 years of engineering experience and has worked on several county projects including CSAH 1. She has a solid understanding of the state aid process and developing a quality plan set.

Mark Osborn, PE, Geotechnical Engineer – Mark has over 20 years of experience in the engineering field as a geotechnical engineer. He understands what is required on a state aid project and with concrete pavement projects.

Jake Newhall, PE, Hydraulics Design Lead – Jake has over 17 year of experience and has considerable experience on rural roadway projects. He has worked with this project team on many projects throughout the last several years.

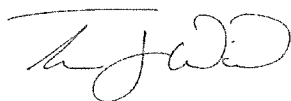
Project Examples:

CSAH 18 (Wright County): CSAH 18, located in St. Michael and Albertville, was a narrow, two-lane rural roadway with inadequate shoulders and steep side slopes. Wright County hired WSB to design a transformed roadway with a continuous center left turn lane and curb and gutter. WSB developed a modified design that implemented a design that limited the impact to adjacent properties and created a safer corridor for users. WSB led the project from preliminary design through final design and supplied construction inspection and administration for the project. The project included multi-agency, stakeholder involvement and the coordination and balancing of differing goals. Ultimately, the project was constructed on-time and below the anticipated budget.

CSAH 12 (Sherburne County): CSAH 12 which is located in Elk River serves as a parallel route to US 10 in Sherburne County. CSAH 12 is a high speed roadway with a history of safety issues and inadequate pavement. WSB was hired to develop preliminary alternatives and develop a state aid approved plan. The project included transforming the primary rural section to a combination of rural, suburban and urban design sections. The project will be constructed in 2020 and 2021.

If you have any questions about this proposal, please do not hesitate to contact me at 701-490-0550.

Sincerely,
WSB



Travis Wieber, PE
Vice President of Transportation/Project Manager

Goodhue County Land Use Management

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

Lisa M. Hanni, L.S. Director

Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106



County Surveyor / Recorder

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

To: County Board
From: Land Use Management
Meeting Date: June 7, 2022
Report date: June 1, 2022

CONSIDER: CUP Request for a Kennel

Request for a Conditional Use Permit to establish a kennel/dog boarding facility for up to 40 dogs.

Application Information:

Applicant(s): Mark and Kim Klamfoth (Owners)
Address of zoning request: 29645 County 5 BLVD, Red Wing, MN 55066
Parcel Number: 34.024.0501
Short Legal Description: Part of the NW ¼ of the SE ¼ of Section 24 Twp 112 Range 14 in Hay Creek Township
Zoning District: A2 (General Agriculture District)
Township Signature/Comments: Hay Creek Township endorsed acknowledgment of the Applicant's request noting they had no objections to the request.

Attachments and links:

Application Form and submitted project summary
Site Map(s)
May 16, 2022 Planning Commission DRAFT meeting minutes
Goodhue County Zoning Ordinance: <http://www.co.goodhue.mn.us/DocumentCenter/View/2428>

Project Summary:

The Applicants (Mark and Kim Klamfoth) are requesting a CUP to establish a 38-stall Kennel to provide daycare and boarding for up to 40 dogs on their property in Hay Creek Township. The facility would be open to the general public for large and small dog breeds. The kennel would be housed in an existing 30-foot x 50-foot shed on the property which would be remodeled to accommodate the operation. The operation would not include the breeding or sale of animals.

Property Information:

- The subject property consists of a single 12.23-acre parcel. The parcel is zoned A2 (General Agriculture District).

There is currently a dwelling and 30-foot x 50-foot accessory shed on the property. The existing shed is proposed to be remodeled to accommodate the kennel operation. No new structures are proposed for the kennel operation.
- The property is bordered by A2 zoned land on all sides. Adjacent land uses include undeveloped woodlands, low-density residential, row crops, and animal agriculture. Wells Creek meanders north to south east of the property. Approximately half of the property's acreage is classified as Shoreland and is located within a FEMA mapped floodplain.
- The accessory building proposed to be used for the kennel operation is partially located within a General Floodplain District. The accessory building appears to be elevated to approximately 795-feet (based on County GIS contours) which is one foot above the Base Flood Elevation (BFE) as required by state floodplain rules.
- Access to the site is located off of County 5 BLVD (blacktop surface) on the south side of the

property. The property is located approximately 0.15-miles east of County 2 BLVD.

- The Applicants are proposing to utilize the existing accessory structure for the kennel operation. A change-of-use building permit will be required before beginning operations. Proposed renovations to the structure include the addition of electricity, water service, sewage system, insulation, heating, and cooling systems.
- The Applicants will reside in the existing house on the property.

Kennel Operations:

- The Kennel will be open to the general public for dog daycare and boarding. The Applicants are proposing to be open year-round. Pick-up and drop-off hours will be between 7:00AM to 9:00AM and 4:00PM to 6:00PM.
- The building would contain 38 custom kennels, 16 smaller units for small breeds and 22 larger units for large breeds. A few of the large units will be able to accommodate two dogs if needed. The kennels for smaller dogs are able to be stacked and are denoted as “double decks” on the interior plan provided. The structure will also contain areas for storage, food prep, and an office area.
- The Applicants have identified two areas on an attached site plan for proposed fenced outdoor runs. One run (for smaller breeds) will be east of the existing shed and the second run (for larger breeds) will be north of the existing shed. Doors will be added to the kennel building for access directly into the runs. Ample space exists on the property for leashed nature walks.
- The indoor facility will be designed to manage noise from any barking of the dogs by adding insulation to the building walls and ceiling. Separation from nearby dwellings based on distance, topography, and vegetative cover should limit any noise concerns. The Applicants have discussed their proposal with the nearest neighbors who have not conveyed any concerns.

Employees:

- No non-resident employees are currently needed to operate the Kennel. The Applicants have indicated some non-resident employees may be needed as the business grows. After discussion at the May PAC meeting it was unanimously approved to amend the recommended condition limiting the number of outside employees and instead have the Applicants work with Environmental Health to address septic/restroom requirements if outside employees are hired in the future.

Lighting

- Exterior “garage-style exterior lighting” and “motion detector lights” are proposed to be installed on the kennel building. The Applicants have also proposed to install a security system on the property.

Traffic and Parking:

- Access to the property is off of County 5 BLVD. A paved driveway leads to the existing dwelling and will be extended to the kennel building. A parking area for 3 to 4 vehicles will be installed. There is ample room for on-site loading and off-loading. Adequate emergency vehicle access is available to service the facility.
- Pursuant to GCZO Article 11, Section 16, the Zoning Administrator has determined minimum off-street parking provisions shall be one parking space per 500 square feet of floor area. A minimum of 3 off-street parking spaces are required for this facility. Ample room exists on the property to fulfill parking requirements.

Waste Management:

- The Applicants have proposed to install a holding tank for kennel wastes west of the accessory building. Goodhue County Environmental Health Sanitarian Benjamin Hoyt discussed this proposal with the Applicants and noted that the County will require a proper permit to install the holding tank on the property. The Applicants have also proposed to compost waste and discussed this proposal with Mr. Hoyt who did not convey concerns regarding composting. No animal waste may be intermixed with the dwelling’s existing septic system.
- Solid waste disposal services will be provided locally by Lake City Disposal. Any hazardous

materials or fluids generated shall be properly disposed of.

Utilities:

- The Applicants will need to add water service to the existing structure. Water may be run from the existing dwelling or a new well may be drilled to provide potable water. Goodhue County Environmental Health will require appropriate permits for any new well installed on the property.

Signage:

- The Applicants have proposed to install one sign either near the property's entrance or on the kennel building. Two sign faces are permitted with a maximum of 32 square feet per sign face per GCZO Article 11 Section 17.
- A dog sculpture is also proposed to be installed at the property entrance which is permitted to be installed outside of the Right-of-Way.

Landscaping/Drainage:

- Stormwater will be collected and directed via roof guttering. Some of the stormwater will infiltrate naturally into the ground and the remainder will flow east toward Wells Creek. The Applicants have not proposed to change the landscaping or grade of the property.
- Fencing will be installed for the two dog runs and a privacy fence may be installed to block the view from the larger run to the driveway to minimize barking at vehicles coming to and leaving the property.

PAC Findings of Fact:

1. The proposed Kennel does not appear injurious to the use and enjoyment of properties in the immediate vicinity for uses already permitted, nor would it substantially diminish and impair property values in the immediate vicinity. Noise related to barking will be limited due to the insulation of the kennel facility and the existing separation from other dwellings. Future dwelling development is limited by the existing floodplain of Wells Creek, state-owned land east of the property, and A-2 density restrictions of one dwelling per original ¼ ¼ section.
2. The Kennel is not anticipated to impede the normal and orderly development and improvement of surrounding vacant property for uses predominant to the area. The use is proposed to meet all development standards of the Goodhue County Zoning Ordinance as well as applicable state standards. The use, as proposed, appears compatible with existing adjacent land uses.
3. A review of the Applicants' submitted project summary indicates adequate utilities, access roads, drainage, and other necessary facilities are available or will be installed to accommodate the proposed use.
4. The submitted plans identify means to provide sufficient off-street parking and loading space to serve the proposed use and meet the Goodhue County Zoning Ordinance's parking requirements.
5. The Kennel will be operated within an existing structure and proposed outdoor runs. The structure is proposed to be remodeled in a manner that will sufficiently control offensive odor, fumes, dust, noise, and vibration so that none of these will constitute a nuisance. Waste will be disposed of properly via a holding tank and/or composting. Furthermore, the Applicants' lighting plans appear capable of controlling lights in such a manner that no disturbance to neighboring properties will result.

PAC RECOMMENDATION:

The Planning Advisory Commission recommends the County Board

- adopt the staff report into the record;
- adopt the findings of fact;
- accept the application, testimony, exhibits, and other evidence presented into the record; and

APPROVE the request from Mark and Kim Klamfoth to establish a kennel/boarding facility for up to 40 dogs. Subject to the following conditions:

1. Kennel operations shall be conducted according to submitted plans, specifications, and

narrative unless modified by a condition of this CUP;

2. Kennel capacity shall not exceed 40 dogs;
3. On-street parking and loading shall be prohibited;
4. Applicants shall obtain Building Permit approvals for the accessory building change-of-use from the Goodhue County Land Use Management Department prior to establishing the use;
5. Applicants shall work with Goodhue County Environmental Health to obtain any required well and septic permits;
6. Applicants shall work with Goodhue County Environmental Health to comply with septic requirements if outside employees are hired;
7. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, Section 26, Kennels and Article 22 A2, General Agriculture District;
8. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations.

**PLANNING ADVISORY COMMISSION
GOODHUE COUNTY, MN
May 16, 2022 MEETING MINUTES
DRAFT**

The meeting of the Goodhue County Planning Advisory Commission was called to order at 6:00 PM by Chair Pro Tem Richard Miller at the Goodhue County Government Center in Red Wing

Roll Call

Commissioners Present: Richard Nystuen, Tom Gale, Darwin Fox, Howard Stenerson (arrived 6:05PM), Richard Miller, and Todd Greseth.

Commissioners Absent: Carli Stark, Marc Huneke, and Chris Buck

Staff Present: Land Use Director Lisa Hanni, Zoning Administrator Samantha Pierret, Zoning Assistant Alexandra Koberoski, and Zoning Administrative Assistant Patty Field.

1. Approval of Agenda

¹Motion by Commissioner Miller; seconded by Commissioner Gale to approve the meeting agenda.

Motion carried 5:0

2. Approval of Minutes

²Motion by Commissioner Gale; seconded by Commissioner Nystuen to approve the previous month's meeting minutes.

Motion carried 5:0

3. Conflict/Disclosure of Interest

There were no reported conflicts/disclosures of interest.

5. Public Hearings

PUBLIC HEARING: CUP Request for Kennel

Request for CUP, submitted by Mark and Kim Klamfoth (owners) to establish a kennel/dog boarding facility for up to 40 dogs within an existing structure. Parcel 34.024.0501. 29645 County 5 BLVD Red Wing, MN 55066. Part of the NW ¼ of the SE ¼ of Section 24 TWP 112 Range 14 in Hay Creek Township. A-2 Zoned District.

Pierret presented the staff report and attachments.

**PLANNING ADVISORY COMMISSION
GOODHUE COUNTY, MN
May 16, 2022 MEETING MINUTES
DRAFT**

Commissioner Nystuen asked what happens if they get a groomer or trainer and that puts them over the limit of 2 employees? Does the permit have to go back to the Planning Commission to get approval for more employees?

Pierret stated that yes, they would need to get CUP Amendment approval.

Commissioner Miller stated that a groomer or trainer would probably not be an employee, but a vendor.

Hanni stated that the number of employees is used for septic facility calculations and is indicative of the traffic coming through.

Commissioner Stenerson stated that things change where they may have more employees. Not sure why the number of employees is limited. The limit should be based off of the number of animals. That is how they do it on Feedlots.

Hanni stated employee numbers are used to account for traffic and septic needs.

Commissioner Stenerson stated that we are already limiting the number of animals, and that will have a direct effect on the number of employees needed.

Hanni stated we can add a condition that the Applicants need to work with Environmental Health if outside employees are hired.

Commissioner Stenerson said that since they are working with the public, it might be wise to think about what to do if a customer needs to use the restroom.

Chair Pro Tem Miller Opened the Public Hearing

Bradley Meyer (29400 County 2 Blvd. Red Wing) expressed concern regarding the structure being in a floodplain. He questioned where the dogs would go if there were 2 feet of water due to flooding?

Commissioner Stenerson stated staff checked the wetland and floodplain issues, and verified that the structure was elevated to the proper height.

Pierret confirmed staff used GIS contours to verify the structure was elevated at least one foot over the Base Flood Elevation. .

Commissioner Stenerson asked about the proposed holding tank and impacts a flood could have.

Pierret stated that the tank will be permitted by Environmental Health. They are proposing to install the tank outside of the floodplain and shoreland area.

PLANNING ADVISORY COMMISSION
GOODHUE COUNTY, MN
May 16, 2022 MEETING MINUTES
DRAFT

Commissioner Nystuen asked if fill had been brought in to get the structure height up to 795-feet?

Pierret stated this is an existing structure and it did not appear there was any fill brought in to elevate the building when it was constructed.

Bradley Meyer questioned the potential for noise. He stated he also has 2 silos that are at a higher elevation than this building and he had to have flood insurance.

Commissioner Miller stated that the noise impacts appear to be addressed in the proposal. Noise issues can be addressed in the future if there are problems.

Kim Klamfoth (Applicant) stated that she is not certain on the number of employees needed for the operation. The employees will probably be part-time, high school students. Her husband, daughter, and herself will live on the property and operate the kennel.

Commissioner Miller asked if striking the number of employees condition would be a problem for her?

Kim Klamfoth stated no.

Commissioner Stenerson asked how they are dealing with the traffic? How often will people be there?

Kim Klamfoth stated that the drop off and pick up times will be limited to two hours in the morning and two hours in the evening. There will be 3 parking spots and extra concrete to park on if needed. Maximum time to drop off or pick up a dog should be 10 minutes. There is ample room on the property so that no traffic backups would be expected.

Commissioner Stenerson asked if the business will be a daycare or boarding for owners on vacation.

Kim Klamfoth stated both.

After Chair Pro Tem Miller called three times for comments it was moved by Commissioner Fox and seconded by Commissioner Nystuen to close the Public Hearing.

Motion carried 6:0

**PLANNING ADVISORY COMMISSION
GOODHUE COUNTY, MN
May 16, 2022 MEETING MINUTES
DRAFT**

Commissioner Fox said that the number of employees condition should be removed. He doesn't want future temporary or permanent employee arrangements to affect the operation of the kennel.

Commissioner Stenerson asked staff if there are any suggestions of the wording to replace the condition on the number of employees.

Hanni stated that if the PAC gave staff a general idea of the wording, staff can work with Ben Hoyt in Environmental Health to put something together before the County Board meeting.

It was moved by Commissioner Stenerson and seconded by Commissioner Fox for the Planning Advisory Commission to:

- adopt the staff report into the record;
- adopt the findings of fact;
- accept the application, testimony, exhibits, and other evidence presented into the record; and

Recommend that the County Board of Commissioners **APPROVE** the request from Mark and Kim Klamfoth (owners) to establish a kennel/dog boarding facility for up to 40 dogs. Subject to the following conditions:

1. Kennel operations shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP;
2. Kennel capacity shall not exceed 40 dogs;
3. On-street parking and loading shall be prohibited;
4. Applicants shall obtain Building Permit approvals for the accessory building change-of-use from the Goodhue County Land Use Management Department prior to establishing the use;
5. Applicants shall work with Goodhue County Environmental Health to obtain any required well and septic permits;
6. Applicants shall work with Goodhue County Environmental Health to comply with septic requirements if outside employees are hired;
7. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, Section 26, Kennels and Article 22 A2, General Agriculture District;
8. Compliance with all necessary state and federal registrations, permits, licensing, and regulations.

Motion carried 6:0

Other Discussion

Commissioner Gale questioned whether the PAC was requiring the Applicants to install restroom facilities under the new condition.

**PLANNING ADVISORY COMMISSION
GOODHUE COUNTY, MN
May 16, 2022 MEETING MINUTES
DRAFT**

Commissioner Stenerson stated the Applicants will not be required to install bathroom facilities at this time but if their business changes in the future this condition will account for any necessary septic requirements.

Hanni stated staff will work with Ben Hoyt with Environmental Health on this matter. At this time staff is not sure if there are specific restrictions regarding outside employees and restroom facilities.

⁵ADJOURN: Motion by Commissioner Greseth and seconded by Commissioner Nystuen to adjourn the Planning Commission Meeting at 6:37 p.m.

Motion carried 6:0

Respectfully Submitted,

Patty Field, Zoning Administrative Assistant

MOTIONS

¹APPROVE the PAC meeting agenda.

Motion carried 5:0

²APPROVE the previous month's meeting minutes.

Motion carried 5:0

³Motion to close the Public Hearing

Motion carried 6:0

⁴Recommend the County Board of Commissioners APPROVE the request for Kennel/Dog Boarding Facility.

Motion carried 6:0

⁵ADJOURN. Motion to adjourn the meeting

Motion carried 6:0

UNOFFICIAL UNTIL APPROVED BY THE PAC

GOODHUE COUNTY CONDITIONAL/INTERIM USE PERMIT APPLICATION

Parcel # 340240501

Permit# 22-0024

PROPERTY OWNER INFORMATION

Last Name Klamfoth

First Mark and Kim

Email:

Street Address 29645 County 5 Blvd.

Phone:

City Red Wing

State MN

Zip 55066

Attach Legal Description as Exhibit "A"

Authorized Agent

Phone

Mailing Address of Landowner:

Mailing Address of Agent:

PROJECT INFORMATION

Site Address (if different than above):

Lot Size 12 + acres

Structure Dimensions (if applicable) 30 x 50 existing shed

What is the conditional/interim use permit request for? Dog Boarding and Daycare Facility

Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized
There is a higher demand for this service with not enough places offering it.
Our location is perfect due to it's convenience and seclusion.
Additional 19 questions answered on attached document.

DISCLAIMER AND PROPERTY OWNER SIGNATURE

I hereby swear and affirm that the information supplied to Goodhue County Land Use Management Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant in applying for this variance is inaccurate or untrue. I hereby give authorization for the above mentioned agent to represent me and my property in the above mentioned matter.

Signature of Landowner:

Mark Klamfoth

Date

4.12.2022

Signature of Agent Authorized by Agent:

TOWNSHIP INFORMATION

Township Zoning Permit Attached? If no please have township complete below:

By signing this form, the Township acknowledges being made aware of the request stated above. In no way does signing this application indicate the Township's official approval or denial of the request.

Signature

Susan Crutney

Title

Chairman

Date

4/13/2022

Comments:

no objections

COUNTY SECTION

COUNTY FEE \$350

RECEIPT # 17578

DATE PAID 4-20-22

Applicant requests a CUP/IUP pursuant to Article ___ Section ___ Subdivision ___ of the Goodhue County Zoning Ordinance

What is the formal wording of the request?

Shoreland

Lake/Stream Name

Zoning District

Date Received

Date of Public Hearing

DNR Notice

City Notice

Action Taken: Approve

Deny

Conditions:

APR 20 2022

Land Use Management

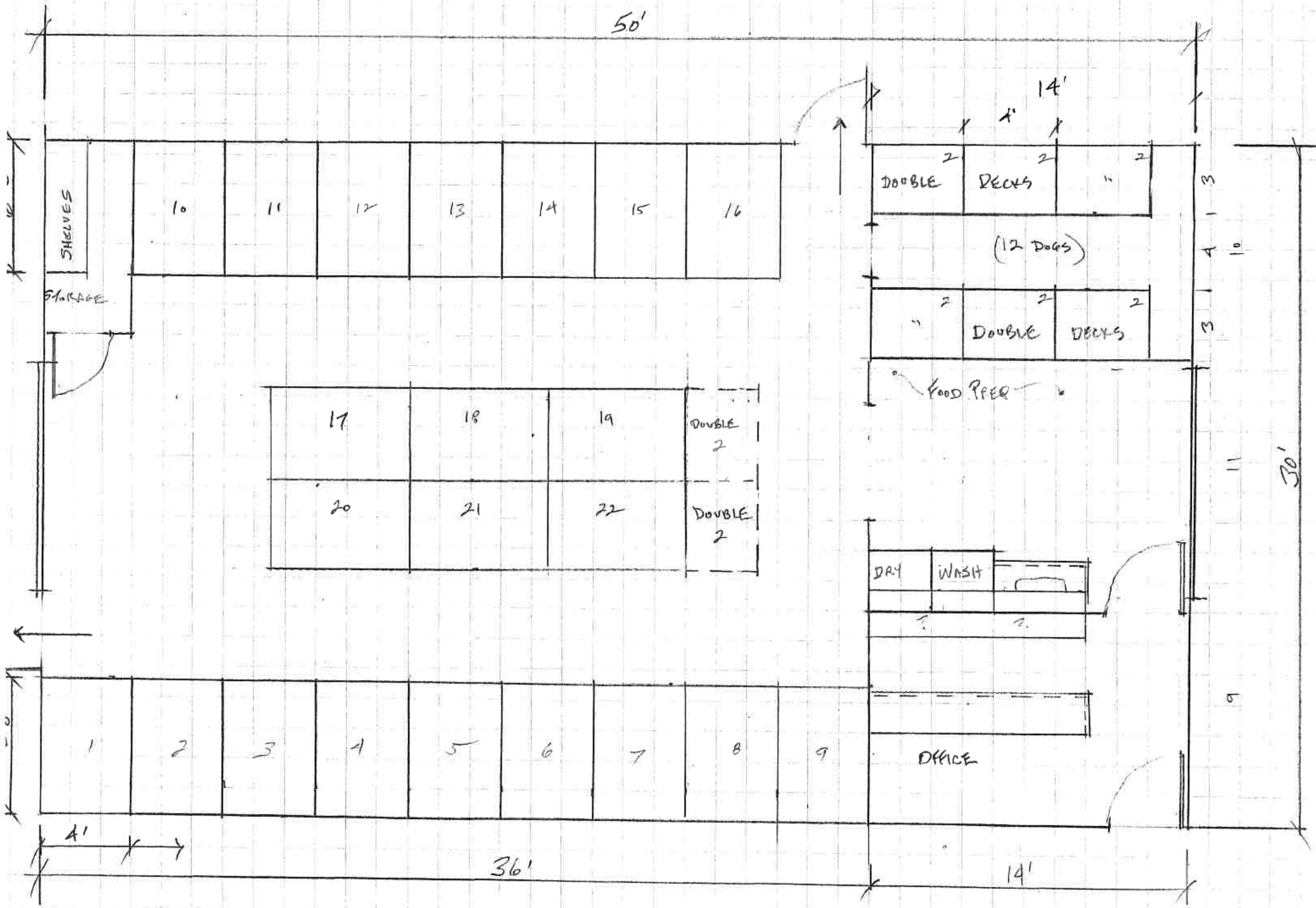
PROJECT SUMMARY

Mark and Kim Klamfoth

(Answers to questions 1 – 19)

1. To establish a safe and clean environment for dog daycare and boarding for up to forty dogs(both large and small breeds). Owner/Manager of the business will live on-site in the existing home on the property.
2. Would like to use the existing 30' x 50' shed and update it to accommodate proper heating/cooling/electrical/water and sewage systems. We would like to add separate fenced areas for large and small dogs to provide fresh air and exercise.
3. No non-resident employees are needed to operate the kennel. As business grows, we anticipate adding a couple of part time workers.
4. Services will be available 365 days/year, except for planned vacations.
Proposed pick up and drop off hours: 7:00 – 9:00 a.m. and 4:00 – 6:00 p.m.
5. 40 Dogs
6. Access to the site is located off County 5 on the south side of the property. A long driveway leads to the existing shed to minimize congestion on the highway.
7. There is ample parking space to accommodate 3 or 4 vehicles directly in front of the facility. The driveway is paved.
8. Weekly solid waste disposal services provided by Lake City Disposal.
9. A permanent water source will be available in the kennel. (This needs to be added).
A separate holding tank will be installed to collect kennel wastes. We would also like to take advantage of the composting opportunity the waste will offer.
10. We will add garage style exterior lighting and motion detector lights to the facility.
11. We would like to install a custom-made dog sculpture to provide the business landmark near the property's entrance. We also propose a sign with the business name either at the entrance of the property or on the actual kennel facility.
12. To be determined. Nothing exists now.
13. If dogs are outside, they will either be in the fenced air yards or leashed if on a nature walk. Motion detector lights will be on the outside of the building. We propose installing a security system too, which would include an alarm notifying us of someone driving on the property. We will have a backup generator and fire extinguishers available.
14. Accessibility is available via the driveway. The kennel itself has large overhead doors on both the front and back. It also has a regular exterior door entrance.
15. Barking noise will be minimized since kennels are located indoors with proposed added, extra insulation in the walls and the ceiling. Outdoor air yards will be located to the back of the property with no neighbors and to the side, adjacent to the woods. Dog waste will be picked up on a daily basis, both indoors and outdoors. In addition to HVAC requirements, we anticipate adding an air exchanger to mitigate odor and germs.

16. None required.
17. Storm water will be collected and directed via roof guttering and will infiltrate naturally into the ground.
18. N/A
19. We have spoken to many residents in the surrounding area, and they have expressed a true need for this service. There aren't enough facilities to accommodate the demand.



16 Small + 22 Large = 38

SCALE 3/16"

Snyder Offers Kennel Runs with Options that are Unmatched



An upscale suite look was achieved with Dutch Doors and cherry wood laminate.

Since 1957, Snyder Mfg. co. has been an innovator in the animal care industry. The company began when a veterinarian friend of our founder Chuck Snyder, who was an engineer and inventor, complained about his cold and noisy stainless steel cages. Chuck's unique laminate lined cages with resin-poured sealed corners and anodized aluminum assembled gates were an immediate success. After also inventing the cage dryer and first fully functional Intensive Care Unit, in the late 70's, Chuck thought that the same warm and quiet features of his cages could be adapted to

make kennel runs. Chuck's kennel runs were of such superior quality and durability compared to standard chain link fencing, that they became an overnight success in the industry. The kennel runs were so popular that Snyder Mfg. opened an additional manufacturing facility in New Sharon, Iowa to keep up with demand. As with most of Snyder's product line, competitors often attempt to imitate our kennel runs. However, our handcrafted quality and our ability to tailor our products to meet the needs and desires of our clients cannot be matched.

Standard Runs with Anodized Aluminum Grille Work

Snyder's anodized aluminum kennel grille work offers the same advantages as it does with our cage bank gates. The anti-corrosion finish offers superior durability, especially in high-humidity climates. The run gates and panels are assembled using screws so that individual rods can be easily replaced. This gives a distinct advantage over welded stainless steel gates. Our laminate panels give sound absorption and our floor channel prevents cross-contamination and adjusts to the floor slope.



Brooklyn Veterinary Center in Castle Rock, CO chose two totally different designs for its boarding and clinic areas. Boarding uses obscure glass and custom tile work; and its hospital kennels have a traditional yet bright and welcoming design.

Tempered Glass

Snyder Mfg. Co was the first major kennel manufacturer to offer a tempered glass kennel run option. This product was an immediate success, particularly for use as isolation kennels in veterinary clinics and for its friendly appearance in boarding and pet adoption facilities. Many clients have found that barking was reduced because dogs do not like the noise rebounding back from the glass. Divider panels with glass upper portions allow light to be efficiently distributed. In addition, placing murals between two plates of tempered glass give boarding facilities virtually unlimited design options.

Kennel Run Design Features

- Every Kennel Run is Custom Measured
- Choice of Anodized Aluminum Bars, Tempered Glass, or a Combination with Laminate Panels
- Select from over 200 Laminate Patterns and Colors
- Mural Options



These tempered glass gates with privacy panels and clearstory upper front panels were custom designed for the Larimer County Humane Society, Ft. Collins, CO

Design Checklist

Design Need	Solution A	Solution B
Veterinary / Shelter Isolation	Full Tempered Glass Gates	Tempered Glass Gates with Privacy Panel
Small Dog Boarding	Double Decker Kennel Runs	"Tea Cup" Cage Banks
Back-to-Back Access	Transfer Door--Standard Width	Transfer Door--Full Width
Gutter Drainage System in Rear	Flip-up Run Resting Benches	Polypropylene Gutter Grates
Sound Mitigation	Glass with Lower Laminate Panels	Full Length Tempered Glass Gates
Side-to-side Run Access	Full Sized Side Door	Side Transfer Door
Highly Active Dogs	Grille Top & Rotating Feeders	Grille Top & Rotating Feeders
Easy Feeding	Rotating Feeder Bowl System	Stationary Feeder Bowl System
Client Friendly	Dutch Doors Imprinted Panels	Full/Partial Tempered Glass Gates

Getting Started

Whether you have only simple room dimensions, or you have full architectural blueprints, your team from Snyder is here to help make your kennel run project a success. From our sales personnel who have decades of experience, to our CAD drawing experts, we are here to make your vision a reality. We work with owners, builders, contractors, and architects on a daily basis. We pride ourselves in designing maximum occupancy without sacrificing comfort. We are familiar with the most popular kennel room wall and floor finishes, as well as the various drainage systems.



Our Double Decker Kennel Runs double your boarding capacity for smaller dogs.

Professional Installation

The vast majority of our clients pay for our professional installation services because they recognize the value of our installers' experience and resulting efficiency. Do you have windows, support posts, or existing walls that would normally interfere with kennel configurations? We take detailed pre-manufacturing measurements and our CAD drawing experts make sure that your custom kennels fit perfectly. Whether we do the install or you decide to have yourself or your contractor do the installation, you can be assured of a truly custom fit.



Dutch Doors create inviting and interactive boarding.

PLEASE NOTE: Plan on 6 weeks (8 weeks on orders over \$50,000) from the time you sign-off on your drawings and we receive your deposit until your order leaves our manufacturing facility. Shipping typically takes an additional week.









SITE PLAN

State the use of the property. Show the size, shape and location of structures with distance to property lines and location of ALL wells and septic systems.

Proposing a holding tank well possibly for water holding tank to meet all EH requirements.



Legend

- | | |
|----------------------------|------------------------------|
| Intermittent Streams | Bluff Impact Zones (% slope) |
| Protected Streams | 20 |
| Lakes & Other Water Bodies | 30 |
| Shoreland | FEMA Flood Zones |
| Historic Districts | 2% Annual Chance |
| Parcels | A |
| Registered Feedlots | AE |
| Dwellings | AO |
| Municipalities | X |



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MAP 01: PROPERTY OVERVIEW

PLANNING COMMISSION

Public Hearing
May 16, 2022

Mark & Kim Klamfoth (Owners)
A2 Zoned District

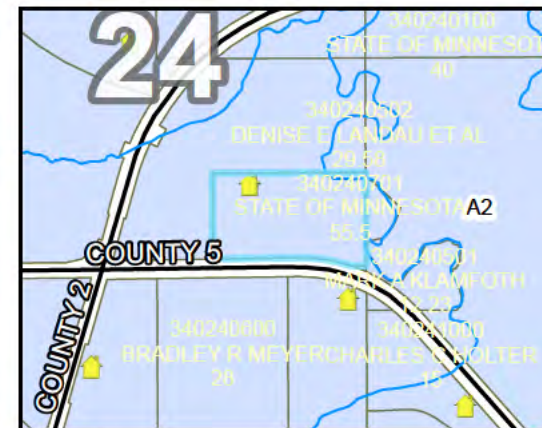
Part of the NW 1/4 of the SE 1/4 of
Section 24 TWP 112 Range 14 in
Hay Creek Township

Request for CUP to establish a kennel/dog
boarding facility for up to 40 dogs.



Legend

	Intermittent Streams		Bluff Impact Zones (% slope)
	Protected Streams		20
	Lakes & Other Water Bodies		30
	Shoreland		FEMA Flood Zones
	Historic Districts		2% Annual Chance
	Parcels		A
	Registered Feedlots		AE
	Dwellings		AO
	Municipalities		X

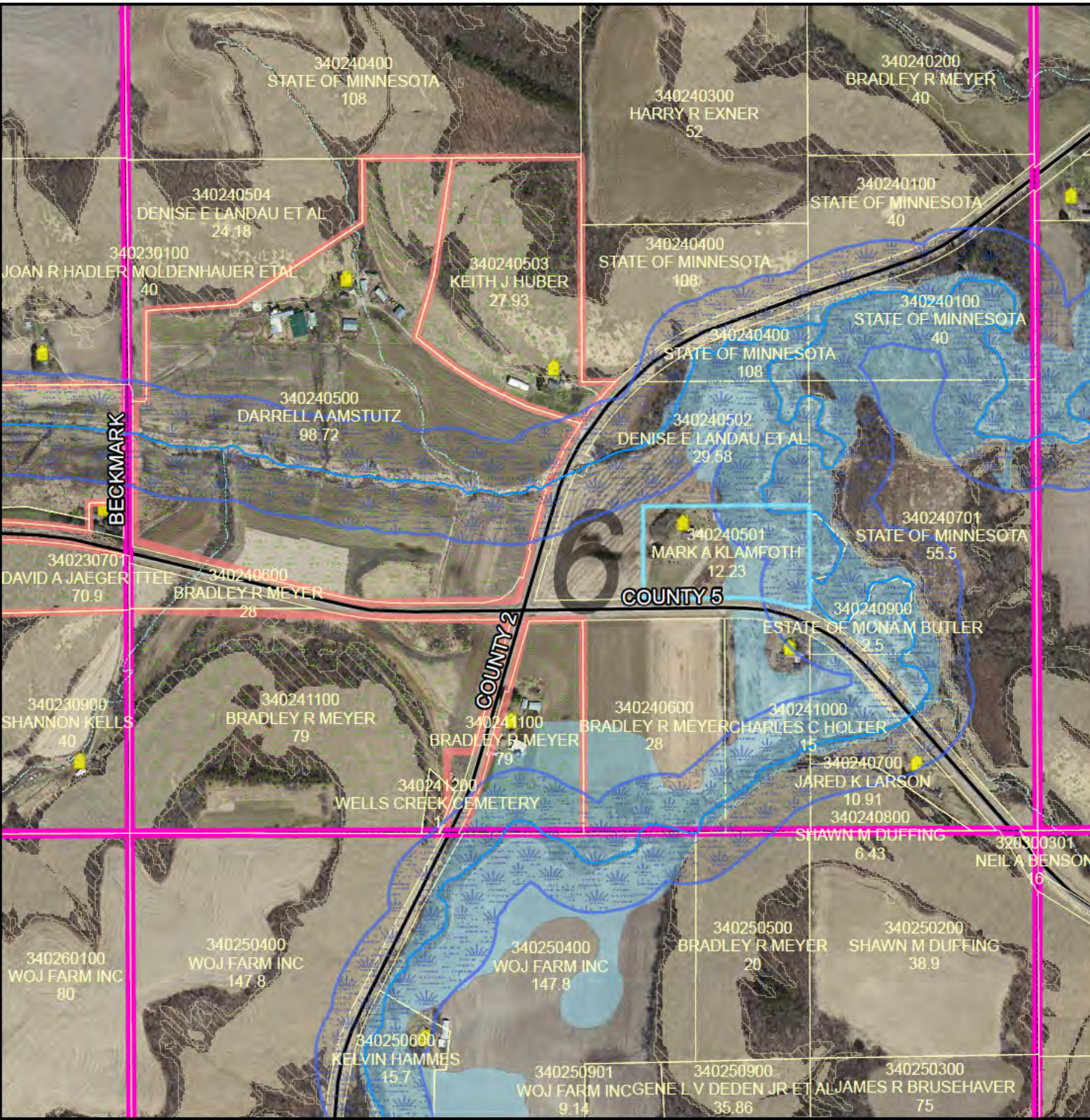


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MAP 02: VICINITY MAP



PLANNING COMMISSION

Public Hearing
May 16, 2022

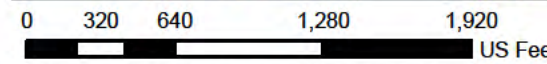
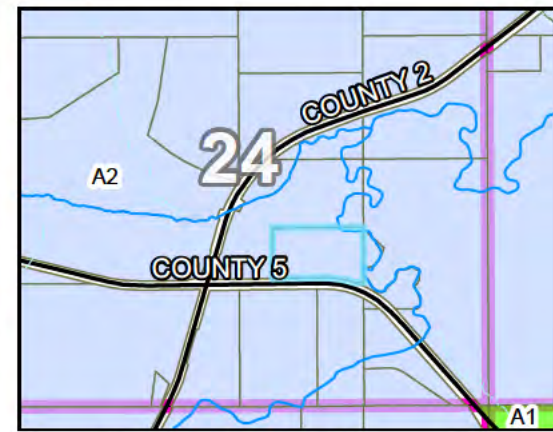
Mark & Kim Klamfoth (Owners)
A2 Zoned District

Part of the NW 1/4 of the SE 1/4 of
Section 24 TWP 112 Range 14 in
Hay Creek Township

Request for CUP to establish a kennel/dog
boarding facility for up to 40 dogs.

Legend

- | | |
|----------------------------|-------------------------------------|
| Intermittent Streams | Bluff Impact Zones (% slope) 20 |
| Protected Streams | Bluff Impact Zones (% slope) 30 |
| Lakes & Other Water Bodies | FEMA Flood Zones 2% Annual Chance A |
| Shoreland | FEMA Flood Zones AE |
| Historic Districts | FEMA Flood Zones AO |
| Parcels | FEMA Flood Zones X |
| Registered Feedlots | |
| Dwellings | |
| Municipalities | |



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MAP 03: ELEVATIONS



PLANNING COMMISSION

Public Hearing
May 16, 2022

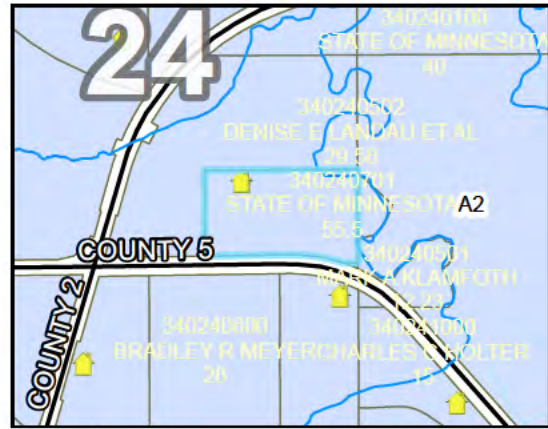
Mark & Kim Klamfoth (Owners)
A2 Zoned District

Part of the NW 1/4 of the SE 1/4 of
Section 24 TWP 112 Range 14 in
Hay Creek Township

Request for CUP to establish a kennel/dog
boarding facility for up to 40 dogs.

Legend

- | | |
|----------------------------|-----------------------------------|
| Intermittent Streams | Bluff Impact Zones (% slope) 20 |
| Protected Streams | Bluff Impact Zones (% slope) 30 |
| Lakes & Other Water Bodies | FEMA Flood Zones 2% Annual Chance |
| Shoreland | FEMA Flood Zones A |
| Historic Districts | FEMA Flood Zones AE |
| Parcels | FEMA Flood Zones AO |
| Registered Feedlots | FEMA Flood Zones X |
| Dwellings | |
| Municipalities | |



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- M. Proof of a compliant septic system shall be required as part of the application.

SECTION 26. KENNELS

- Subd. 1. Application and standards. In addition to the other requirements, the application for conditional use permit shall be accompanied by 25 copies of the plans, which indicate or address the following:
- A. The stated purpose for the kennel;
 - B. The species and maximum number of animals that will be at the site (include all animals over the age of 28 weeks on the property);
 - C. All animals at the property must have current vaccinations. Records need to be kept on-site, or at an identified veterinarian office, and produced immediately upon request;
 - D. Location and size of all existing and proposed physical improvements such as buildings, landscaping, parking areas, etc.;
 - E. Location of existing or proposed indoor/outdoor runs;
 - F. Plans for sanitary sewage disposal, water systems (natural or manmade), and utilities servicing the site;
 - G. Show the existing and proposed surface drainage;
 - H. Existing or proposed location for overhead lighting;
 - I. Location and width of all streets abutting the site;
 - J. The kennel facility must have proper heating, cooling, ventilation and lighting:
 - 1. Confinement areas must be maintained at a temperature suitable for the animal involved.
 - 2. An indoor confinement area must be ventilated. Drafts, odors, and moisture condensation must be minimized. Auxiliary ventilation, such as exhaust fans, vents, and air conditioning, must be used when the ambient temperature rises to a level that may endanger the health of the animal.
 - 3. An indoor confinement area must have at least eight hours of illumination sufficient to permit routine inspection and cleaning.
 - K. The kennel construction material must be impervious to water and odor and easily cleanable;
 - L. A manure management plan describing manure pick up and disposal;
 - M. All structures shall require a building permit;
 - N. Existing buildings used as any part of the kennel (in which the public may have access) must pass building code inspections prior to it being utilized by the kennel;
 - O. Any licenses or permits required by Environmental Health including but not limited to: water supply and septic systems.

- Subd. 2. The Planning Advisory Commission shall take into consideration the following information and performance standards in which to base their recommendation to the County Board for kennel conditional use permit applications:
- A. The measures taken to minimize noise from the proposed kennel;
 - B. The impact on local traffic;
 - C. Permanent water lines and septic systems may be required in the kennel building for drinking water, cleaning the kennels, and disposing of the waste water in an approved manner; and
 - D. Allow periodic inspections of the facility in coordination with the Land Use Management department.

SECTION 27. FARM WINERIES

Subd. 1. **Statement of Purpose.** Wineries are welcomed by Goodhue County as appropriate farm activities. It is the intent of this section to promote local agriculture production by allowing construction of a farm winery with tasting room and retail sale of winery products in the A-1, A-2 and A-3 Zone Districts. It is also the intent of this section to encourage the growing of wine fruit and production of wine as an integral component of the rural and agricultural ambiance of Goodhue County and to maintain the viability of fruit farming through value added processing and direct sales of wine and wine related beverages made from locally grown fruit.

Subd. 2. **Definitions**

- A. **Farm winery.** "Farm winery" is a winery operated by the owner of a Minnesota farm which produces table, sparkling, or fortified wines from grapes, grape juice, other fruit bases, or honey with a majority of the ingredients grown or produced in Minnesota.
- B. **Wine.** "Wine" is the product made from the normal alcoholic fermentation of grapes, including still wine, sparkling and carbonated wine, wine made from condensed grape must, wine made from other agricultural products than sound, ripe grapes, imitation wine, compounds sold as wine, vermouth, cider, sherry and sake, in each instance containing not less than one-half of one percent nor more than 24 percent alcohol by volume for non-industrial use. Wine does not include distilled spirits as defined in Minnesota Statutes.
- C. **Fortified wine.** "Fortified wine" is wine to which brandy, or neutral grape spirits, has been added during or after fermentation resulting in a beverage containing not less than one-half of one percent nor more than 24 percent alcohol by volume for nonindustrial use.
- D. **Table or sparkling wine.** "Table or sparkling wine" is a beverage made without rectification or fortification and containing not more than 25 percent of alcohol by volume and made by the fermentation of grapes, grape juice, other fruits, or honey.
- E. **Distilled spirits.** "Distilled spirits" is ethyl alcohol, hydrated oxide of ethyl, spirits of wine, whiskey, rum, brandy, gin, and other distilled spirits, including all dilutions and mixtures thereof, for nonindustrial use.



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: Board of Commissioners
FROM: Brian Anderson, Auditor/Treasurer
DATE: June 7, 2022
SUBJECT: Request to sell tax forfeited land

Background:

The County is responsible for trying to sell parcels held by the State of Minnesota in trust for the local taxing districts because they were forfeited due to unpaid taxes. There are a number of scenarios to consider as staff try to get these properties back on the tax rolls.

Discussion:

The Emerald Valley parcels are located in an area that was previously scheduled to be developed, and because there has been minimal interest in these parcels, staff would like to offer an alternative to potential purchasers.

There are currently 28 tax forfeited parcels in Emerald Valley. These parcels went tax forfeited in 2011. At the time of tax forfeiture, there were special assessments in the amount of \$20,786.64 on these parcels. They went up for auction and did not sell. They were placed on the forfeited land list.

Over the years, there have been attempts to sell these parcels. In 2018, the County was going to move forward with selling the parcels in groupings. In June of 2018, the City of Wanamingo requested to have a six month hold placed on these parcels, therefore, the parcels were not put up for auction. As discussed with the Land Committee on May 24, staff would like to move forward with trying to sell the parcels in groupings at a reduced price.

Attachment A

- Group 1 (red, 4 parcels) \$8,000
- Group 2 (pink, 5 parcels) \$7,500
- Group 3 (orange, 4 parcels) \$6,000
- Group 4 (green, 5 parcels) \$7,500
- Group 5 (blue, 4 parcels) \$6,000
- Group 6 (yellow, 6 parcels) \$9,000

Minnesota Statute 282.01 allows a County Board, or a county auditor if the auditor has been delegated such authority under section 282.135, to sell tax forfeited lands through an online auction. When an online auction is used to sell tax forfeited lands, the county auditor shall post a physical notice of the

online auction and shall publish a notice of the online auction on its website not less than ten days before the online auction begins, in addition to any other notice required.

Staff viewed a demonstration of the online auction site offered by Public Surplus for the sale of tax forfeited land. Counties that currently utilize Public Surplus to sell their tax forfeited land are Beltrami, Kanabec, Kittson, Lake, Mille Lacs and St. Louis. Public Surplus will not cost the County anything as there is a 5% commission charged to the buyer.

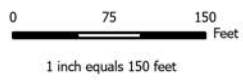
At the close of the auction, the winning bidder is sent a notification that they return to the County with. Buyers have a set number of days to return with the notification and funds. The County collects all funds including the 5% commission. Once the commission is collected, the County pays the commission to Public Surplus. Staff asks the County Board for approval to offer tax forfeited land for sale through an online auction.

Recommendation:

Staff recommends that the County Board approve to sell the Emerald Valley parcels in the groupings and prices indicated above. Staff also recommends that the parcels be listed through an online auction using Public Surplus.

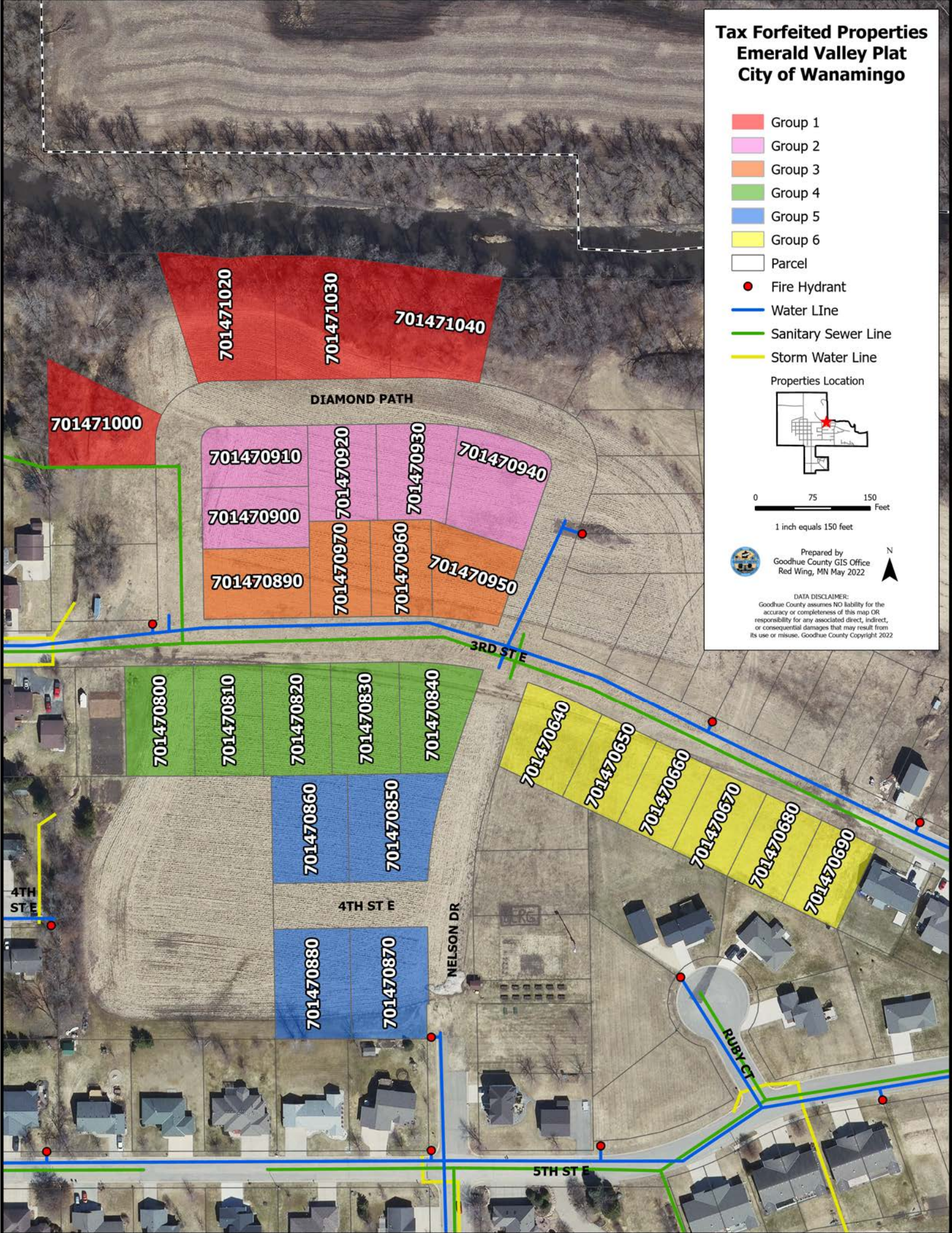
Tax Forfeited Properties Emerald Valley Plat City of Wanamingo

- Group 1
- Group 2
- Group 3
- Group 4
- Group 5
- Group 6
- Parcel
- Fire Hydrant
- Water Line
- Sanitary Sewer Line
- Storm Water Line



Prepared by
Goodhue County GIS Office
Red Wing, MN May 2022

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701470690

4TH ST E

4TH ST E

NELSON DR

RUBY CT

5TH ST E

DIAMOND PATH

3RD ST E



Brian J. Anderson
Finance Director
Goodhue County Finance & Taxpayer Services

Brian.Anderson@co.goodhue.mn.us
509 W. Fifth St
Red Wing, MN 55066
Phone (651) 385-3043
Fax (651) 267-4878

TO: Board of Commissioners
FROM: Brian Anderson, Finance Director
DATE: June 7, 2022
RE: Request to sell tax forfeited land at a private sale

Discussion:

Forfeited land laws in Minnesota allow counties some flexibility to eliminate nuisances and dangerous conditions as well as increase compliance with land use ordinances. Statute 282.01 allows the county to sell forfeited land by alternate means if any of the following conditions exist:

1. Land is located in a home rule charter or statutory city, or in a town which cannot be improved because of noncompliance with local ordinances regarding minimum area, shape, frontage or access.
2. If the physical characteristics of the land indicates that its highest and best use will be achieved by combining it with an adjoining parcel and the city or town has not adopted a local ordinance governing minimum area, shape, frontage, or access.
3. If the property consists of an undivided interest in land or land and improvements.

Parcel 33.015.0500 cannot be improved and the best use would be achieved by combining it with an adjoining parcel. We feel that this parcel would fall under this statute and should be sold with the following restrictions:

- The sale will be restricted to adjoining land owners only
- The sale will take place by sealed bid and the property will be awarded to the highest bidder
- There will be no minimum sale price
- The parcel will be sold "as is"

Recommendation:

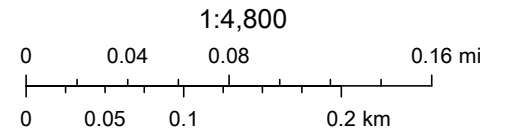
Staff recommends the County Board approve the following Resolution Approving Goodhue County to Sell Parcel 33.015.0500 at a Private Sale to Adjoining Land Owners.

ArcGIS WebMap



January 9, 2020

- | | | | |
|-------------------------|-------------------|-----------------------|-------------------------|
| Override 1 | Major Roads 4,800 | County Roads 4,800 | Township or Other Roads |
| LandBaseTPV_7227 | US Highway | County Roads - Gravel | Township or Other Roads |
| Township or Other Roads | State Highway | County Roads - Paved | ESRI Major Roads |



BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA

Date: 7 June 2022

RESOLUTION APPROVING GOODHUE COUNTY TO SELL PARCEL 33.015.0500 AT A PRIVATE SALE TO ADJOINING LAND OWNERS.

WHEREAS, the County Board of Commissioners of Goodhue County, State of Minnesota, desires to offer for sale a certain parcel of land that forfeited to the State of Minnesota for non-payment of taxes.

NOW, THEREFORE BE IT RESOLVED that the Goodhue County Board of Commissioners hereby certify that parcel 33.015.0500 be offered for sale as provided for under Minnesota Statute 282.01 Subd. 7a.

BE IT FURTHER RESOLVED that the Goodhue County Board of Commissioners hereby places the following restrictions on the sale.

- The sale will be restricted to adjoining land owners only
- The sale will take place by sealed bid and the property will be awarded to the highest bidder
- There will be no minimum sale price
- The parcel will be sold “as is”

State of Minnesota
County of Goodhue

Anderson	Yes	___	No	___
Greseth	Yes	___	No	___
Majerus	Yes	___	No	___
Drotos	Yes	___	No	___
Flanders	Yes	___	No	___

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County commissioners, Goodhue County, Minnesota at their session held on the 7th day of June 2022, no on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 7th day of June 2022.

Scott Arneson
County Administrator



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: Board of Commissioners
FROM: Brian Anderson, Auditor/Treasurer
DATE: June 7, 2022
SUBJECT: Request to Repurchase Tax-Forfeited Land

BACKGROUND

On May 9, 2022 parcels 41.140.020, 41.140.0030 and 41.140.0050 forfeited to the State of Minnesota due to nonpayment of property taxes. The Nelson's delinquent taxes date back to pay 2018. William and Robert Nelson received their first tax payment reminder letter in December of 2018. In February of 2019, they received the delinquent tax letter and notice of delinquent tax announcing that if taxes were unpaid by the end of February that they would be published in the paper in March of 2019. In December of 2019 and of 2020 they again received tax payment reminder letters. In January of 2021, a tax forfeiture courtesy letter was mailed. This letter explained that in January of 2022 the parcel would enter the final stages of the tax forfeiture process if the outstanding balance was not paid. December of 2021 another tax payment reminder letter was mailed. In January of 2022, the Notice of Expiration of Redemption was posted, published, sent certified mail and served on the property by the Goodhue County Sheriff's Office. That notice announced that the taxes had to be paid on or before May 9th to avoid forfeiture. In April of 2022, a tax forfeiture reminder letter was sent as a courtesy. On May 9th Mr. Nelson called our office to inform us that a problem arose in his plan to pay off the delinquent taxes. He was informed that the parcel would forfeit if the taxes were not paid. Mr. Nelson stated that he would ask to buy the parcels back. Staff told him that he can ask the County Board to allow him to repurchase the parcels, however, it is not a given that the repurchase would be approved.

DISCUSSION

William Nelson submitted a letter on May 12th requesting to repurchase these tax forfeited land parcels. The letter contains personal and health information and, therefore, is not attached to this memo. In the letter, Mr. Nelson states that these parcels have been in his family for the last 125 years, his ancestors came from Sweden, survived the Great Depression, and his grandparents and parents owned the General Store serving people in the area. He states that he had served three combat tours in Vietnam and suffered injuries as a result. He also states that he is currently experiencing health issues and would appreciate the Board's help in taking care of his request. Mr. Nelson goes on to say that he was charged an unbelievable cost for the undocumented special assessments that the County charged to his parcels after the Goodhue County Environmental Health Office cleaned up his parcels.

Mr. Nelson has established a pattern of letting his parcels go tax forfeit. This is substantiated by the fact that these same parcels went tax forfeit in May 2016. At that time, the Board granted Mr. Nelson's request to repurchase the parcels. Since Mr. Nelson repurchased the parcels they were deemed a nuisance, and Goodhue County's Environmental Health Office has gone in and cleaned up the parcels at a cost of 105,315.11. The costs for the cleanup were certified to the tax rolls for the three parcels. The unpaid special assessment caused the parcels to go tax forfeited again. Our office has been in contact with the Goodhue County Environmental Health Office and it has been determined that another round of ordinance enforcement cleanup is warranted to bring the parcels into compliance.

MN Statute 282.241 states that at this point in the process the property owner or taxpayer does not have a right to repurchase the property; however, they do have the privilege of submitting a written application to the County Board, requesting to repurchase a parcel of tax-forfeited property. The County Board by resolution has the authority and responsibility to approve or disapprove any written request for repurchase.

The County Board's approval is to be given only if at least one of the following conditions is determined to be true.

1. The County Board is to determine that the undue hardship or injustice resulting from the tax forfeiture will be corrected by the repurchase.
2. The County Board is to determine that the repurchase will best serve the public interest.

Options

1. Allow Mr. Nelson to repurchase the three parcels by approving the attached resolution. Mr. Nelson would do so by paying the back taxes along with all recording and transfer fees. The total cost to repurchase is \$126,751.04. The Goodhue County Environmental Health Office would clean up the three parcels and charge the new costs back to the three parcels as special assessments.
2. Deny Mr. Nelson's repurchase request. The Goodhue County Environmental Health Office would clean up the three parcels. Costs for the cleanup would be charged to the tax forfeited land sale account. After a sale occurs, any expenses in excess over the revenue would be transferred to the general fund.

RECOMMENDATION

Staff recommends the County Board approve option 2, denying Mr. Nelson's request to repurchase, as a repurchase would not best serve public interest.

RESOLUTION FOR REPURCHASE OF TAX-FORFEITED LANDS

WHEREAS, property located in the Stanton Township described as parcels 41.140.0020, 41.140.0030 and 41.140.0050 forfeited to the State of MN for delinquent taxes assessed for 2017 payable 2018 and subsequent years, as provided by the appropriate statutes, and

WHEREAS, MS 282.241 provides for repurchase after forfeiture of tax by aggregate of all delinquent taxes and assessments, together with penalties, interest and costs which would have accrued had said lands not forfeited to the State, unless prior to the time of repurchase such parcels shall have been sold, and

WHEREAS, this Board has determined that said repurchase would best serve the public interest;

NOW THEREFORE BE IT RESOLVED, that William Nelson, be authorized to repurchase property referred to above, under the provisions of the above mentioned statute, provided that payment is made in the sum of all taxes, assessments, penalties, interest and costs. The property will be placed back into the name of William and Robert Nelson, as it was at the time of forfeiture.

State of Minnesota
County of Goodhue

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County commissioners, Goodhue County, Minnesota at their session held on the 7th day of June 2022, no on file in my office, and have found the same to be a true and correct copy thereof.

Anderson Yes___ No___
Greseth Yes___ No___
Majerus Yes___ No___
Drotos Yes___ No___
Flanders Yes___ No___

Witness my hand and official seal at Red Wing, Minnesota, this 7th day of June 2022.

Scott Arneson
County Administrator

Goodhue County Land Use Management

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

Lisa M. Hanni, L.S. Director

Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106



County Surveyor / Recorder

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

To: Goodhue County Commissioners
From: Lisa M. Hanni, LUM Director
Date: June 7, 2022 County Board meeting
RE: Nelson Property PINS: 41-140-0020, 41-140-0030, 41-140-0050
Emery Property PIN: 41-140-0060

Goodhue County has been receiving complaints concerning these properties (specifically the Apartment parcels PINS: 41-140-0020, 41-140-0030, 41-140-0050) since 1987. The complaints include but were not limited to: dangerous dogs, garbage, rubbish, junk, derelict vehicles, burning of garbage, and open sewage.

Goodhue County has twice attempted to clean up the site, once in 2010 when it was discovered that there was an open septic trench in the backyard where children in the apartments were playing, and again in 2017 when the junk, etc. had re-accumulated and was overflowing the site.

The abatement costs in 2010 amounted to \$23,745.17. The total abatement amount from the cleanup in November 2017 was \$14,680.55. The abatement costs for the 2019 cleanup was \$89,127.22. Each of these cleanup costs were evenly applied to the Nelson properties listed above, along with a Board approved interest rate.

The properties went into tax forfeiture in 2016 but the Nelson's were allowed to repurchase the parcels based upon the advice from the County Auditor. Parcel 41-140-0060 was deeded to the neighbor Kurt Emery, however all of the personal property on the southerly 700 feet is the Nelson's garbage.

The Nelson's continue to violate Goodhue County Ordinance Article 11,
Section 8: Dumping and Disposal of Rubbish
Section 9: Exterior Storage of Automobiles
Section 10: Junk and/or Salvage Reclamation Yard

The Nelson's repeated violations, lack of responsibility to clean and maintain a violation-free site, disruption to the neighborhood, and excessive expenditures of not only staff time but taxpayer dollars has been an ongoing issue. The County's repeated attempts to work with the Nelson's not only with these properties, but their previous property located on Highway 19 and Highway 56, has extended for over three decades. The pattern of their behavior and habits will not change. The immediate neighbors, Stanton Township, and the Goodhue County taxpayers need relief from the Nelson's continuous disregard of County ordinances and State statutes. The County has had to abate properties over the years, but the Nelson's have consumed more County resources than all of the other issues.

Land Use Management staff are requesting that the County Board reject Mr. Nelson's request to repurchase the property. We can present photographs of the property if the Board wishes to see them at the meeting.



Brian J. Anderson
Goodhue County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.anderson@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: County Board of Commissioners
FROM: Brian Anderson, Goodhue County Auditor/Treasurer
SUBJECT: GFOA Certificate of Achievement for Excellence in Financial Reporting
DATE: June 7, 2022

During 2019 the Finance Department made it a goal to perform the required criteria necessary to submit for the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting. We are proud to announce that the GFOA has awarded the Certificate of Achievement for Excellence in Financial Reporting (CAEFR) to Goodhue County for the annual comprehensive financial report (audit) for the fiscal year ended December 31, 2020. This was the second consecutive year that the government has achieved this prestigious award. This is a recognition that is shared by only 17 counties in Minnesota.

The GFOA CAEFR is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

I'd like to both congratulate and thank Administrator Arneson and the Goodhue County Board for their continued support as this attainment represents a significant accomplishment by a government and its management. This achievement would also not have been possible without the tireless efforts of our talented staff, especially the whole Finance Department, along with other departmental accountants and department heads for adhering to the strict accounting and policy standards that puts Goodhue County in this elite group.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 West 4th Street
Red Wing, MN 55066

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd.
Wanamingo, MN 55983

JASON MAJERUS
4th District
39111 County 2 Blvd.
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

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Certificate of
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**Goodhue County
Minnesota**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2020

Christopher P. Morrill

Executive Director/CEO



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting
Byllesby Park Rules Ordinance Changes

Date: 01 Jun 22

Summary

It is requested that the County Board hold a public hearing to gather the public's input on revisions to the Byllesby Park Rules Ordinance 80-1, review proposed changes, and adopt the amended ordinance.

Background

The current Byllesby Park ordinance was originally enacted in 1983, later amended in 2004, and amended again in 2021. In order to issue citations for ordinance violations, the amended ordinance must be sent to the state court for processing. The state court has informed us that parking violations and moving violations are separate citations and charges. Therefore, any rules regarding these two violations must be separated.

The following is proposed to be revised or added in the new ordinance:

- Separate the rule regarding motor vehicle operation and parking into two separate rules.
- Limit tobacco use, including e-cigarettes, to the parking lots.
 - Parks are not currently mentioned in the Goodhue County No Smoking or Tobacco Use Policy, and no permitted smoking areas have been designated under that policy.
- The current ordinance limits alcohol possession to containers that are two liters in size or less (no kegs). Consider amending the ordinance to match Dakota County's ordinance, which limits alcohol use to beer and wine only in quantities less than a case.
 - We anticipate that Dakota County will begin handling reservations for our picnic shelters late this fall or spring of 2023. Changing our ordinance to match theirs would provide consistency between the two parks. The rules would be very similar whether visitors were renting the shelter on the Dakota County side or the Goodhue County side.
 - However, this would exclude consumption of hard alcohol. Some visitors may wish to consume or serve hard alcohol at their event, and it may be an advantage for us to continue to allow its use. Dakota County did not have an issue with this language being different. It may be more confusing to park users that switch from using our shelters to

using the Dakota County shelter, as they may not understand that hard alcohol is not permitted at the Dakota County Park.

- Stanton Township's current ordinance requires that alcoholic beverage sales require township approval and proper licensing in accordance with the law. We are not looking at approving cash bars, so this should not be an issue.
- Stanton Township's current ordinance also requires township approval for alcoholic beverage consumption in gatherings of more than 50 people. This should be possible, given that all reservations for gatherings of 50+ people will require a special use permit. This will require further discussions with Stanton Township in order to work through a designated approval process.

A public hearing has been scheduled to allow for public comment on the proposed changes. Notice of the public hearing and intent to amend the ordinance was provided in the Zumbrota News-Record on May 25, 2022, as well as via the Public Notices section and Notify Me module of the Goodhue County website.

Recommendations

It is the recommendation of staff that the County Board hold the public meeting, decide whether or not they would like to continue to allow hard alcohol, and adopt the revisions to the current Park Rules Ordinance 80-1.

GOODHUE COUNTY BYLLESBY PARK RULES

ORDINANCE 80-1 **DRAFT REVISIONS 2022**

1. The park shall be open to the public from 6:00 a.m. until 10:00 p.m., except as otherwise posted, and during emergencies. Park quiet hours are from 6:00 a.m. to 8:00 a.m. No overnight camping allowed.
2. The following activities are **prohibited** in the park:
 - a. To engage in any brawling or fighting, or to engage in offensive, obscene, abusive, boisterous or noisy conduct or to engage in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.
 - b. To display or to have in one's possession glass bottle containers.
 - ~~c.~~ c. To use or have in one's possession alcoholic beverages ~~in containers larger than two liters, other than beer or wine in quantities less than a case lot, unless otherwise authorized by permit.~~
 - ~~d.~~ d. To use tobacco products, including e-cigarettes, in any area other than the parking lots.
 - ~~e.~~ e. To be in possession of or under the influence of any drug which is in violation of federal or state law.
 - ~~f.~~ f. To burn or otherwise dispose of garbage, refuse, or trash of any kind except to dispose of the same in receptacles provided for that purpose. Only garbage, refuse, or trash generated at the park is allowed to be disposed of in the receptacles provided.
 - ~~f.~~ g. To dispose of cut grass, tree trimmings, or personnel property on the park grounds.
 - ~~h.~~ h. To operate ~~or park~~ any motor vehicle within the boundaries of the park except upon designated roads or parking areas.
 - ~~g.~~ i. To park any motor vehicle within the boundaries of the park except within designated parking areas.
 - ~~h.~~ j. To operate any vehicle in a reckless manner or at a speed in excess of the posted speed limit. (10 mph)
 - ~~i.~~ k. To cut, damage, or remove trees, shrubs, plants, and other vegetation.
 - ~~j.~~ l. To hunt or disturb wildlife.
 - ~~k.~~ m. _____ To deface, damage, or remove any park property.
 - ~~l.~~ n. To wash dishes in park buildings.
 - ~~m.~~ o. _____ To clean fish in park buildings, other than the designated fish cleaning area.
 - ~~n.~~ p. To discharge wastewater or sewage onto park property.
 - ~~o.~~ q. To use, point, discharge or display uncased firearms or other dangerous weapons including explosives, air guns, slingshots, traps, seines, nets, bows, and arrows.
 - ~~p.~~ r. To place picnic tables in the lake.
 - ~~q.~~ s. To be present in the park outside park open hours.
 - ~~r.~~ t. To be in violation of park quiet hours.
3. Vehicles with boat trailers must park in the boat trailer parking lot. Vehicles without trailers must park in the non-boat trailer parking lot. Units parked in the incorrect area may be cited and towed at the vehicle owner's expense.
4. The loading/unloading zone has a maximum parking time limit of 10 minutes. Vehicles in violation of this ordinance may be cited and towed at the vehicle owner's expense.
5. The boat slips have a maximum docking time of 1 hour. Watercraft in violation of this ordinance may be cited at the watercraft owner's expense. All watercraft must be removed from the slips before the park closes at 10:00 p.m. No overnight dockage of watercraft.
6. Pets welcome in Byllesby Park, as long as they are kept on a leash six feet or shorter and are personally attended at all times. Only Certified Service Animals are allowed in buildings and designated swim areas. All droppings must be picked up and disposed of. Pets shall not deprive or disrupt the enjoyment or use of the park by others.
7. Horses are restricted to the roadways and designated parking areas. All droppings must be picked up and removed.
8. Fires are allowed in grills only. Open campfires are prohibited.

9. Any person who violates this ordinance is guilty of a misdemeanor, and subject to immediate removal from the park.
10. This ordinance will take effect upon Goodhue County Board approval and replaces all previous versions of said Ordinance.

The park belongs to you. Please treat it with respect and help us to protect it by following the rules.

Dated this ____ day of _____, 2022.

GOODHUE COUNTY BOARD OF COMMISSIONERS

By: _____

Jason Majerus, Chair
Goodhue County Board of Commissioners

ATTEST:

By: _____

Scott Arneson
County Administrator



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting
Cascade Canoe & Kayak Access Rules Ordinance Changes

Date: 01 Jun 22

Summary

It is requested that the County Board hold a public hearing to gather the public's input on revisions to the Cascade Canoe & Kayak Access Rules Ordinance, review proposed changes, and adopt the amended ordinance.

Background

The current Cascade ordinance was originally enacted in June of 2021. In order to issue citations for ordinance violations, the ordinance must be sent to the state court for processing. The state court has informed us that parking violations and moving violations are separate citations and charges. Therefore, any rules regarding these two violations must be separated.

The following is proposed to be revised or added in the new ordinance:

- Add the number 21-1. The Sheriff's Office requires the ordinance to be numbered in order to issue citations.
- Separate the rule regarding motor vehicle operation and parking into two separate rules.
- Limit tobacco use, including e-cigarettes, to the parking lots.
 - Parks are not currently mentioned in the Goodhue County No Smoking or Tobacco Use Policy, and no permitted smoking areas have been designated under that policy.
- The current ordinance limits alcohol possession to containers that are two liters in size or less (no kegs). Consider amending the ordinance to match any Byllesby Park ordinance changes, as discussed under a separate agenda item.
 - We anticipate that Dakota County will begin handling reservations for our Byllesby Park picnic shelters late this fall or spring of 2023. Changing our ordinance to match theirs would provide consistency between the two parks. The rules would be very similar whether visitors were renting the shelter on the Dakota County side or the Goodhue County side. Dakota County limits alcohol consumption to beer or wine in quantities less than a case per person.
 - However, this would exclude consumption of hard alcohol. Some visitors may wish to consume or serve hard alcohol at their event, and it may be an advantage for us to

continue to allow its use. Dakota County did not have an issue with this language being different. It may be more confusing to park users that switch from using our shelters to using the Dakota County shelter, as they may not understand that hard alcohol is not permitted at the Dakota County Park.

- Stanton Township's current ordinance requires that alcoholic beverage sales require township approval and proper licensing in accordance with the law. We are not looking at approving cash bars, so this should not be an issue.
- Stanton Township's current ordinance also requires township approval for alcoholic beverage consumption in gatherings of more than 50 people. This should be possible, given that all reservations for gatherings of 50+ people will require a special use permit. This will require further discussions with Stanton Township in order to work through a designated approval process.
- Keeping the rules consistent between both Byllesby Park and the Cascade Access would provide more uniformity for park users, given the close proximity of the two facilities.

A public hearing has been scheduled to allow for public comment on the proposed changes. Notice of the public hearing and intent to amend the ordinance was provided in the Zumbrota News-Record on May 25, 2022, as well as via the Public Notices section and Notify Me module of the Goodhue County website.

Recommendations

It is the recommendation of staff that the County Board hold the public meeting, decide whether or not they would like to continue to allow hard alcohol, and adopt the revisions to the current Cascade Canoe & Kayak Access Rules Ordinance.

CASCADE CANOE & KAYAK ACCESS RULES
ORDINANCE 21-1 DRAFT REVISIONS 2022

The County Board of Goodhue County ordains:

1. The intent of this facility is to provide canoe and kayak access. Parking is provided for canoe and kayak access only. Units parked for other purposes, including fishing, may be cited and towed at the vehicle owner's expense.
2. The property shall be open to the public from 30 minutes before sunrise until 30 minutes past sunset, except as otherwise posted, and during emergencies. Property quiet hours are from opening time until 8:00 a.m. No overnight parking or camping allowed.
3. Pets are welcome at the canoe & kayak access, as long as they are kept on a leash six feet or shorter and are personally attended at all times. All droppings must be picked up and disposed of. Pets shall not deprive or disrupt the enjoyment or use of the property by others.
4. Any person who violates this ordinance is guilty of a misdemeanor, and subject to immediate removal from the property.
5. The following activities are prohibited on the property:
 - a. To engage in any brawling or fighting, or to engage in offensive, obscene, abusive, boisterous or noisy conduct or to engage in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.
 - b. To display or to have in one's possession glass bottle containers.
 - ~~c.~~ c. To use or have in one's possession alcoholic beverages in containers larger than two liters, other than beer or wine in quantities less than a case lot, unless otherwise authorized by permit.
 - ~~e.d.~~ e.d. To use tobacco products, including e-cigarettes, in any area other than the parking areas.
 - ~~e.e.~~ e.e. To be in possession of or under the influence of any drug which is in violation of federal or state law.
 - ~~e.f.~~ e.f. To dispose of garbage, refuse, or trash of any kind except to dispose of the same in receptacles provided for that purpose. Only garbage, refuse, or trash generated on the river or the property is allowed to be disposed of in the receptacles provided.
 - ~~f.g.~~ f.g. To dispose of cut grass, tree trimmings, or personal property on the property.
 - ~~h.~~ h. To operate ~~or park~~ any motor vehicle within the boundaries of the property except upon designated roads or parking areas, or with a permit issued by Goodhue County Public Works.
 - ~~g.i.~~ g.i. To park any motor vehicle within the boundaries of the property except within designated parking areas, or with a permit issued by Goodhue County Public Works.
 - ~~h.j.~~ h.j. To operate any vehicle in a reckless manner or at a speed in excess of 10 mph.
 - ~~i.k.~~ i.k. To cut, damage, or remove trees, shrubs, plants, and other vegetation.
 - ~~j.l.~~ j.l. To hunt or disturb wildlife.
 - ~~k.m.~~ k.m. To deface, damage, or remove any property.
 - ~~l.n.~~ l.n. To clean fish and leave remaining waste products on the property.
 - ~~m.o.~~ m.o. To discharge wastewater or sewage onto the property.
 - ~~n.p.~~ n.p. To use, point, discharge or display uncased firearms or other dangerous weapons including explosives (fireworks), air guns, slingshots, traps, seines, nets, bows, and arrows.
 - ~~o.q.~~ o.q. To be present on the property outside open hours.
 - ~~p.r.~~ p.r. To be in violation of property quiet hours.
 - ~~s.~~ s. To burn wood, charcoal, or other materials or refuse.

6. This ordinance will take effect upon Goodhue County Board approval.

The property belongs to you. Please treat both the property and the neighbors with respect and help us to protect the community by following the rules.

Dated this ____ day of _____, 2022.

GOODHUE COUNTY BOARD OF COMMISSIONERS

By: _____

Jason Majerus, Chair
Goodhue County Board of Commissioners

ATTEST:

By: _____

Scott Arneson
County Administrator



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting
Northern Grain Belt Port Statistical Area

Date: 01 Jun 22

Summary

Request the County Board approve the attached resolution supporting the creation of the statistical boundaries of the Northern Grain Belt Port Statistical Area.

Background

A presentation was made at a recent MnDOT's Area Transportation Partnership (ATP) meeting. One of the County Engineers in attendance then notified the County Engineers in the Minnesota Counties that boarder the Mississippi River of this issue since all these Counties could become part of this Port Statistical Area, if it is created.

It is relatively easy to determine the amount of product shipped from and into a single port (such as Duluth). It is not as easy to identify the amount of product shipped from and into the smaller ports (such as Red Wing) on both sides of the Mississippi river downstream of the Twin Cities metro area, and then aggregate this information to show the impact of shipping in this region of the nation as a whole.

This is largely an administrative designation that may position our region for additional funding sources. Approving the attached resolution supporting this designation does not require a financial or other obligation from the County. As of now, Wabasha County has already approved a similar resolution, Houston County is considering a similar resolution today, and Winona County will consider a similar resolution on 28 Jun 22.

Bob Gollnik, a Senior Planner with the Mississippi River Regional Planning Commission, is planning to make a virtual presentation with more in-depth information concerning this concept. Additional information is also attached to this report.

Alternatives

- Approve the resolution as written.
- Revise the resolution before approving it.
- Take no action.

Recommendations

It is the recommendation of staff that the County Board approve the attached resolution supporting the creation of the statistical boundaries of the Northern Grain Belt Port Statistical Area.

**BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA**

Date: 07 Jun 2022

WHEREAS, the collection of waterborne commerce statistics pertaining to rivers, harbors, and waterways and the compilation and publication of such data by the U.S. Army Corps of Engineers are required by federal law; and

WHEREAS, creation of the statistical boundaries of the Northern Grain Belt Port Statistical Area more accurately reflect the regional waterborne commerce activity and increase tonnage recorded by the Waterborne Commerce Statistics Center and the U.S. Army Corps of Engineers Navigation and Civil Works Decision Support Center, ranking the Port Statistical Area among the Top 100 inland ports in the United States further supporting local economic development and regional transportation planning; and

WHEREAS, creation of the Northern Grain Belt Port Statistical Area would better differentiate the Upper Mississippi River and Great Lakes Ports data in both Wisconsin and Minnesota; and

WHEREAS, the proposed creation of the statistical boundaries will provide the opportunity for marketing and investment opportunities which could lead to job creation and economic growth for the designated port statistical area; and

NOW, THEREFORE BE IT RESOLVED that Goodhue County, Minnesota supports the port statistical boundary creation of the Northern Grain Belt Port Statistical Area between the Upper Mississippi River Confluence with the St. Croix River and the Wisconsin River to include the entire riverfront of Goodhue County on the Upper Mississippi River. Said support extends for statistical data reporting purposes only and not to any waterways organization or further control of the Upper Mississippi River, nor does the port statistical area designation impact any existing or future public port, terminal, or economic development authorities, nor does it require commitment of any county resources.

State of Minnesota
County of Goodhue

Anderson	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Greseth	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Majerus	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drotos	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Flanders	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Goodhue County, Minnesota at their session held on the 7th day of June 2022, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 7th day of June 2022.

Scott Arneson
County Administrator

Proposed Northern Grain Belt Port Statistical Area

(Encompassing 11 Counties in Wisconsin and Minnesota adjacent to the Mississippi River)

What is a Port Statistical Area (PSA)?

A port statistical area (PSA) can be defined as a geographical region on the coast or on a segment of waterway with a concentration of port infrastructure and/or barge terminals at its core and has close ties with nearby multi-modal transportation facilities. Linear port statistical areas, such as the upper Mississippi, have been established in other areas of the country.

- PSAs are neither legally incorporated as a city or town nor are they legal administrative divisions like counties or separate government entities.
- Many PSAs have no single municipality holding a substantially dominant position and many include several counties.
- PSAs are defined by the Waterborne Commerce Statistical Center (WCSC).
- PSAs do not impact current or future port commissions, authorities or districts, and are only used by federal government agencies for statistical reporting purposes.
- PSAs do not have taxing or bonding authority.
- The main purpose of a PSA is to accurately report and capture transportation data.

Why is the Northern Grain Belt PSA is being proposed?

The only Principal U.S. Inland Port on the Upper Mississippi (Marine Highway 35) north of Locks and Dam 10 is the St. Paul Port Authority, MN. The impact of no other federally recognized ports north of Locks and Dam 10 is that all the tonnage in the eleven-county bi-state (Minnesota and Wisconsin) area is not reported or attributed to a federally recognized port. The oversight under-represents the economic value (value of waterborne commerce) generated by the bi-state area above Locks and Dam 10 on the Mississippi River. The oversight also reduces opportunities for direct and indirect investment into the region's multi-modal transportation infrastructure and natural infrastructure.

Once the Northern Grain Belt PSA is established, it is anticipated to be a top 100 inland port (based on tonnage handled). This federal recognition of the Northern Grain Belt PSA will better represent the economic value generated by the bi-state region.

What are the benefits of being designated a Port Statistical Area?

Benefits of being designated a Port Statistical Area include:

- Statistically represent the region as a federally recognized multi-modal port.
- Inform regional multi-modal transportation planning efforts.
- Support regional marketing and economic development efforts.
- Raise the area's profile to improve regional, national, and global visibility and competitiveness.
- Create a regional multi-modal transportation infrastructure identity.
- Support sustainability planning efforts.
- Serve the bi-state area and all communities (disadvantaged and economically distressed) as an economic development tool within the region.

Additionally:

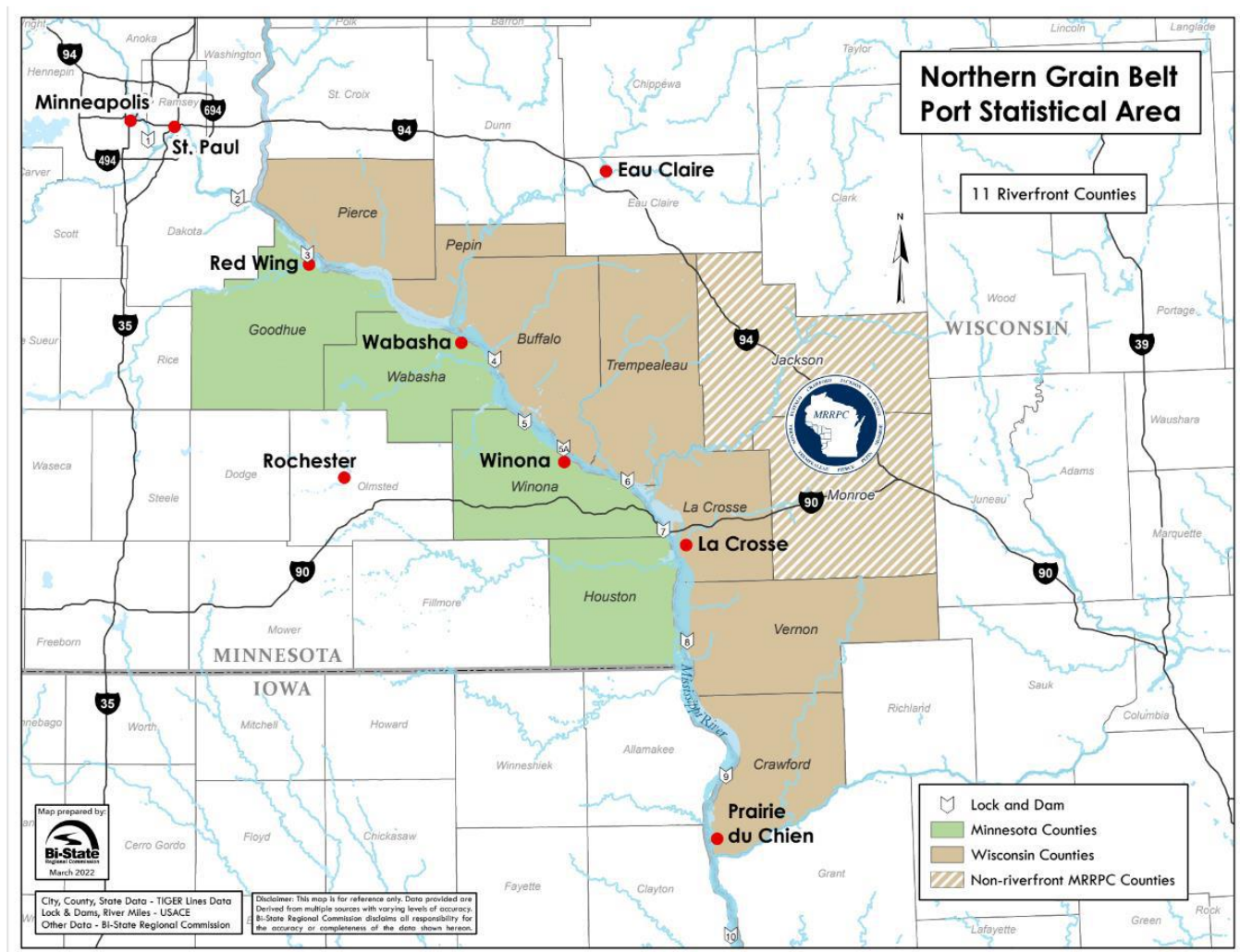
- The State of Wisconsin and Minnesota (DOTs) recognize and have expressed support for the Northern Grain Belt PSA.
- The designation does not preclude or prevent other county economic, development or transportation arrangements and agreements.
- Port Statistical Areas have been designated in counties adjacent to the Mississippi River in Iowa, Illinois, Kentucky, Missouri, and Ohio.

What is the process to become a Port Statistical Area?

To be considered for designation of a PSA, an application must be submitted to the U.S. Waterborne Commerce Statistical Center by a non-federal sponsor. The Mississippi River Regional Planning Commission (regional planning organization for nine counties in western Wisconsin) has agreed to be the non-federal agency (lead agency) to apply for PSA designation. The Mississippi River Regional Planning Commission will coordinate support of counties and ports within the proposed boundaries of the Northern Grain Belt Port Statistical Area. At a minimum, the application is required to include resolutions of support from the eleven counties within the proposed Northern Grain Belt PSA. Additional letters of support or resolutions from ports, agencies and local governments is welcomed.

What is being requested of counties in the effort to be designated the Northern Grain Belt Port Statistical Area?

The only request of counties is the adoption of a resolution in support of creating the Northern Grain Belt Port Statistical Area. There is no financial support or commitment required from counties. Adopting a supporting resolution does not obligate the county to future financial obligations regarding the Northern Grain Belt PSA. A county resolution template is attached.



For information on the proposed Northern Grain Belt PSA please contact:

Bob Gollnik, Senior Planner | Mississippi River Regional Planning Commission
bob@mrrpc.com | 612.720.1852



Northern Grain Belt Port Statistical Area Coming Soon



Media Contact
Bob Gollnik
608.785.9396
bob@mrrpc.com

LA CROSSE, Wis., May 15, 2022 — On April 20, 2022, the Mississippi River Regional Planning Commission (MRRPC)* submitted a Letter of Intent to the U.S. Waterborne Commerce Statistics Center to form the Northern Grain Belt Port Statistical Area (NGB PSA) as a principal U.S. Port. Once approved, the NGB PSA would encompass 11 riverfront counties in the bi-state (Wisconsin / Minnesota) region and together, based on freight tonnage, would allow for a ranking of the Port Statistical Area among the top inland ports in the United States.

Robert Sinkler, a Senior Advisor with Dawson & Associates and a member of the National Waterways Conference Board of Directors remarked that, "The NGB PSA is a major paradigm shift. It marries the global importance of this bi-state region as an essential part of the national and global supply chains with its ecological importance. You can't invest in or environmentally mitigate for a port that doesn't exist. The federal recognition is important."

The region has functioned as a port region for over 200 years but lacked federal recognition as a Port Statistical Area. "Federal recognition of the NGB PSA will not only enhance economic growth of the region, it will also support restoring ecological integrity of the Upper Mississippi River ecosystem," said Dr. Anshu Singh, Director of Sustainability for the Corn Belt Ports.

"The lack of federal recognition and attributing tonnage to the NGB PSA under-represents the economic value (value of waterborne commerce) to the nation and the world generated by the bi-state area above Locks and Dam 10 on the Mississippi River," said Nicole Wagner, Executive Director, Wisconsin Corn Growers Association. Currently, the only Principal U.S. Inland Port on the Upper Mississippi (Marine Highway 35) north of Locks and Dam 10 is the St. Paul Port Authority, MN.

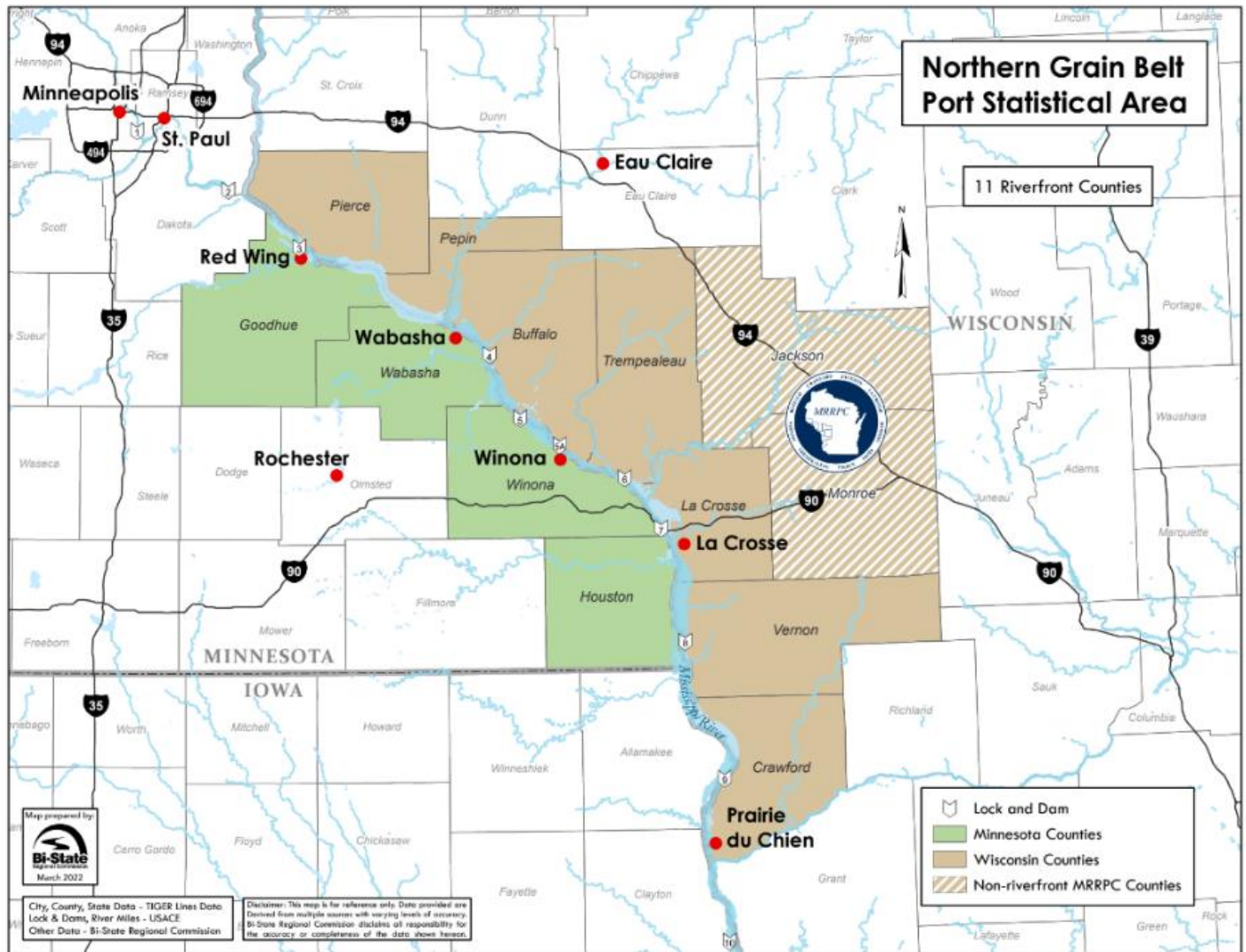
"Federal approval of the Northern Grain Belt Port Statistical Area is important for our rural communities in the bi-state region. Access to inland waterways is critical to the economic viability of our communities and allows small businesses and our farmers to export commodities around the world," said Adam Birr, Executive Director, Minnesota Corn Growers Association.

Eleven counties are listed on the Letter of Intent, four in Minnesota (Goodhue, Wabasha, Winona and Houston) and seven in Wisconsin (Pierce, Pepin, Buffalo, Trempealeau, La Crosse, Vernon and Crawford). "We expect the NGB PSA to assist in bringing valuable resources, enhance economic development, and help to raise the area's profile to improve regional, national and global visibility and competitiveness to our member counties and communities and to our neighbor counties across the river." said Peter Fletcher, Executive Director, La Crosse Area Planning Committee.

*The Mississippi River Regional Planning Commission (MRRPC) is a Commission of nine counties located along the Mississippi River in Western Wisconsin. The Commission was organized in 1964 under Wisconsin State Statutes to plan for the physical, social and economic development of the Region.



Northern Grain Belt Port Statistical Area Coming Soon



Map courtesy of Bi-State Regional Commission.



Greg Isakson, P.E.
Public Works Director/County Engineer
Goodhue County Public Works Department
www.co.goodhue.mn.us

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting - **CONSENT AGENDA**
Lighting for the new Park & Ride Lot on CSAH 8
Change Order to the Cooperative Construction Agreement with MnDOT for the
TH 52 Regrading Project, (MnDOT Contract No 1045020)

Date: 02 Jun 22

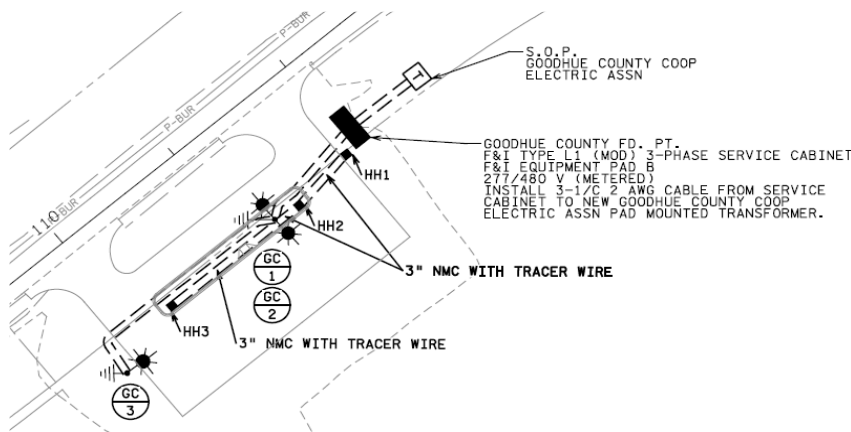
Summary

It is requested that the County Board approve a change order in our agreement with MnDOT to install street lights at the new park and ride lot on CSAH 8 just east of TH 52 that is under construction as part of MnDOT's TH 52 Regrading project.

Background

Public Works submitted a FOR YOUR INFORMATION agenda item at the 02 Nov 21 Board meeting discussing the concern that there are no street lights included in the design of this parking lot and that MnDOT would work up an estimate to provide lighting for the Board's consideration.

MnDOT has been working with the Design-Build team to create a design and cost estimate to construct this lighting system, which includes: one pole with two lights on the island in the parking lot, one pole with a single light on the west side of the parking lot, a power service cabinet with a power source just east of the parking lot, other cables, wires, conduit, pole foundations, hand holes and other associated materials for this lighting system.



As mentioned in the agenda item report from 02 Nov 21, there is a concern that this Park and Ride lot could be quite dark early and late on winter days when it is being used by commuters. Adding these lights should increase the safety factor for commuters arriving and leaving the lot before sunrise and after sunset.

The County's cost for this additional work is \$61,823.43. Local funds allocated to highway construction projects will be used to cover this cost.

Alternatives

- Approve the installation of the lighting system as described above.
- Ask MnDOT to revise the design of the lighting system and provide a revised cost estimate.
- Wait until the MnDOT project is complete and restart the process to install lights at the lot.
- Take no action and leave the lot unlit.

Recommendations

It is Staff's recommendation that the County Board authorize this change order for the addition of lighting to the design of the Park and Ride lot being constructed on CSAH 8 and authorized this additional expenditure.



Greg Isakson, P.E.
Public Works Director / County Engineer
Goodhue County Public Works Department

2140 Pioneer Road
Red Wing, MN 55066
Office (651) 385-3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Jun 22 County Board Meeting
Road Tour

Date: 02 Jun 22

Summary

It is requested that the County Board decide if there will be a Road Tour this summer.

Background

It has been several years since the County Board took a Road Tour. This tour usually begins at 8:00 a.m. at the Public Works office. After a short meeting, the Commissioners and Staff board a van and drive around the County looking at roads, bridges, parks, and other sites of interest. This tour gives everyone a chance to actually see many of the recent improvements to the County Road, Bridge, and Park Systems, and to see sites where something needs to be done. The tour usually wraps up around 4 p.m. back at the Public Works office.

Alternatives

Decide if the Commissioners wish to take a Road Tour this year.

Recommendation

It has been several years since the Commissioners took a Road Tour. It is the recommendation of staff to take a Road Tour this summer to see recent improvements, ongoing projects, and to visit issues that the Commissioners should see.

If the County Board decides to take a Road Tour, then a survey of potential dates will be sent to the Commissioners to find a date for the tour.



Marty Kelly
Goodhue County Sheriff

430 West 6th Street
Red Wing, MN 55066
Office (651) 267.2600
Dispatch (651) 385.3155

TO: Goodhue County Commissioners
FROM: Captain Chad Steffen
DATE: May 24, 2022
RE: Approval of Emergency Operations Center Camera & Audio System

Summary & Background

Throughout the last two years many operations, trainings and meetings have occurred virtually within the Emergency Operations Center (EOC) and associated Training Room. Basic webcams and microphones have proven to be ineffective or inadequate. In addition, the existing public address system within the EOC was implemented during initial construction of the Law Enforcement Center (LEC). The public address system is frequently used to brief members during an activated EOC. Both areas have been demonstrated to need an overhaul to enhance today's technologies.

The Emergency Manager and the Communications Captain have visited other Emergency Operations Centers to determine how they've accomplished successful operations using the built-in cameras, microphones, displays and speakers. Bluum Technologies provided the attached proposal after consulting with County IT Director, Emergency Manager and the Communications Captain. Bluum Technologies is currently working on the new County Board Room and also provides sales and support to our existing SMART board monitors within the EOC.

County Administrator Scott Arneson has reviewed this proposal and concurs with the plan. County Finance Director Brian Anderson indicates, if approved, the remaining CARES funds will cover this proposed project.

Recommendation

Authorize the Communications Captain to proceed with the proposal as provided by Bluum Technology in the amount of \$63,083.40 to enhance the camera, audio and public address system of the EOC and Training Room. This amount to be covered by the remaining CARES funds.

OFFICE OF THE GOODHUE COUNTY SHERIFF

ADULT DETENTION
CENTER
651.267.2804

CIVIL DIVISION
651.267.2601

RECORDS DIVISION
651-267-2600

EMERGENCY
MANAGEMENT
651.267.2639

EMERGENCY
COMMUNICATIONS
651.385.3155

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Proposal

Design & Integration

Goodhue County

A Technology Proposal created for: Goodhue County - EOC Camera & Audio

Add

Mike Chapley, Account Executive

Peter Obermesik, Sales Engineer

Opportunity Number: 31596

Revision: 2

bluum[™]
technology



Scope of Work

System Objective and Overview

Bluum is pleased to present Goodhue County with the following scope of work for the AV Upgrades to the EOC and Training Room.

Quote A – Training Room and EOC Upgrades

Where You See It - Video Display Solution

The existing SMART panels, video sources and routing of video will remain in its current location with no changes to how the video system is used.

What You Will See - Video Source Solution

Two QSC PTZ cameras will be installed in each room for a total of 4 cameras. A QSC I/O Bridge will be installed at each SMART panel to allow for video conferencing. Both SMART panels have Windows 10 software included in the current computers located in the SMART board OPS slots.

The QSC system proposed has been certified with many web conferencing platforms such as Webex, Zoom, and Teams, and is leading the industry with products that promote flexibility and the ability to expand systems without replacing core components. *For example, a camera could be easily added to the system and available to the conference call with a programming change, where alternate systems would require an upgrade to the AV Bridge or other video components. Or, a USB connection can be easily added in the room to allow conferencing to be hosted on a laptop, instead of the SMART panel if needed, giving the room greater flexibility.*

What You Will Hear - Audio Source Equipment

The EOC will be provided with 10 wireless Shure gooseneck microphones with charging bases located within the room on an OFE table. These microphones will provide audio to the far end and also voice lift within both the EOC and Training Room. The Training Room will have a Sennheiser TCC2 ceiling microphone installed providing coverage to the roughly 30' x 30' space. Audio from the TCC2 microphone will be heard on the far end of the conference call, and no voice lift will be provided. Both rooms will receive new QSC ceiling recessed speakers (12 total) and dual channel amplifier.

How You Will Use the System - Control Solution

Control of the system will be accomplished through a QSC control processor and two wall mounted 7" QSC touch panels (one in each room). Controls at the touch panels will include:

- Combine/Divide control
 - o Combines the two zones of audio to allow for voice lift from wireless microphones in both rooms
 - o Video systems will remain divided at all times
- Volume controls
 - o Wireless gooseneck microphones
 - Volume and Mute
 - o TCC2 ceiling microphone
 - Mute only (No voice lift)
- Camera controls
 - o Camera selection
 - Each room will have two connected cameras to choose from
 - o Pan, Tilt, Zoom
 - o Position presets for each camera

Where Is It Being Put - Furniture/Rack Solution

Equipment will be installed in the OFE equipment rack in the server room. No lecterns will be needed or provided in this design. All other equipment will be installed in walls, behind displays, or located on an OFE tabletop as stated above.

Customer Expectations:

If multiple rooms were quoted, installation pricing for this proposal assumes that all quotes will be signed off on and installed at the same time. If one or more of the quotes in this proposal are not approved, existing quotes will need to be revised to reflect those changes and additional charges may apply.

Equipment locations such as closets, or cabinetry may require additional venting, or in some cases, dedicated cooling units to keep equipment operating at standard temperatures.

Bluum Technology will not be responsible for the condition and functionality of any existing OFE (Owner Furnished Equipment) during the installation process. This includes transitioning product from the process of de-installation to re-installation. Should existing equipment fail or be found to not work properly with our system design, the customer will have the option of sourcing a Bluum Technology approved replacement part or Bluum Technology will offer a billable replacement alternative. If OFE malfunction causes delays in the installation timeframe, additional billable labor charges may apply.

Bluum of Minnesota, LLC
1771 Energy Park Drive, Suite #100, St. Paul MN 55108
1.612.331.5500 | 1.800.933.7337 | Fax 1.612.331.3424
bluumtech.com |

04/11/2022

Bill To
Accounts Payable
Goodhue County
509 W 5th Street
Red Wing MN 55066

Ship To
Diane Richter-Biwer
Goodhue County
509 W 5th Street
Red Wing MN 55066

Memo:
Training Room and EOC Upgrades R2

Expires	Sales Rep	Contract	Terms
07/10/2022	592 Mike Chapley	Transaction Not Eligible	Net 30

Qty	Item	MFG	Price	Ext. Price
2	Video Source Solution I/O USB BRIDGE Q-SYS PoE bridging endpoint for AV-to-USB Bridging. Delivers driverless usb 2.0 connection. Includes dual LAN connections and HDMI output.	QSC	\$1,240.00	\$2,480.00
4	Integration Item NC-12x80 12x Optical Zoom 80° Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	QSC	\$2,635.00	\$10,540.00
12	Audio Solution AC-C6T QSC AC-C6T 6" Two-way ceiling speaker, 70/100V	QSC	\$91.97	\$1,103.64
1	SPA4-100 1/2 RU 4 Channel ENERGY STAR amplifier / Multichannel Operation 100 watts into 8Ω & 4Ω, Bridged pair operation 200 watts into 8Ω & 4Ω, and 350 watts into 70v and 100v / 100-240 VAC Operation	QSC	\$658.24	\$658.24
2	TX-J2 Unbalanced Input Transformer	RDL	\$58.22	\$116.44
1	USTCC2KIT Sennheiser USTCC2KIT Team Connect Ceiling 2 Kit with Mounting Brackets	Sennheiser	\$2,925.00	\$2,925.00
10	Integration Item MX410/C 10" Shock-Mounted Gooseneck, Cardioid, includes surface mount preamplifier	Shure	\$245.56	\$2,455.60



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bluumtech.com |

04/11/2022

Qty	Item	MFG	Price	Ext. Price
10	MXW8=-Z10 Desktop Base Transceiver **Mic not included. Must be ordered separately	Shure	\$444.39	\$4,443.90
2	MXWAPT8=-Z10 8-Channel Access Point Transceiver -Z10 Frequency (10 MHz) 1920 ÷ 1930 MHz *would need to order additional components separately*	Shure	\$2,606.23	\$5,212.46
3	MXWNCS8 8-CH NETWORKED CHARGING STATION Control Solution	Shure	\$1,358.50	\$4,075.50
1	SW-610-24P-R 24-Port Gb PoE+ L2 L3 Managed Switch with 4 SFP+, US Power Cord	Luxul	\$942.23	\$942.23
1	SLQSE-110-P Q-SYS Core 110 Scripting Engine Software License, Perpetual	QSC	\$264.54	\$264.54
1	SLQUD-110-P Q-SYS Core 110 UCI Deployment Software License, Perpetual	QSC	\$132.27	\$132.27
1	CORE 110F Unified Series Core with 24 local I/O channels, 128x128 network I/O channels, dual LAN ports, telephone POTS, 16x16 GPIO, 16 AEC channels, 1RU	QSC	\$2,428.34	\$2,428.34
1	CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.	QSC	\$1,694.67	\$1,694.67
1	SL-DAN-32-P Q-SYS Software-based Dante 32x32 Channel License, Perpetual	QSC	\$527.00	\$527.00
1	SLQSE-8N-P Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.	QSC	\$132.27	\$132.27



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bluumtech.com |

04/11/2022

Qty	Item	MFG	Price	Ext. Price
1	SLQUD-8N-P Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.	QSC	\$66.14	\$66.14
2	Integration Item TSC-70-G3 Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	QSC	\$1,085.00	\$2,170.00
	Furniture/Rack Solution			
1	TIERNE-RHCB-BLUUM-RJ 1RU, RackMate Header, Screen Printed, 1 Color (White Ink)	Liberty	\$36.89	\$36.89
1	HP-Screws HP Box of 100 PCS 10-32 Screws Black	Middle Atlantic	\$18.50	\$18.50
1	LBP-1A, 10 PACK LBP-1A, 10 PACK	Middle Atlantic	\$28.50	\$28.50
1	PD-915R-PL Rackmount Power, 9 Outlet, 15A, Basic Surge	Middle Atlantic	\$106.79	\$106.79
1	System Core and Infrastructure Solution System Core and Infrastructure Solution - Includes Cables, Connectors and Hardware		\$2,416.99	\$2,416.99
1	Services - Integration Integration and Installation Services (Non-Union, Non Prevailing Wage; Normal Business Hours). Union and/or Prevailing Wage rate requirement will result in a change order to the client.		\$8,575.00	\$8,575.00
	Including Standard 90 day Installation Warranty https://www.bluum.com/standard-service-warranty			
1	Programming and Configuration Programming and Configuration Completed in the Field or In House - Includes 90-day Programming Warranty; allowing for modifications to be made to the initial functionality within this time frame at no charge. Appointment times determined by Tierney. Changes requested after this time will be billable at standard hourly rates.		\$6,690.00	\$6,690.00





Quote

#228458

Bluum of Minnesota, LLC
1771 Energy Park Drive, Suite #100, St. Paul MN 55108
1.612.331.5500 | 1.800.933.7337 | Fax 1.612.331.3424
bluumtech.com |

04/11/2022

Subtotal	\$60,240.91
Tax (0%)	\$0.00
Shipping Cost	\$1,842.49
Total	\$62,083.40

To accept this quotation, sign here : _____

If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service at 612-331-5500.
 This document is subject to the terms and conditions found here: <https://www.bluumtech.com/terms-conditions>
 Pricing Adjustments as it Relates to Tariffs: If/When international tariff changes impact any product(s) included in this quote, Bluum reserves the right to adjust or cancel this quote.
 Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods.
 Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit.
 Returns require an authorization number and must be made within 30 days.
 Custom orders and "Consumables", such as projector lamps, may not be returned.
 Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty.
 Restocking fees varying depending on the product line, expect a minimum charge of 25%.

Bluum of Minnesota, LLC was formerly known as Tierney Brothers, LLC. Please update your records with the updated name and contact information presented on this form.





Proposal Summary

*Check the Quotes Intended
for Purchase*

A - Training Room and EOC Upgrades R2 -

State Contract \$0.00

Non Contract \$62,083.40

Proposal Total - \$62,083.40

The undersigned authorizes Bluum Technology to proceed in accordance with the proposal including options elected and agrees as a representative of the client to be responsible for payment. By signing below, the client has read, understands and agrees to the scope of services, client responsibilities, terms & conditions and privacy policy.

Clients Name & Email Address (Please Print): _____

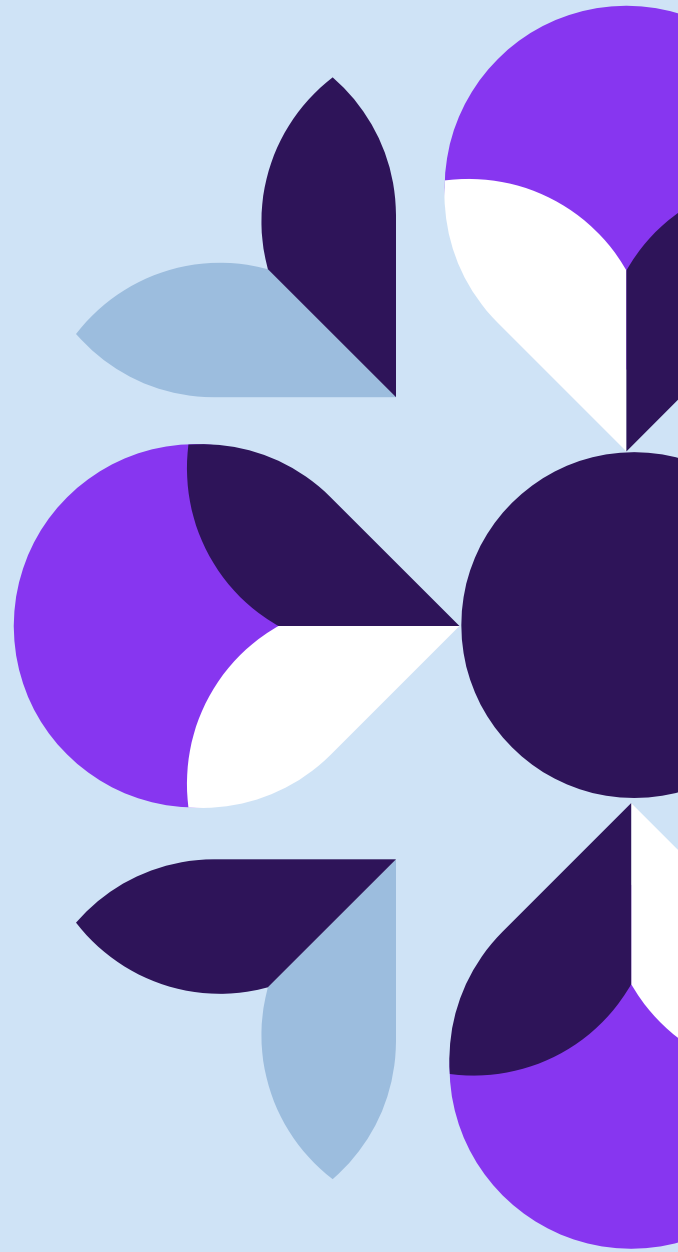
Authorized Signature: _____ Date: _____



Cultivate Possibility

With the hyper-accelerated transition to technology-based work and learning, organizations and businesses are seeking deeper partnerships with solutions providers that can deliver more than a sale. True partners take time to listen and understand your needs, and are vested in helping you achieve your goals and deliver results.

The act of 'blooming' signals a moment of transformation when the right people, knowledge and resources come together to create something greater than the sum of its parts. We help organizations like yours digitally transform the way you work and learn to unlock greater value, and bloom where you are planted.



Our Mission

To bring people together through exceptional technology experiences.

Experience the power of partnership at its best. Beyond delivering leading-edge technology solutions, Bluum Technology provides guidance, services and support to optimize the value of your investments throughout the technology lifecycle.



Strategy

We aim to develop and maintain a long-term partnership with you. Why? It helps ensure we not only design, build and support the solution you need, but deliver results that help your organization grow.

- ♥ Improved engagement
- ♥ Greater productivity
- ♥ Optimized costs
- ♥ Increased brand value

Design

Bluum Technology, together with our vendor partners, provides full consultation to design and power your on-site and remote workspaces and meeting rooms.

The Bluum team will continue to support you long after the project is complete.

Integration & Installation

We use a thorough pre-implementation planning process that starts with a dedicated project manager who oversees the implementation.

Site visits confirm the scope and site are in alignment before our certified technicians begin installation.

Professional Development

Once your solution is installed, Bluum Technology can help you increase user adoption, engagement and collaboration.

Our team of professional development instructors provides a variety of training programs to empower your workforce to use technology for improved collaboration and productivity.

Technical Support

Bluum Technology provides 24/7 technical support via phone or email through our easy-to-access helpdesk.

Our dedicated service team is the largest in the market and maintains numerous industry certifications to enable quick resolution to any support needs.

Maintenance

Our national network of experienced integrators and installers can provide service anytime, anywhere including:

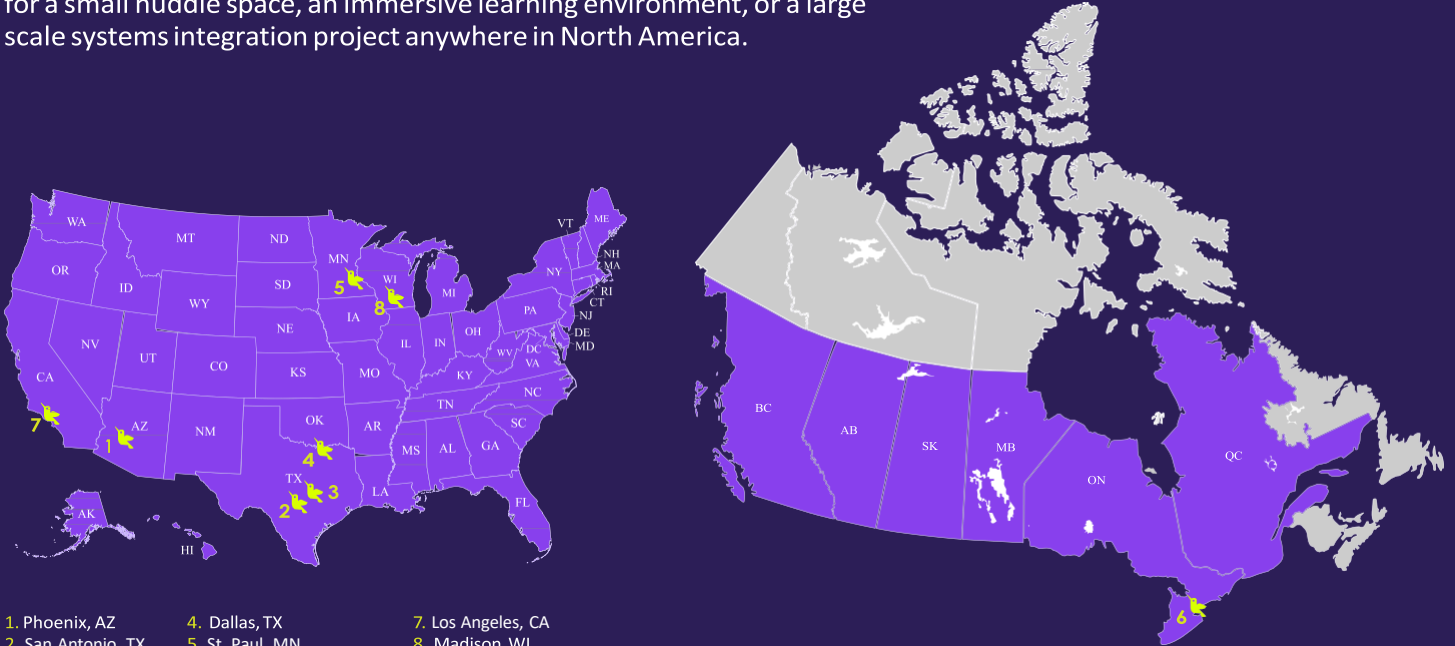
- ♥ Local repair and service dispatch
- ♥ Preventative maintenance contracts
- ♥ Service level agreements
- ♥ Installation of firmware and software updates
- ♥ Maintenance reports
- ♥ No-cost consultation on system upgrades



ABOUT US



We can handle all your technology needs—whether designing a solution for a small huddle space, an immersive learning environment, or a large scale systems integration project anywhere in North America.



- 1. Phoenix, AZ
- 2. San Antonio, TX
- 3. Austin, TX
- 4. Dallas, TX
- 5. St. Paul, MN
- 6. Markham, ON (CAN)
- 7. Los Angeles, CA
- 8. Madison, WI

BY THE NUMBERS

780+
on
Team Bluum

40+
Years in
Business

3x
Revenue Growth
Since 2019

7.0M+
Products Sold
Annually

50
State
Coverage

10K+
Projects
Completed

HONORS & INDUSTRY RECOGNITION



AVIXA Certification
AV Provider of Excellence



No. 50 on Solutions
Provider 500 List (2021)
CRN Magazine



INC. 5000 Honoree – Fastest
Growing Company (2021)
Inc. Magazine



Fastest Growing
Company (2021) Phoenix
Business Journal



No. 10 Systems Integrator (2021)
Top 50 Systems Integrators List
Systems Contractor News



WINNER – Fast 50 Award
(2018)
Twin Cities Business Journal



No. 56 on Fast Growth 150 List
(2021)
CRN Magazine

WINNER – Best AV Company
(2016, 2017)
TCB Magazine





Bluum Technology (formerly Trox+Tierney) has been helping customers improve communications, collaboration and uncover more value for over 40 years. As a true partner, we are with you every step of the way – from consultation, planning and design through integration, installation and beyond. With a solid understanding of how technology can be leveraged to create exceptional user experiences, we can help you derive the greatest benefits and maximize overall value of your technology investments.

We are confident that we can provide the right mix of expertise, products and services to effectively support your requirements. If you need more information, please contact us at 612-331-5500. If you need more perspective on how we work with our customers, we'll be happy to connect you with some references.

We look forward to the opportunity to partner with you soon.





Scott O. Arneson
County Administrator
Goodhue County

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

TO: Goodhue County Board

FROM: Scott O. Arneson, County Administrator

DATE: June 2, 2022

RE: Personnel Policy updates

With all of transitions occurring within Human Resources, we felt it would be prudent to update the known Personnel Policy edits during this transition.

Attached is the updated power point that contains all of the policy revisions and recommendations were received through this process. All of the proposed updates were discussed with the Personnel Policy Committee and the Management Team in May. In addition, the updates have also been reviewed by the Union Stewards representing the Labor Management Committee.

The following are the updates recommended for approval with the exception of the direction we were given regarding Juneteenth (see #10 below). Below is a listing of the specific policies and the type of changes they include:

Policy Revisions:

1. Vehicle Usage – Clarifies Usage
2. Purchasing Card – Minor update and updated form
3. Emergency Purchasing – Minor change to reflect statute
4. Offensive Conduct – Minor changes to reflect intent of policy
5. Civil Rights – Expanded to cover all County Departments
6. Tuition Reimbursement – Revised to reflect modern tuition and reimbursement rates
7. Telecommuting – Minor change to eligibility at 6 months
8. Vacation Leave to Deferred Compensation – New Policy
9. Hiring Policy – Changed to reflect Board direction on changing the hiring process. Also reflects change on which step of hiring’s need to come to Board.
10. Juneteenth - Directed to have a broader discussion about Juneteenth, Columbus Day, and Indigenous People’s day through negotiations.

Staff Recommends approval of policies 1 -9 as updated along with all of the forms in Chapter 16. The forms will be created as fillable forms. Upon approval, the policies will be updated on the internal website and employees will be informed.

Please feel free to contact me in advance of Tuesday’s meeting should you have questions or desire clarification.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W 4th St.
Red Wing, MN 55066

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

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066

An Equal Opportunity Employer

The background features several sets of concentric, curved lines in shades of grey and white, creating a sense of motion and depth. These lines are primarily located on the left and right sides of the page, framing the central content.

Personnel Policy
Committee
Recommendations
05.2022

Revisions to Existing Policies

- **Vehicle Usage**
- **Purchasing Card**
- **Emergency Purchasing**
- **Offensive Conduct**
- **Civil Rights**
- **Tuition Reimbursement**
- **Telecommuting**
- **Hiring Policy**

Vehicle Usage

- **County owned vehicles are for official County business use only.**
 - Minnesota Statutes prohibits the personal use of a County vehicle for other than authorize County business or specified authorized commuting. This means that any other use of a County vehicles for personal benefit is strictly prohibited. Unauthorized personal use of a County vehicle may be grounds for disciplinary action.
- **Only authorized persons are permitted to drive or ride in County owned or leased vehicles.**
 - Authorized persons include County employees, paid/unpaid interns, and volunteers involved in County work related programs.
 - County clients or persons apprehended by the Sheriff's Department are allowed to ride in County vehicles.
 - Employee family members are not allowed in vehicles unless they qualify under the Sheriff's Take Home Squad Car and Duty Status Policy.
- **All Drivers must have in their possession a current and valid driver's license.**

<https://co.goodhue.mn.us/DocumentCenter/View/23890/124-Vehicle-Policy>

Purchasing Card

[Draft Purchasing Policy](#)

- <https://co.goodhue.mn.us/DocumentCenter/View/23869/2022-Purchasing-Policy-Update--DRAFT>

[Credit Card Form](#)

- <https://co.goodhue.mn.us/DocumentCenter/View/23870/Credit-Card-Form---DRAFT>

Finance Policy – Emergency Purchase Policy

- In accordance with Minn. Stat. 375.22 Sub. D. 1, In case of an emergency arising from breakage, damage, or decay in county property that cannot be allowed to wait for the time required to advertise for bids, repairs may be made without advertising for bids if the work is authorized by a majority of the board of county commissioners, and the action is ratified and recorded in the official proceedings of the board at its next meeting.

8.4 Offensive Conduct Policy

<https://co.goodhue.mn.us/DocumentCenter/View/23877/Offensive-Conduct--Draft>

Civil Rights

Civil Rights Plan

<https://co.goodhue.mn.us/DocumentCenter/View/23871/Goodhue-County-Civil-Rights-Plan-4-30>

- Structured with overall plans and then broken down into HHS, PW, and Sheriff specific plans
- Need an agreed upon/uniform language for protections under Title VI
- Establishes all complaints go to the HR director and then are dispersed to proper department depending on the complaint
- Red highlight indicates a question surrounding compliance

The background features several sets of concentric, curved lines in shades of gray, some solid and some dashed, creating a sense of motion and depth. A prominent purple rectangular box is positioned on the left side of the page, containing the title text.

Tuition Reimbursement Policy

<https://co.goodhue.mn.us/DocumentCenter/View/23879/Tuition-Reimbursement-Policy-DRAFT-542022>

Telecommuting Policy

Telecommuting Policy

- Allowing telecommuting to begin at 6 months of employment vs. 12 months.

<https://co.goodhue.mn.us/DocumentCenter/View/24002/Telecommuting-Policy---Draft-2022>

Hiring Policy

Hiring Policy

- Incorporates Board Direction from May 3, 2022 in regarding to hiring and the purpose of the Personnel Committee
- Changes the requirement for Board hiring approval from step 3 to step 8.

<https://co.goodhue.mn.us/DocumentCenter/View/24001/Hiring-Policy---2022-DRAFT>

A purple speech bubble with a white outline and a small tail pointing downwards. The text "New Policies" is centered inside the bubble in a white, sans-serif font. The background of the slide features a pattern of thin, light gray concentric circles and dashed lines.

New Policies

Vacation Leave Conversion to Deferred Compensation

- Department heads who are participating in a deferred compensation program through Goodhue County payroll deduction may convert up to 80 hours of accumulated vacation leave each year for purposes of making a contribution to a deferred compensation plan.
- Contributions to deferred compensation plans made through the conversion of vacation hours are subject to all of the rules and regulations of the respective plans.
- A request to convert vacation leave to deferred compensation may be made in writing between June 1 and July 1, the contribution occurs between November 1 and December 15 – after the hours to be converted have been accrued in that payroll year.
- The appointing authority may deny requests or may further limit the number of hours that may be converted due to budgetary restrictions.

Juneteenth

- In June 2021, Congress passed a resolution to establish Juneteenth as a national holiday and the Juneteenth National Independence Day Act was signed into law by President Biden, adding Juneteenth to the list of official paid federal holidays. On January 1, 1980, Juneteenth officially became a Texas state holiday, making Texas the first state to grant this emancipation celebration. Since then, 49 other states and the District of Columbia have also commemorated or recognized the day. In June 2021, Minnesota Governor Tim Walz proclaimed June 19, 2021 as Juneteenth Freedom Day in the State of Minnesota. In Minnesota, there are currently bills, [HF3910](#) and [SF3789](#) at the capitol regarding Juneteenth being recognized as a state holiday. Before this, the last time Congress and the President added a new federal holiday was in November 1983, when the birthday of Martin Luther King, Jr., became a legal public holiday.
- Goodhue County intends to have a broader discussion about Juneteenth, Columbus Day and Indigenous Peoples' Day through negotiations.

12.4 VEHICLE POLICY

The use of County vehicles shall be managed with priority given to safety, cost effectiveness and fuel conservation.

The following governs use of County vehicles.

- **County owned vehicles are for official County business us only.** Minnesota Statutes prohibits the personal use of a County vehicle for other than authorize County business or specified authorized commuting. This means that any other use of a County vehicles for personal benefit is strictly prohibited. Unauthorized personal use of a County vehicle may be grounds for disciplinary action.
- ~~Authorized drivers are County employees only. All Drivers must have in their possession a current and valid driver's license.~~ **Only authorized persons are permitted to drive or ride in County owned or leased vehicles.** Authorized persons include County employees, paid/unpaid interns, and volunteers or other persons/clients participating involved in County work related programs or functions. County clients or persons apprehended by the Sheriff's Department are allowed to ride in County vehicles. ~~Employee f~~Family members are not allowed in vehicles unless they qualify under the Sheriff's Take Home Squad Car and Duty Status Policy.
- All Drivers must have in their possession a current and valid driver's license.
- Drivers are required to observe and obey all traffic laws regarding the operation of a motor vehicle including speed limits.
- It is the responsibility of the driver to comply with all applicable seat belt laws. All passengers and drivers of County vehicles are required by law to use seat belts.
- Drivers of County vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the vehicle while the County vehicle is in their possession.

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FINANCIAL POLICIES



Adopted: June 4, 2019
Amended: June 7, 2022

To effectively promote the safety, health and well-being of our residents

TABLE OF CONTENTS

Financial Policies

A. Introduction.....	4
B. Fixed Assets.....	5
C. Capital Planning.....	9
D. Investments.....	13
E. Debt Management.....	21
F. Fund Balance.....	23
G. Purchasing.....	28
H. Federal Procurement.....	34
I. Cash Handling and Banking.....	42
J. Payment Card Acceptance.....	45

Introduction

These financial policies set forth the basic framework for the overall fiscal management of Goodhue County. With ever changing circumstances and conditions, these policies assist the decision-making process of the County Board and the administration of County affairs. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices which have guided the County in the past and have helped maintain financial stability over the years. These policies shall be reviewed biannually and changed when authorized by County Board action.

FIXED ASSET POLICY

1. Purpose

The purpose of this policy is to ensure that the County's assets are properly recorded, maintained, controlled and accounted for.

2. Scope

This policy applies to all capitalized assets and certain non-capitalized assets.

Capital assets are items that have a useful life of greater than one year and have an initial cost of at least \$5,000. Specific criteria for different asset capital asset classes are listed below.

Certain assets that do not meet these criteria must also be tracked because of their sensitive nature or to meet insurance coverage requirements. Examples include computers and firearms. Additional information on these assets can be found in the Capital Planning policy.

3. Capital Asset Criteria

For reporting purposes, assets are grouped into several categories, by similarities in asset characteristics, costs to be included and useful lives. Assets are depreciated for a period of between 3 and 75 years, depending on asset category and asset type. In general, the cost of an asset includes all initial costs directly identifiable to an asset that are required to put the asset into service and are incurred after the decision to purchase or construct the asset was determined to be probable. Costs incurred subsequent to the initial purchase/construction of an asset are capitalized only if the costs significantly improve the utility of the asset, by significantly extending its useful life or by increasing that asset's effectiveness or efficiency. Expenditures for routine repair and maintenance should be expensed. Donated assets are recorded at acquisition cost as of the date of donation.

Equipment – includes furniture, equipment and vehicles. Cost includes initial purchase price, including delivery, taxes and set-up expenses.

Buildings & Building Improvements – either purchased or constructed. If purchased, cost is the purchase price, including all closing costs. Renovation costs (either as part of the original building or as a separate building asset) could also be included if these costs are necessary to get the building ready for use. If constructed, see CIP section for cost details. Building improvements would include ramps, structural modifications due to changes in code requirements and significant remodeling of space in the structure.

Infrastructure – includes public infrastructure such as roads and bridges. See CIP section for cost details. Additionally, bridge construction costs should include approach, signage, sidewalk and lighting costs. Costs for road or bridge overlays are not capitalizable and should be expensed unless the overlay provides a significant extension in the road or bridge's useful life or if it significantly increases the usefulness or utility of the road or bridge.

Construction in Progress – used to track and collect costs of multi-year projects. Includes all constructions costs, including design, engineering, materials purchased and contractor payments. Costs are moved to the appropriate asset category once the project is substantially completed and the asset is put into service. Only costs incurred after the project is considered probable should be capitalized – costs such as feasibility studies and costs to determine final site location should be expensed.

Land – costs include purchase price, including appraisal fees, closing fees and legal expenses. Costs also include other expenses necessary to get the land ready for use, such as structure demolition and site cleanup.

Land Improvements – examples include trails and parking lots. See CIP section for cost descriptions.

Right-of-Way – permanent easements or deeded property. Costs include those described under Land, and can also include relocation fees.

Software – includes internally-developed software and significantly developed external software (for example, a multi-year project to design, customize and test a financial software package specific for the needs of the County). Allowable costs include the purchase of any software (not a license – this is expensed) and any application development-related costs incurred after the project/purchase has become probable. Costs incurred after the software is in service are not capitalized – e.g. training.

4. Additions

Purchased assets are added when they are paid for, as this reasonably approximates when they are put into service. Constructed, or project, assets are recorded on the date they are substantially completed, that is, when they are considered usable. Unlike with purchased assets, all costs may not have actually been paid for at the time a constructed asset is recorded.

5. Disposals

When an asset is no longer being used by the County, it should be disposed of. Disposal may be warranted due to obsolescence, trade-in for a newer asset, theft, or unrepairable damage. Disposal can take place via several methods, including discarding and sale. Any sales of disposed assets should be done through public auction and proceeds from those sales should be deposited in the fund from which the items were originally purchased. Board approval is required prior to placing an item into public auction. All asset disposals must be reported to the Finance department and should include the asset description, tag # (if applicable), disposal date and amount of any proceeds (sales, insurance, etc.).

6. Impairments

Capital assets that experience significant and unexpected loss of service utility – but not total destruction – are considered to be impaired. Impaired assets are reasonably expected to be put back into service – they are not permanently disabled. Impairment can occur due to such things as serious physical damage or technological/regulatory developments. Costs incurred to restore the asset's previous service capacity should be capitalized and added to the loss-adjusted value of the existing asset.

7. Transfers

When an asset is transferred from the original purchasing department to another department, this transaction should be recorded in the County's asset management system. All transfers should be reported to the Finance department. Accurate asset location information is important for the periodic inventory verification process.

8. Leased Assets

Under current accounting guidance, certain leased equipment/facilities may require capitalization. Criteria for capitalization include least term/length, lease renewal options, lease payment amounts and the characteristics of the item being leased. Under new accounting rules that are effective for fiscal year 2020, the actual leased asset will no longer be accounted for; instead an intangible asset that represents the right to use the leased asset will be recorded. Departments should contact Finance if a new lease is being considered.

9. Depreciation & Useful Lives

All capital assets will be depreciated using the straight-line method, with the following useful life ranges for each category. If an asset is put into service or disposed of mid-month, depreciation will be recorded for the entire first/last month (whole month approach). Land and Right-of-Way assets have indefinite lives; Construction-in-Progress assets are not yet in service – both categories are not depreciated.

Asset Class	Useful Life (years)
Equipment	3 – 20
Land Improvements	5 – 20
Buildings	25 – 50
Building Improvements	20 – 50
Infrastructure	25 – 75
Land	Not depreciated (Indefinite life)
Right-of-Way (ROW)	Not depreciated (Indefinite life)
Construction-in-Progress (CIP)	Not depreciated

10. Inventory

All capital assets should be tagged with an identifying number unless the asset does not permit affixing such a tag. This applies mainly to equipment items. Periodic inventory/physical counts will be conducted to ensure that all capital assets exist, are in usable condition and are reported in the correct department. The existence/condition of building and infrastructure assets should be reviewed periodically by departments as part of the capital planning process.

11. Reporting

Capital assets and associated accumulated depreciation are reported in the Statement of Net Assets. Depreciable assets are reported separately from non-depreciable assets (land, CIP, ROW). Depreciation expense is reported in the specific function to which the associated asset

relates, on the Statement of Activities. As part of the reporting process, Finance will provide an asset listing to departments at least annually to review for accuracy and completeness.

12. Responsibilities

Finance

- Maintain policies/procedures to ensure integrity of fixed asset information
- Coordinate periodic inventory
- Process all updates in RAM (Real Asset Management) – adds, deletes, transfers
- Prepare all financial statements and audit schedules

Departments

- Ensure that all assets are utilized only for appropriate public use
- Accurate/timely submission of payment documents and other asset addition information
- Submission of asset impairment/disposal information
- Participate/assist in periodic physical inventory

IT

- RAM functionality/updates

CAPITAL PLANNING POLICY

1. Purpose

A properly prepared capital plan is essential to the future health of an organization and continued delivery of services to citizens and businesses. Goodhue County will prepare and adopt a comprehensive, fiscally sustainable, Five-Year Capital Plan to ensure effective management of a smooth process of capital assets. A prudent Capital Plan identifies and prioritizes expected needs based on strategic goals, establishes project scope and costs, details estimated amounts of funding from various sources. This ensures that capital expenditures are well planned and enable the County to add or replace capital items when needed, without requiring significant fluctuation in property tax levy. It is extremely difficult for governments to address the current and long-term needs of their citizens and businesses without a sound multi-year Capital Plan that clearly identifies capital needs, funding options, and operating budget impacts.

2. Scope

This policy applies to all fixed assets as defined in the Fixed Asset policy, as well as certain other items that are either sensitive in nature (computers, firearms) and/or require significant periodic outlays for replacements (sheriff's radios, computers).

The Capital Plan identifies the timing and financing of all capital items including such things as land purchases; road infrastructure and bridges; building replacement and repairs; automobiles; and equipment and technology needs. The Capital Plan outlines the assets and revenue sources to then be incorporated into the General Fund and Capital Fund in order to establish a cohesive budgetary process.

3. Capital Budget

- a. Goodhue County will develop a Five-Year Capital Plan for all capital equipment and improvements and update the Plan annually.
- b. All departments, funds, and funding sources are included in the Five-Year Capital Plan.
- c. All Capital Plan expenditures shall include all fixed assets, as outlined in the Fixed Asset Policy, and improvements in the amount of or equal to \$1,000 with a life expectancy of three years or more regardless of funding source.
- d. As resources are available, the most current year of the Capital Plan will be incorporated into the current year operating budget. Years two through five of the Capital Plan are for planning purposes only and will incorporate anticipated future capital needs due to changes in population, economic base and real estate development.
- e. County staff and administration (The County) will coordinate the development of the Capital Plan with development of the General Fund Budget. Preference would be to address the Capital Plan prior to the adoption of the General Fund in order to meet delivery

times for certain acquisitions. Future operational costs associated with new capital items will be projected and included in operating budget forecasts.

- f. The County will identify the estimated costs and potential funding sources for each capital expenditure proposal before it is submitted to County Board for approval. The operating costs to maintain capital items shall be considered prior to the decision to undertake the capital expenditure.
- g. Capital expenditures will receive a higher priority if they meet at least some of the following criteria:
 - 1. Mandatory Project
 - 2. Maintenance project (approved replacement schedules)
 - 3. Project improves efficiency
 - 4. Broad extent of usage
 - 5. Length of expected useful life
 - 6. Positive effect on operating and maintenance costs
 - 7. Availability of state/federal grants
 - 8. Elimination of hazards (improves public safety)
 - 9. Prior commitments
 - 10. Replacement due to disaster or loss
 - 11. Do not duplicate other public and/or private services or facilities
 - 12. Project provides a new service
- h. Each year, the Capital Plan will be prepared by Finance, working in conjunction with other departments and will be presented to the Management Team for review. The Plan will then be presented to the County Board for approval. Any departures from the current year of the Capital Plan, as incorporated in the approved budget, must be approved following the guidelines in the County's purchasing policy. Changes to subsequent years of the Plan will be addressed when the full Plan is updated and presented to the Board in the following year.

4. Vehicle and Equipment Replacement

- a. The County will project its equipment replacement needs as part of its Capital Plan. Vehicle and equipment replacement is based on several factors including mileage, hours, reliability, maintenance and repair costs, and age.
- b. The Capital Plan provides for the orderly replacement and most cost-effective method to maintain its fleet while minimizing the annual fluctuations in expenditures from the operating funds.
- c. Computer equipment is often below the capitalization threshold but includes items that are sensitive in nature. Therefore, the County will maintain an inventory of computer equipment and update it as part of the Capital Plan.
- d. Other items such as firearms, mobile radios, defibrillators, and Tasers often fall below the capitalization threshold but are purchased in large quantities and are sensitive in nature. Therefore, the County will maintain an inventory of these items and update it as part of the Capital Plan.

- e. The County will attempt to obtain the highest sale value of its used vehicles and equipment. This may be achieved through trade-in, sale, or auction and any proceeds shall be applied to the Capital Fund.
- f. The County understands that to be consistent throughout the County and in an effort to maximize the useful life out of the County's assets, the County will adhere to the following Capital Plan Replacement Schedule Guidelines to the best of its ability. Each item shall be given a classification code in accordance with the Minnesota Counties Intergovernmental Trust valuation. The County understands that not all assets will operate or last through its estimated lifecycle and some pieces will need to be replaced or traded in prior its scheduled time. The County further understands that the following are simply guidelines for budgetary and planning purposes.

Capital Plan Replacement Schedule Guidelines:

Asset Type	Estimated Lifecycle	
	Years	Miles/Hours
Land Purchases & Improvements	Open	
Infrastructure		
Roads	+/- 50	
Bridges	+/- 75	
Trails, Sidewalks, & Curb	15-25	
Buildings		
Concrete Buildings	50	
Maintenance Facilities, Garages, Shops, Barns	30	
Storage Sheds and Shelters	30	
Wood Framed Construction	20	
Office Buildings	20-50	
Building Improvements – determined case by case	20-50	
Parking Lots, Lighting, Landscaping, Fencing, etc.	5-20	
Communication Equipment: Radio Towers	15-20	
HVAC Systems – Heating, Ventilation, Air Conditioning	10-20	
Roofing	10-20	
Elevators	15-20	
Carpet Replacement	5-7	
Electrical and Plumbing	30	
Office Furniture	5-30	
Kitchen Equipment - Appliances	10-15	
Motor Vehicles & Trailers		
Automobiles	3-5	100,000 mi.
Squad Cars	4-5	100,000 mi.
Pickup Trucks	10	
Other Vehicles	3-10	
Two Wheel Drive Trucks less than 14,630 lbs.		100,000 mi.
Two Wheel Drive Trucks 14,630 - 27,650 lbs.		100,000 mi.
Two Wheel Drive Trucks over 27,650 lbs.		150,000 mi.
Trailers	10-25	
Inland Marine – Contractors Equipment		

Tandem Snowplow Trucks	14	150,000 mi.
Motor Grader	15	8,000 hrs.
Loader, Backhoe	15	4,000 hrs.
Bulldozer, Excavator, Mowing Tractor	15	3,000 hrs.
Crawler Dozer	15	2-3,000 hrs.
Skidder	15	2,000 hrs.
Ground Equipment – Mowers, Tractors, Blowers & Attach.	4-10	
Custodial Equipment – Sweeper, Floor Scrubber, Vacuums	12	
Miscellaneous Personal Property Equipment, EM		
Boats	10	
Ballistic Vests (expiration date)	5	
Tasers (expiration date)	5	
Defibrillators (expiration date)	12	
Other Equipment	5-15	
Electronic Data Processing Equipment		
Computers	1-5	
Communications Equipment: Mobile & Portable Radios	10	
Office and Telephone equipment	5-20	

INVESTMENT POLICY

1. Purpose

The purpose of the Investment Policy is to set forth the investment objectives and parameters for the management of public funds of Goodhue County. This investment policy is designed to safeguard all funds on behalf of the County, assure the availability of operating and capital funds when needed, ensure compliance with applicable Minnesota statutes, and to provide a competitive investment return.

2. Scope

The Investment Policy outlines the investing philosophy and practices of Goodhue County and has been developed to serve as a reference point for the management of County assets. It is the policy of the County to implement the Investment Program that invest all financial assets in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands and debt service requirements of the County and conforming to all federal, state and local regulations governing the investment of public funds. Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained. The County will invest in securities that match the County's cash flow needs and debt service requirements.

3. Prudence

Investments shall be made with judgment and care, under circumstances existing at the time the investment is made, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering probable safety of their capital as well as interest yield to be derived.

The standard of prudence to be used by investment officials shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations. Investment procedures developed by the Finance Department must be complied with by those with access to and management responsibilities for County investments.

4. Management of Investments

Management responsibility for the Investment Program is hereby delegated to the Finance Director, who shall establish written procedures for the operations of the Investment Program consistent with this Investment Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all investment transactions and shall abide by the system of controls to regulate the activities of subordinate officials.

The Finance Director, with assistance from finance department staff, monitors performance of the investment portfolio and ensures that proper internal controls are developed to

safeguard investments assets. Internal Control Procedures shall include reference to: safekeeping, delivery versus payment, investment accounting, Public Securities Association repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

The Investment Program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the County's investment program is derived from the following:

- Minnesota Statutes 118A, Municipal Funds
- Goodhue County Resolution – Annual Designation of Financial Institutions as Depositories
- The designations within this Policy as adopted.

5. Investment Objectives

The County will attempt to match its investment maturities with anticipated cash flow liquidity demands (static liquidity). Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

The Investment Program will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the County's investment risk constraints and cash flow needs. The County will strive to have at least 92% of its cash funds earning interest. The primary objective of Goodhue County's investment activities shall be:

- a. **Safety** – Safety of principal is of critical importance to the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 1. **Credit Risk** – the risk of loss due to failure of the security issuer or backer, will be minimized by:
 - Limiting investments to the type of securities listed in Section 7 of this investment policy.
 - Diversifying the investment portfolio as outlined in Section 8 so that the impact of potential losses from any type of security or from any one individual issuer will be minimized.
 2. **Interest Rate Risk** – the risk that the market value of securities in the portfolio will fall due to change in market interest rates, will be minimized by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- b. **Liquidity** – The County’s investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements that might reasonably be anticipated. The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds, overnight repo or commercial paper accounts, or local government investment pools which offer same day liquidity for short-term funds.
- c. **Return on Investment** – The County’s investment portfolio shall be designed with the objective of attaining a market rate return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
- A security with declining credit may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

6. Authorized Investment Institutions and Dealers

Goodhue County will conduct investment transactions only with authorized broker/dealers that have met the following criteria:

- a. They act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule).
- b. Submit annually to the Finance Director a Minnesota State Auditor Broker Certification Form.

All broker/dealers relationships, providing they meet the above requirements, will be approved by the County Board and maintained at the discretion of the Finance Director. The County will maintain no less than two broker /dealers in order to seek to diversify and allow for comparable quotes on investment transactions.

Goodhue County may enter into contracts with third-party investment advisory firms when their services are deemed to be beneficial to the County’s Investment Program. The contract must be reviewed and approved by the County Board. The advisor must comply with this Investment Policy.

7. Authorized Depositories

Based on the investment objectives as defined in this policy, the County will limit its investments to the following types of securities:

- a. **United States Securities** including bonds, notes, bills, mortgages or other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. Mortgage-backed securities that are defined as high risk or in certificates of deposit secured by letters of credit issued by federal home loan banks are not permissible investments.
 - General obligation bonds of state or local governments rated A or better by a national bond rating services.
 - Revenue obligations of state or local governments rated AA or better by a national bond rating agency.
 - General obligation bonds of the Minnesota Housing Finance Agency rated A or better by a national bond rating service.
 - General obligations of the Housing Finance Agency of any state rated AA or better and if it includes the moral obligation of the state.
- b. **Certificates of Deposits (Time Deposits)** that are fully insured by the Federal Deposit Insurance Corporation (FDIC).
- c. **Bankers Acceptances** of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. Evaluation of the financial strength of the accepting bank is necessary through purchasing acceptances only from banks with a minimum A (very strong bank) rating by a nationally recognized rating agency.
- d. **Commercial Paper** issued by United States corporations or their Canadian subsidiaries that is rated A-1, P-1, or F-1 or better by at least two nationally recognized rating agencies and matures in 270 days or less.
- e. **Money Market Mutual Funds** which are rated Aa or higher, by at least one nationally recognized statistical rating organization, invests in securities with a final maturity no longer than 13 months, are generally government backed and do not have a floating Net Asset Value (NAV).
- f. **The Minnesota Association of Governments Investing for Counties (MAGIC)** is a local government investment pool that is a joint powers entity for the purpose of allowing Minnesota Counties and instrumentalities of Counties to pool their investment funds to seek the highest possible investment yield, while maintaining liquidity and preserving capital.
- g. **Repurchase Agreements** consisting of collateral allowable in Minnesota Statute, section 118A.04, and reverse repurchase agreements may be entered into with any of the following entities:
 - A financial institution qualified as a “depository” of public funds of the government entity.
 - Any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000.

- A primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.
 - A securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of \$40 million or more, exclusive of subordinated debt.
 - Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in Minnesota Statute, section 118.04, Subd. 3. State and local securities.
- h. **Securities Lending Agreements.** Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of Minnesota Statute, section 118A subdivision 2, clause (1) or (2). Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in section 118A.05 Subd.3 and section 118A.04.
- i. **Guaranteed Investment Contracts.** Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.
- j. **Mortgage-backed Securities,** which include any collateralized mortgage obligations (CMOs) or real estate mortgage investment conduits (REMICs) that pass a three tier Federal Financial Institution Examination Council (FFEIC) stress test which includes the following:
- No average life > 10years.
 - Security may not be shorter than 6 years in a down 300 basis points parallel shift in interest rates nor lengthen more than 4 years in an up 300 basis point shift in rates.
 - Price cannot change more than 17% in a +/- 300 basis point shift.

8. Diversification

The County will substantially reduce the risk of loss by diversifying its investments by investment instrument, type, issuer, and maturity scheduling. A majority of the County's reserve funds will be invested in securities maturing in 5 years or less, with no more than 10% of the County's reserve funds being invested in securities maturing 10 years or more. Portfolio maturities shall be staggered to avoid undue concentration of assets within a specific sector and timeframe. Maturities selected shall provide for stability of income and reasonable liquidity. To comply with the principle of proper financial diversification, the following percentage guidelines are set forth with regard to eligible securities to be used at the time of purchase of each security investment:

a) US Government Obligations	100%
b) US Federal Agency Securities	100%
c) FDIC – Insured Certificates of Deposit	100%
d) MAGIC Funds	50%
e) Municipal Bonds/Other Obligations	40%
f) Commercial Paper	10%
g) Repurchase Agreements	10%
h) Overnight excess cash deposit (sweep)	as needed

9. Safekeeping and Custody of Securities

Investments, contracts, and agreements may be held in safekeeping with:

- a. Any Federal Reserve Bank.
- b. Any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.
- c. Primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.
- d. A securities broker/dealer licensed under chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission; provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.
- e. The County's ownership of all securities in which the fund is invested should be evidenced by written acknowledgements identifying the securities by:
 - The names of the issuers.
 - The maturity dates.
 - The interest rates.
 - Any serial numbers or other distinguishing marks.

The County may NOT invest in securities that are both uninsured and not registered in the name of the County and are held by either the counterparty or the counterparty's trust department or agent, but not in the name of the County.

10. Collateralization

Collateralization will be required on the following types of investments:

- a. Certificates of Deposits (Time Deposits) / Demand Deposits > \$250,000.
- b. Repurchase agreements (for investments held beyond seven days).
- c. Bank Deposits held over \$250,000 in each institution.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The

underlying securities will be subject to periodic (monthly) market valuations to ensure there is no market exposure.

The County chooses to limit collateral to the authorized forms as follows:

- a. U.S. Government Treasury Bills, Treasury Notes, and Treasury Bonds;
- b. Issues of U.S. Government agencies and instrumentalities as quoted by a recognized industry quotation service available to the County;
- c. General obligation securities of any state or local government with taxing powers which is rate "A" or better by a national bond rating agency service, or revenue obligation securities of any state or local government with taxing powers which is rate "AA" or better by a national bond rating service;
- d. Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the banks public debt is rated "AA" or better by Moody's Investors Service, Inc.; or Standard & Poor's Corporation; and
- e. Time deposits that are fully insured by the Federal Deposit Insurance Corporation.

For cash deposits on hand collateral will always be held by an independent third party with whom the entity has a current custodial agreement. Clearly marked evidence of ownership (safekeeping receipt) must be supplied by the entity and retained. Collateralization shall be in the form of specific securities held for the County. The only exceptions are federal Depository Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage. The County may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity. The right of collateral substitution is granted, subject to approval from the Finance Director or their designee.

11. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall have the Investment Policy and Internal Control Procedures reviewed annually by an independent auditor to assure compliance. The internal controls shall address the following points:

- a. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud the employer.
- b. Separation of transaction authority from accounting and recordkeeping. By separating the person who authorizes the recording of the journal transaction from the person who performs the purchase of the transaction, a separation of duties is achieved.
- c. Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral (as defined by State law) may be placed with an independent third party for custodial safekeeping.

- d. Avoidance of physical delivery of securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- e. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- f. The addition of new accounts to the approved wire and electronic transfer list shall require written authorization of the Finance Director and shall be reviewed by the County Board.
- g. Development of a wire or electronic transfer agreement with the lead bank or third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire or electronic transfers.

12. Reporting

The Finance Director is charged with the responsibility of preparing a quarterly investment report that includes a management summary providing an analysis of the current investment portfolio. The County Board shall meet biannually or as needed to review the following:

- a. Review updates and changes to Investment Policy.
- b. Review the overall County investment activities and current portfolio positions.
- c. Evaluate compliance with the investment policy and all investment guidelines
- d. Review selection and authorization of all broker/dealers used for investment transactions.
- e. Review selection and performance of all third-party contracted asset managers.
- f. Evaluate banking services and depositories.
- g. Consider any other matters related the County's investment and banking program.

The County Board shall review, amend if necessary, and approve the Investment Policy every two years at a minimum or as needed.

13. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall annually disclose to the County Auditor any material financial interests as required by state statute on an annual basis. Officer and employees shall subordinate their personal investment transactions to those of the County, particularly with regard to the time of purchases and sales, and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

DEBT MANAGEMENT POLICY

1. Purpose

To provide guidelines for the County to adhere to prior to issuing debt. There are no absolute rules or formulas in determining the level of County debt. Each situation requires a thorough review of the County's debt positions, financial health and economic forecast. In addition, the purpose is to:

- a. Define the role of debt in the County's total financial strategy to avoid using debt in a way that weakens other parts of the financial structure of the County.
- b. Provide for limits on debt to avoid potential pitfalls in servicing the debt.
- c. Maintain a credit rating of A1 or higher. The County currently holds an Aa2 Credit Rating from Moody's Investors Service.

2. Policy

In developing, offering and administering its debt obligations, Goodhue County will adhere to the following guidelines:

- a. The County will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergencies which is beyond the County's control or reasonable ability to forecast.
- b. The County may only use long-term debt financing when all of the following conditions exist:
 1. When non-recurring capital improvements are desired, and
 2. When it can be determined the future citizens will receive a benefit from the improvement, and
 3. When the cost benefit of the expenditure, including interest cost, is positive.
- c. The issuance of long-term debt is generally limited to capital expenditures that cannot be financed from current revenues or resources. Exceptions will usually involve an unforeseen liabilities. For purposes of this policy, current resources are defined as that portion of fund balance in excess of appropriate required reserves and designations.
- d. Every effort will be made to limit the payback period of the bonds or notes for capital related borrowing to the estimate useful life of the capital asset constructed or purchased.
- e. The County will try to keep the average maturity of general obligation bonds at or below ten years.
- f. Total general obligation debt shall not exceed two percent (2%) of the market value of taxable property. According to MN Statutes 475.53, Subd. 1, Limit on debt; debt shall be limited to 3% of the estimated market value.

- g. The Finance Director will inform the County Board of potential debt refinancing which may become possible due to such things as market changes or legislative decisions.
- h. The maintenance of the best possible credit rating shall be a major factor in all financial decisions.
- i. The County will maintain good communications about its financial condition with credit rating agencies.
- j. The County will conservatively project the revenue sources that will be utilized to repay the debt (i.e. taxes for G.O. debt are levied at 105% of the required debt service).
- k. In considering a total debt load beyond \$20,000,000 the County will have a financial analysis performed prior to approving the debt.
- l. Refunding and advance refunding opportunities will be monitored and action taken when determined financially advantageous.
- m. Debt will be issued based on needs identified in the Capital Plan to minimize fluctuations in the annual levy committed to advance and maintain the infrastructure of the County.
- n. The County will follow a policy of full disclosure in the annual Financial Statements and official statement.

FUND BALANCE POLICY

1. Purpose

This policy is to help ensure that the County maintains adequate fund balances to provide the basis for a stable financial environment and to allow the County to provide quality services to its residents. Fund balances as described in this policy will provide working capital for regular ongoing operations and reserves for emergency situations to avoid service disruptions.

2. Scope

This policy applies to all of the County's governmental funds and all types of fund balances.

3. Fund Balance Categories

Non-spendable: Amounts that cannot be spent because the resources the fund balance represents are either not in a spendable form (inventory, prepaid expenses or long-term receivables) or cannot be spent due to legal or contractual requirements (endowment fund principal).

Restricted: Amounts that can only be used for a specific purpose due to restrictions placed on the funds by external parties such as granting agencies, creditors or governmental bodies. Examples include revenues restricted by state statute (e.g. Recorder's Technology Fund), unspent bond proceeds, Sheriff's K-9 donations and treatment court grant funds.

Committed: Funds that can be used only for specific purposes as determined by the County Board of Commissioners. To be classified as committed balances, the purpose restraint must be put in place prior to the end of a fiscal year; the specific amount can be determined at a later date. Rescinding a commitment also requires a formal Board resolution. Examples include amounts set aside for employee vacation balance payouts at termination or debt service, as well as specific general fund balances as set forth in Section 6 of this policy.

Assigned: Amounts that are intended to be used for a specific purpose that are neither restricted nor committed. Fund assignments can be made directly by the Board (formal resolution is not required) or by an official or body to whom the Board has designated the authority to make such assignments. Decisions to assign funds for a particular year can be made at any time, including after the last day of the year (but prior to finalization of audited financial statements).

Unassigned: Remaining fund balance that is spendable, and is not restricted, committed or assigned. Other than target levels of unassigned fund balance as defined in this policy, there are no restrictions on the use of these balances.

4. Fund Types and Fund Balance Categories

The County has four types of funds: general revenue, special revenue, debt service, and capital.

The general revenue fund is where the majority of property tax receipts are deposited and is the main operating fund that accounts for all activity not in other funds (e.g. finance and administration, law enforcement). There are no restrictions upon use of these funds other than those imposed by adoption of the County's annual budget or specific limitations on other funding sources (other than property tax revenues) received into this fund.

Special revenue funds account for activities that are funded by resources that are restricted for use for those specific purposes/activities as well as specifically-levied property tax revenues - e.g. Road and Bridge and Health and Human Services funds.

Positive unassigned balances can exist only in the general fund. By definition, balances in special revenue funds that are not otherwise restricted (non-spendable, restricted or committed) are inherently restricted to the purpose of that fund and are considered to be assigned. Commitments and assignments cannot be negative balances in any fund, nor can commitments or assignments cause a negative unassigned fund balance. Any negative fund balance should be recorded in the unassigned category.

5. Order of Resource Use

When an expenditure is incurred for which both restricted and unrestricted (committed, assigned or unassigned) resources are available, restricted resources will be used first, followed by unrestricted. When multiple types of unrestricted resources are available, committed balances will be used first, followed by assigned, then unassigned.

6. Reserve Balances – Types, Target Levels & Allowable Uses

The County will maintain operating reserves for the general fund and all special revenue funds, several other reserves within the general fund and a debt service fund reserve. All uses of reserves require approval from the Board of Commissioners. Requests to use reserve funds should include a replenishment plan that addresses funding sources and timelines.

General Fund

Operating: At the end of the year, the County will strive to maintain an unassigned fund balance between of 35-50% of the subsequent year's budgeted operating expenditures (including transfers out). In addition to providing working capital prior to receipt of first half tax settlement amounts, allowable uses of these reserves include:

- Avoidance of service disruptions due to short-term unexpected revenue shortfalls or additional expenditures,
- Funding for temporary transitional periods during extended economic downturns as expenditure reductions are implemented, and
- To act as the County's emergency reserve to be used for unforeseen, rare and catastrophic events that result in significant physical damage or major service disruptions – e.g. flooding, tornado/other storms, terrorist attacks, public health epidemics.

27th Payroll: Through regular incremental amounts included in the annual levy, the County will work to build a balance that approximates the cash payout of one payroll cycle - \$1 million. This balance will be used to fund the payout of the rare occurrence of a 27th payroll period in a fiscal year.

Capital: Based on historical capital spending (adjusted for inflation), the County will maintain a capital reserve balance of approximately \$2.5 million. This reserve will be funded through incremental amounts included in the annual levies and will be used to fund annual capital plan purchases as included in each year's approved budget. Pending review of funding availability, this reserve can also be used for purchase of items not included in the current year capital plan that do not meet the criteria for use of contingency funds.

Special Revenue Funds

For each of its special revenue funds (Road & Bridge, Health & Human Services, Waste Management, Economic Development, and Ditch), the County will strive to maintain an operating reserve balance of 30-40% of the subsequent year's budgeted operating expenditures (including transfers out) as measured at the end of each fiscal year. Balances in the Road & Bridge fund may not be within the target range due to planned projects and will be evaluated as needed to ensure reserves are sufficient. Operating reserves in the special revenue funds have the same allowable uses as the operating reserves in the general fund.

Debt Service Fund

The County will maintain sufficient debt service fund reserves to fund the subsequent year's scheduled principle and interest payments, as well as any principle payments that have been funded in prior or current years but are not due and payable until subsequent years. These reserves will also support the State of Minnesota statutory requirement that available funds for debt service requirements be at 105% of the amounts due in a given year.

7. Funding of Reserves

Initial Funding

- Operating: Operating reserves in all funds are funded through the ongoing surplus of revenues over expenditures or receipt of one-time revenues
- 27th Payroll and Capital: Funded through ongoing incremental amounts included in annual tax levies
- Contingency: Funded in the same manner as operating reserves, but from the General Fund only

Replenishment

- Funding sources: Operating and contingency reserves can be replenished through reduction of recurring operating expenditures or transfer of excess amounts from other categories of reserve balances. The 27th payroll and capital reserves will be replenished through the regular budgeted levy amounts.
- Priority: If multiple reserves are used, Contingency reserves should be replenished first, followed by Capital and 27th payroll (if the levy was reduced/eliminated), then Operating.
- Timeline: Operating reserves should be replenished over a period of one to five years, depending on the amount used. For amounts used down to 35%, replenishment should occur within one year, for amounts used down to 25%, replenishment should occur within five years. Contingency reserves should be replenished over a period of no more than five years.

8. Excess Reserves

Any reserve balances in continued and significant excess of stated policy amounts should be addressed in one of the following manners, with assurance given that resolution is in compliance with any funding restrictions on reserve balance resources:

- Transfer to another existing reserve in the same fund, or a different fund
- Use for one-time expenditure that does not require additional future expense outlays
- Use for one-time expenditures that can reduce future operating costs
- Start-up funds for new programs that are consistent with the County's mission and will have other future revenue funding sources
- Transfer to new reserve type due to changes in circumstances (e.g. lawsuit)

9. Reserve Deficiencies

All reserve balances will be assessed after the close of each fiscal year. Any deficiencies, including a replenishment plan, will be reported to the County Administrator and the Board of Commissioners. The replenishment plan should follow the timelines in the Replenishment section. Deficiencies in the 27th payroll or Capital reserves will be addressed during the annual budget process.

10. Authority

All uses of fund balance reserves must be approved by the County Administrator, with final approval from the Board of Commissioners. Requests to use reserve amounts must include a replenishment plan and be consistent with approved uses as stated in this policy. For regular use of capital reserves (annual capital plan expenditures) and 27th payroll reserves, Board approval will be given through their approval of the County's annual budget.

11. Review

All reserve balances will be reviewed at the end of each fiscal year. Actual ending balances and any replenishment plan (if applicable) will be reported to the board for review and approval. Interim balance reviews may also be done as part of the annual budget process.

In addition, the policy target levels will be reviewed periodically for reasonableness and adequacy as compared to historical revenue/expense activity, historical use of reserves and expected future cash flows. Any changes to policy target amounts will be approved by the Board.

12. Recording Reserves in the Financial Statements

Fund Balances are recorded on the Balance Sheet by category: Non-spendable, Restricted, Committed, Assigned and Unassigned. General fund operating reserves are in the Unassigned category while special revenue fund operating reserves are in the Assigned category. Contingency, Capital and 27th payroll reserves are classified as Committed.

13. Responsibilities

Finance

- Annual review and report to Board of ending fund balance reserve amounts

- Periodic policy and target level review
- Request annual Board approval of other committed and assigned balances
- Present request to use reserve funds to Board

Departments

- Request fund balance commitments and assignments through Finance

County Administrator

- Approve use of reserve requests prior to presentation to Board

Board of Commissioners

- Final approval of reserve use requests
- Approval of other annual fund balance commitments and assignments
- Approval of policy changes
- Approval for plan to resolve reserve balance excesses and deficiencies

PURCHASING POLICY

1. Purpose

The purpose of this policy is to maximize the purchasing value of public funds by ensuring these funds are used in a fiscally responsible manner and in accordance with all applicable State and Federal laws.

2. Scope

This policy applies to all departments and all procurement actions of the County unless superseded by Federal or State law or regulations of other funding sources.

3. Ethical Purchasing

To maintain a fair and open procurement process, the County must be free of both actual and apparent conflicts of interest. All County representatives must adhere to the County's Code of Ethics: <https://www.co.goodhue.mn.us/DocumentCenter/View/9376/Code-of-Ethics---2015?bidId=>

Full and Open Competition

All procurement actions will be conducted in a fair and responsible manner, with all responsible sources being permitted to compete in the purchasing process. Information that is known to be false or not public shall not be disclosed to any potential vendor or other entity by any employee or official responsible for a particular procurement transaction.

Conflict of Interest

No employee or other official shall knowingly use confidential information for personal gain. Personal purchases from County suppliers must be clearly separated from County purchases, must be paid for from personal funds, and cannot be made on a County contract.

No County employee, board member or other agent may participate in the analysis, selection and awarding of contracts in which they have a real or apparent financial or other interest in one or more of the potential vendors. Any employee who identifies an actual or potential conflict of interest must immediately disclose that conflict to the Finance department and must ensure they remove themselves from the purchasing process.

Gratuities and Gifts

No County employee, board member or other agent shall ask for or accept gifts, gratuities or favors from any contractor or potential contractor, with the exception of marketing or promotional-type items (pens, notebooks, cups, etc.) of \$25 or less. (MN statute §471.895)

4. General Guidelines

- Dollar limits referenced in this policy apply to the total purchase price of all items in a transaction, before discounts or trade-ins
- Under no condition should orders be split into separate transactions in order to circumvent the approval and processing requirements of this policy

- Availability of funding must be ensured prior to making all purchases
- For any contracts over \$25,000, entities must review and consider the availability of state cooperative contracts prior to pursuing other sources (MN statute §471.345, sub. 15)

These are **general guidelines** for determining required approvals and acceptable purchasing methods. Depending on the specific good/service being purchased, the types of funding being used and the existence of other contracts, different requirements may apply (see section 5).

Threshold	Method	Approval
< \$10,000	Direct purchase; formal quotes not required --if practicable, get 2 (informal) quotes (verbal or written)	--Department Head
\$10,000 - \$25,000	Informal quotes (at least 2 if practicable)	--Department Head
\$25,001 - \$50,000	Formal quotes/direct negotiation <or> sealed bids	--Department Head --Finance Director
\$50,000 - \$175,000	Formal quotes/direct negotiation <or> sealed bids	--Department Head --Finance Director --County Administrator --County Board (if deemed appropriate by the County Administrator)
\$175,001 +	Sealed bids	--Department Head --Finance Director --County Administrator --County Board

Note: If there are significant variations from budgeted revenues (under) or expenditures (over) in a given fiscal year, management reserves the right to require approvals at lower thresholds for a specified time period.

5. Separate/Specific Requirements

Capital Plan Items

Items included in the current year capital plan will follow the General Guidelines outlined in Section 4 do not require Board approval at the time of purchase, if:

- ~~The item is included in the current year capital plan budget, as approved by the Board~~
- ~~The purchase amount is within 5% (over) the budgeted amount~~
- ~~The purchase is for an item and not a project (e.g. construction contract); contracts over \$175,000 will still require Board approval~~

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Emergency Purchases

An emergency purchasing situation exists when an unforeseen event occurs that presents a threat to the health, welfare or safety of the County's employees, citizens or other constituents that must be remedied immediately. Note: failure of a department to adequately plan or budget for its operations does not meet these requirements.

In accordance with Minn. Stat. 375.22 Sub. D. 1, In case of an emergency arising from breakage, damage, or decay in county property that cannot be allowed to wait for the time required to advertise for bids, repairs may be made without advertising for bids if the work is authorized by a majority of the board of county commissioners, and the action is ratified and recorded in the official proceedings of the board at its next meeting.

Emergency purchases must be referred to the County Administrator or other responsible official prior to making a purchase. Emergency purchases over **\$50,000 must be submitted to the County Board** for action/resolution at their next scheduled meeting.

Federal or Other Grant Funding

If any purchasing requirements of grant funding documents conflict with this policy, the requirements in the grant documents supersede this policy. Purchases involving federal funds must comply with the County's Federal Procurement policy (included in this policy manual) as well as any other requirements in the Code of Federal Regulations, Title 2, Part 200, subparts 318-326: https://ecfr.io/Title-02/pt2.1.200#sg2.1.200_1316.sg3.

Health & Human Services

Health and Human Services (HHS) is governed by a separate Board, the majority of which is made up of the regular County Board of Commissioners. Therefore, while HHS is subject to this policy, any Board-level approvals will be made by the separate HHS Board. HHS should notify Finance of any large purchases or contracts for reporting and cash flow management purposes.

Information Technology

For purposes of this policy, the information technology category includes computer hardware and software (including maintenance and programming agreements), information technology consulting and cell phones. All information technology items must be reviewed and approved by the Information Technology Department prior to purchase to ensure the purchases are in compliance with the County's Technology User and Cellular Device policies and to ensure new items are compatible with existing devices, software and network.

Joint/Cooperative Contracts

Purchases made in the following situations are excluded from the competitive bidding/quote process:

- State of Minnesota Cooperative Purchasing Venture (CPV) <http://www.mmd.admin.state.mn.us/process/contract/CPVContractsList.asp>
- Contracts entered into by other government agencies that were subject to a competitive bid process and that allow (as stipulated by the contract or by separate request/agreement in writing) other government agencies to make purchases under the same terms and conditions.

Leases

All potential leases of a term longer than one year must be evaluated to determine if leasing is the best value for the County's funds (lease vs. buy decision). Per Minnesota Statute §465.71, any lease agreement with a purchase option must contain a statement saying the County "must have the right to terminate a lease-purchase agreement at the end of any fiscal year during its term."

Professional Services

Professional services are specialized services that are typically intellectual in nature. Examples include architectural/engineering, accounting/auditing, legal, financial and other consulting

arrangements. These services are often used when specialty services are needed and can be more efficiently and effectively be provided by an outside party or when services are required to be performed by an outside/independent provider (e.g. audit).

Professional services are exempt from formal competitive bid requirements, but departments are encouraged to obtain multiple quotes and/or use request for proposals when practicable. Contracts should be awarded based on best vendor qualifications with the existence of reasonable price. All agreements are subject to the internal approvals as specified in this policy and must be fully approved *before* the start of services.

Sole Source

Contracts may be negotiated and awarded without a full competitive bid or negotiation process if:

- Only a single company can provide the good or service due to the uniqueness or proprietary nature (copyright, patent, etc.) of the good or service <or>
- The full competitive bidding process will provide no advantage (price, etc.) because of the noncompetitive nature of the goods or services being purchased

Because sole source purchasing reduces or eliminates competition, this method should be used infrequently, in specific situations, and only after all other procurement or purchasing methods have been fully evaluated and exhausted.

Departments making sole source purchases must provide written documentation justifying their sole source decision. All sole source purchases are still subject to the internal approvals as defined in this policy.

State-Defined Bid Exceptions

Per Minnesota Statute §471.425 subd. 4a, goods and services procured from the following vendor types are exempt from bidding requirements: economically disadvantaged persons, rehabilitation facilities, small or veteran-owned small business or energy efficiency projects. Any contracts awarded under this category are still subject to the internal approvals as stated in this policy.

Unbudgeted Items

Purchases of items (both capital and operating) not included in the approved and adopted County budget require approvals at lower amount thresholds than budgeted items. Approval of all unbudgeted purchases is subject to availability of budgeted funds and all purchases must follow the purchasing methods as prescribed in this policy.

Threshold	Approval
< \$10,000	--Department Head
\$10,000 - \$24,999	--Department Head --Finance Director
\$25,000 - \$7550,000	--Department Head --County Administrator
\$7550,000 +	--Department Head --County Administrator --County Board

Note: The County Board designates their specific authority for approval of unbudgeted items in the Recorders Compliance Fund up to \$50,000 to the County Administrator.

Utilities

Because there is no reasonable basis for competitive procurement of these services, utilities are exempt from this purchasing policy.

6. Bidding

Bidding and contract requirements are governed primarily by Minnesota Statute §471.345 – *Uniform Municipal Contracting Law*. Additional information can be found in the following statutes:

- §16C.28 – *Contracts; Award*
- §16C.285 – *Responsible Contractor Requirement Defined*
- §375.21 – *Contracts of County Boards*
- §331A – *Qualified Newspapers*
- §429.041 – *Council Procedure*

Requests for bids must be advertised in a qualified legal newspaper of the County and/or via an approved alternative method for a period of two weeks (three weeks for construction/repair of roads, bridges and buildings) prior to the bid opening date.

For all construction contracts of \$50,000 or more, contractors must meet certain minimum requirements, including, but not limited to: compliance with state workman's compensation and unemployment insurance laws, authority to conduct business in Minnesota and compliance with federal wage and hour requirements.

Opening of bids must be performed publicly, at a publicly stated time and place. Bid results should be tabulated and the contract awarded to the lowest responsive and responsible bidder (see section 8 below).

7. Awarding a contract

Contracts should be awarded to the lowest responsive and responsible bidder.

- Responsiveness: the degree to which the vendor met the specifications set in the bid request. Some examples that could indicate non-responsiveness include offering a product or service different than requested, not following specified bid procedures or submitting information after the bid deadline.
- Responsibility: the extent to which the vendor can reasonably be expected to fulfill the terms of an awarded contracts. Considerations include integrity, compliance with public policy, record of past performance and financial and technical resources. (See also MN Statute §16C.285).

Minnesota Statute 16C.28 allows for awards to be made based on a "best value" basis for construction, alteration, improvement or repair work. "Best value" considers price, along with other vendor criteria such as quality and timeliness of performance on previous projects, ability to minimize change orders and stay within budget, and technical skills/abilities of personnel, when making the decision to award.

8. Policy Violations

The County will not be responsible for any purchase or agreement to purchase made by a County employee or official who did not comply with the terms of this purchasing policy. Any such purchase or agreement to purchase will be considered null and void and will be considered a personal liability of the employee or official.

9. Responsibilities

Departments

- Management of procurement actions within policy and operating budget
- Maintain oversight of department contracts to ensure contractors perform within accepted terms and specifications of agreements
- Accurate coding of invoices and timely submission of invoices to Finance to ensure prompt payment/acceptance of discounts/avoidance of late fees

Finance

- Director approve purchases as defined in this policy
- Assist departments as needed
- Process invoice payments in timely manner
- Maintain policy
- Enforce policy

County Administrator

- Approve purchases as defined in this policy
- Recommend purchases to Board of Commissioners as deemed appropriate

Board of Commissioners

- Approve purchases as defined in this policy
- Approve policy revisions
- Final approval of annual operating budget

FEDERAL PROCUREMENT POLICY

1. Purpose

The purpose of this policy is to ensure that goods and services purchased for the performance of a federal grant or award are obtained in a cost-effective manner and in compliance with federal regulations.

2. Scope

This policy applies to anyone ("Buyer") authorized to procure, initiate, and/or approve purchases paid with federal funds (grant/award) at Goodhue County. This policy is also subject to the Goodhue County Purchasing policy (included in this policy manual). If there are any conflicts between this policy and the Purchasing policy, this policy supersedes.

3. Responsibilities

The Buyer is responsible for determining whether a purchase is allowable under the terms of the federal grant or award and will ensure purchases are in accordance with this policy as well as the County's Purchasing Policy. The Buyer will also serve as the final repository for purchase transaction records specific to federal funds for a minimum of three (3) years. Any exceptions to this policy must be approved in writing by the County Administrator.

4. Rules of Conduct / Code of Ethics

As representatives of Goodhue County, all officers, employees or agents are expected to adhere to the County's Rules of Conduct/Code of Ethics:

<https://www.co.goodhue.mn.us/DocumentCenter/View/9376/Code-of-Ethics---2015?bidId=>

5. Process Overview

To promote compliance with Federal regulations, the County requires buyers to perform a cost/price analysis when making purchases under federal grants when over the Simplified Acquisition Threshold (SAT) of \$150,000. For purchases under the SAT, the buyer should make a determination as to reasonableness of the cost; these purchases are still subject to the remainder of this policy, process and its procedures.

Before beginning vendor selection, buyers should be sure that they have a clear and accurate description of the requirements for the material, product or service being acquired so that a fair and equitable comparison of price and/or cost can be made.

Buyers shall avoid purchasing unnecessary items. All vendor bids, proposals and quotations must be evaluated on the basis of product quality, technical compliance with specifications, total cost and the vendor's acceptance of the County's terms and conditions.

6. Detailed Process and Procedures

This is a brief summary of the guidelines that need to be followed when procuring goods and services with Federal funds. The governing document for these guidelines is the Code of Federal

Regulations (CFR), Section 200. It is the responsibility of the Buyer to adhere to this policy and all of the requirements included in CFR §200.

Additional responsibilities occur when a sub-recipient is involved in carrying out part of a federal award program, as compared to a contractor. The Buyer must determine if a vendor is a contractor or sub-recipient of Goodhue County before accepting any proposal. To document this determination, the buyer should complete the checklist in the appendix. If the Buyer determines that the vendor is a sub-recipient, then the sub-recipient Risk Assessment Tool in the appendix must be completed.

A. Methods of Procurement Under a Federal Award (CFR §200.320)

- Micro-Purchases (\$1 - \$25,000)
 - No quotations needed if price is reasonable
 - Equitable distributions among qualified suppliers
 - Department head (or designee) signs invoices for payment
- Small Purchases (\$25,001 - \$100,000)
 - Price or rate quotations must be solicited from at least two (2) qualified sources
 - No cost or price analysis needed
 - Follow County Purchasing policy for required approvals
- Sealed Bids (\$100,001 +)
 - Lowest reasonable price is determined by looking at all factors in combination (time, quality, price, stability, reputation, etc.) This is the preferred method for procuring construction
 - Request for bids must be publicly solicited from at least two (2) qualified sources
 - In order for sealed bidding to be feasible, refer to conditions in §200.320(c)(1)
 - Follow County Purchasing policy for required approvals
- Competitive Proposals (\$100,001 +, used when conditions are not appropriate for the use of sealed bids)
 - Request for proposals must be solicited from at least two (2) qualified sources
 - If this method is used, the conditions in §200.320(d) apply
- Non-Competitive Proposals
 - Procurement through solicitation of proposal from only one source. May be used when one or more of the circumstances in §200.320(f) apply

B. General Standards for Federal Procurement (CFR §200.318)

- It is the County's responsibility to ensure contractors are performing in accordance with the terms, conditions and specifications of their contracts. Contracts should only be awarded to responsible contractors who have the ability to perform successfully under the terms and conditions of the procurement.

- To reduce costs, the use of value engineering clauses is encouraged for large projects, such as construction.
- Consideration should be given to make the most economical procurements possible. Avoid acquisition of unnecessary or duplicative items and analyze the value of a lease versus a purchase when applicable.
- The County is encouraged to enter into cooperative agreements, agreements with other entities when appropriate or use common or shared goods and services to promote a cost-effective use of shared services. Also, the use of Federal excess and surplus property in lieu of purchasing new is encouraged when feasible.
- The following records must be maintained to detail the history of the procurement: reason for the method of procurement, selection of contract type, contractor selection or rejection, along with bids or quotes and basis for contract price.
- Time and materials type contract may be used only after it is determined there is no other suitable contract and if the contract includes a ceiling price that the contractor exceeds at its own risk. If this contract is used a high degree of oversight is required to ensure the contractor is using efficient methods and effective cost controls.
- The County is responsible for the settlement of all contractual and administrative issues arising out of the procurements, which include, but are not limited to: source evaluation, protests, disputes and claims.

C. Competition (CFR §200.319 and §200.321)

Per federal regulations, Goodhue County must engage in full and open competition for all procurement transactions. Records that sufficiently detail the history of all procurements, including small purchases, must be kept on file by the Buyer.

Contractors that draft specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded from competing for procurements.

Some examples of situations considered to be restrictive of competition include:

- Placing unreasonable requirements on firms for them to qualify to do business with the County
- Requiring unnecessary experience and excessive bonds
- Noncompetitive pricing practices and contracts
- Organizational conflicts of interest
- Specifying only a "brand name" instead of allowing "an equal" product to be offered
- Any arbitrary action in the procurement process

In addition, the County must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preferences, or for state licensing law (§200.319).

The Buyer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus firms are used when possible (§200.321). A directory of those targeted groups is available on the State of Minnesota – Office of State Procurement website: <http://www.mmd.admin.state.mn.us/process/search/>. A list of persons, firms or products which are used in acquiring goods and services must be kept current and include enough sources to ensure free and open competition.

All procurements under a federal award must ensure that all solicitations have the following:

- Clear and accurate description of the technical requirements for the material, product or service to be procured
- Identification of all requirements which the potential vendors must fulfill and all other factors to be used in evaluating bids or proposals.

D. Procurement of Recovered Materials (CFR §200.322)

When a purchase of a single item or a quantity of functionally equivalent items purchased in a preceding fiscal year exceeds \$10,000, the County must comply with §6002 of the Solid Waste Disposal Act. The requirements of §6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) CFR §40.247 that contain the highest percentage of recovered materials practicable, procuring solid waste management services in a manner that maximized energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

E. Cost and Price Analysis (CFR §CFR 200.323)

- Every procurement action in excess of the Simplified Acquisition Threshold (SAT) of \$150,000, including contract modifications, must have a cost or price analysis. The County must make independent estimates before receiving bids or proposals.
- Profit must be negotiated as a separate element of price for each contract in which there is no price competition and in all cases where cost analysis is performed.
- For information on costs or prices based on estimated costs for contracts, refer to CFR §200.400.
- The cost plus a percentage of cost and percentage of construction costs methods of contracting are not allowed.

See Appendix for further details.

F. Suspension and Debarment (CFR §200.212 and §180.300)

The Buyer will review all federal grant transactions and potential contractors to verify that purchases will not be made nor contracts awarded to contractors that are on the Debarment or Suspension list supplied by the federal government. This list is available here: <https://www.sam.gov/SAM/>. All results of searches should be attached to the procurement documentation as verification the search was performed. All purchases also require the contractor to certify in writing that they have not been suspended or disbarred from doing business with any federal agency.

G. Federal Awarding Agency or Pass-Through Entity Review (CFR §200.324)

The County must make available, upon request from the federal awarding agency or pass-through entity, technical specifications, pre-procurement review and all other documents related to the proposed procurements.

H. Bonding Requirements (CFR §200.325)

The Buyer must ensure that the both the Federal and the County interests are protected.

For construction or facility improvement contracts or subcontracts exceeding the SAT of \$150,000, the minimum requirements are as follows:

- A bid guarantee from each bidder equivalent to five (5) percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check or other negotiable instrument accompanying a bid as assurance that a bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the contractor for 100 percent of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- A payment bond on the part of the contractor for 100 percent of the contract price. A payment bond is one executed in connection with a contract to ensure payment as required by law to all persons supplying labor and material in execution of the work provided by the contract.

I. Contract Provisions (CFR §200.326)

The County will include the following provisions, as applicable, in all contracts (including those for small purchases) with contractors and for sub-awards:

- Remedies: All contracts in excess of the small purchase threshold fixed at 41 U.S.C. §403.11 (currently at \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract terms.
- Termination: All contracts in excess of \$10,000 shall contain suitable provisions for termination by the County, including the manner by which

terminations shall be effective and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.

- Equal Employment Opportunity: All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Related to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR §60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."
- Davis-Bacon Act, as amended (40 U.S.C. §3141-3148): When required by federal program legislation, all construction contracts of more than \$2,000 awarded by the County and its sub-recipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §276a to a-7) as supplemented by Department of Labor regulations (29 CFR §5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction.") Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of the County to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The County shall report all suspected or reported violations to the federal awarding agency.
- Contract Work Hours and Safety Standards (40 U.S.C. §327-333): Where applicable, all contracts awarded by the County in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. §3702 and 3704, as supplemented by Department of Labor regulations (29 CFR §5). Under 40 U.S.C. §3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of U.S.C. §3704 are applicable to construction work and provide that no laborer or mechanic can be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available in the open market, or contracts for transportation or transmission of intelligence.
- Rights to Inventions Made Under a Contract or Agreement: Contracts or agreements for the performance of experimental, developmental or research work shall provide for the rights of the Federal Government and the County in any resulting invention in accordance with 37 CFR §401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms

Under Government Grants, Contracts and Cooperative Agreements,” and any implanting regulations issued by the awarding agency.

- Clean Air Act (42 U.S.C. §7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. §1251-1387), as amended: Contracts and sub-awards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and Federal Water Pollution Control Act, as amended by 33 U.S.C. §1251 et seq). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- Debarment and Suspension (E.O's 12549 and 12689): For all contracts, the County shall obtain from the contractor a certification that neither the contractor nor any of its principal employees or subcontractors is listed on the Excluded Parties list in SAM.
- Byrd Anti-Lobbying Amendment (31 U.S.C. §1352): For all contracts or sub-grants of \$100,000 or more, the County shall obtain from the contractor or sub-grantee a certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an officer or employee of Congress, in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. §1352. Likewise, since each tier provides such certifications to the tier above, the County shall provide such certifications in all situations in which the County is a sub-recipient of a grant of \$100,000 or more.

7. Appendix

Determination of Sub-recipient or Contractor (Vendor)

These links are for two examples of checklists to help determine whether a potential contractor is a sub-recipient or a vendor:

- <https://ojp.gov/training/pdfs/Subrecipient-Procure-cklist-B.pdf>
- https://research.jhu.edu/jhura/wp-content/uploads/sites/2/2017/11/Sub-Determination-Form_11012017.pdf

Sub-recipient Risk Assessment

These links are for examples of risk assessment forms/questionnaires:

- <https://www.wisconsin.edu/financial-administration/grant-accounting/subrecipient-risk-assessment/>
- https://financialservices.wustl.edu/wp-content/uploads/2016/03/SPA_WP_SubrecipientMonitoringRiskAssessmentPolicy_v2.0-1.pdf

Cost and Price Analysis

Some form of price or cost analysis should be performed in connection with every procurement action, regardless of whether the organization is a vendor or sub-recipient. The form and degree of analysis, however, are dependent on the particular subcontract or purchase and the pricing situation. Determination price reasonableness through price or cost analysis is required even though the procurement is source directed by the contracting officer of the sponsoring agency.

In some purchases, price analysis alone will be sufficient; in others, price analysis will be used to corroborate the conclusions arrived at through cost analysis. The form and degree of analysis are dependent on facts surrounding a particular subcontracting or purchasing situation. The scope of price analysis performed and the particular techniques used will depend on whether or not cost analysis is done, as well as on such factors as type of product or service, dollar value, purchase method, and extent of competition. The words “vendor” and “subcontractor” used herein are interchangeable.

- **Price Analysis:** This is the process of deciding if the asking price for a product or service is fair and reasonable, without examining the specific cost and profit calculations the vendor used in arriving at the price. It is basically a process of comparing the price with known indicators of reasonableness. When adequate price competition does not exist, some other form of analysis is required. Some reasons that could affect adequate price competition are: specifications not definitive, tolerances are restrictive or production capacity limits those eligible to bid. Examples of other forms or price analysis information include:
 - Analysis of previous prices paid
 - Comparison of a vendor’s price with the in-house estimate
 - Comparison of quotations or published price lists from multiple vendors
 - Comparisons with GSA prices
- **Cost Analysis:** This is the element-by-element examination of the estimated or actual cost of contract performance to determine the probable cost to the vendor. The goal is to form an opinion on whether the proposed costs are in line with what reasonable economical and efficient performance should cost. Cost or pricing data, which should be provided by the subcontractor, are the means for conducting cost analysis. Such data provide factual information about the costs that the subcontractor says may be incurred in performing the contract. Cost analysis should be performed in those situations where price analysis does not yield a fair and reasonable price and where cost data are required in accordance with prime contract clauses.

Cost analysis techniques are used to break down a contractor’s cost or pricing data so as to verify and evaluate each component. Some of the cost elements examined for necessity and reasonableness are material costs, labor costs, equipment and overhead. These costs can be compared with actual costs previously incurred for similar work, the cost or pricing data received from other vendors and dependent cost estimate breakdowns.

CASH HANDLING AND BANKING POLICY

1. Purpose

The purpose of this policy is to establish minimum standards to ensure clear and consistent practices within the County for the handling of cash and the receipt of revenue. This policy also standardizes cash controls as well as provides guidance to departments on improving cash handling skills and accountability.

2. Scope

This policy applies to all offices, departments, and agencies in which Goodhue County is the fiscal agent.

3. General Policies

a. Bank Account Approvals

Departments are required to receive approval from the Finance Director prior to opening any bank account. The Finance Director must be made aware of all bank accounts and will also be designated a "decision maker" or equivalent for all accounts. All Employee Activity, Employee Committee, or Sunshine Committee accounts are exempt from this policy.

The Finance Department will work to address risks related to banking activity, cash handling and payment settlement. Where possible, preventative measures shall be taken to identify and limit the occurrence of and implement the best defenses to deter these risks. Proper controls should be established to account for cash and receipting activity and reconciled cash and banking records shall be maintained to support these receipting transactions.

Departments must ensure that adequate control procedures are in place to secure the collection and proper receipt of funds, and to maintain internal controls and accountability of cash receipts. Specific departmental actions should include:

- i. Take proper measures to safeguard County funds.
- ii. Provide clearly written procedures for their department's cash handling activities.
- iii. Ensure that procedures comply with County Policy.
- iv. Maintain a cash handling system that will prevent, detect or deter fraud.
- v. Maintain proper internal controls and accounting of receipts.

4. Control Standards

a. Cash Handling and Receipting Controls

Adequate cash handling and receipting procedures should be in place to ensure that all payments received are processed and may be traced from initial receipt to final disposition. This procedure for handling cash receipts shall be designed to provide accountability for all money received by the County, in accordance with accepted standards of control and accounting practices. These procedures will be followed when accepting and receipting funds:

- i. Provide/utilize receipts for all acceptance of money or payment.
- ii. Receipt information will include the date issued, name of payer, net amount received, and sufficient information to identify the purpose of the payment. Also included should be any identifying number, form of payment, identification of person accepting payment and account to which payment is to be credited.

- iii. Coins and currency should generally be accepted only when an official County receipt can be provided at the time of payment.
- iv. Upon receipt, checks should be restrictively endorsed promptly. Any supplementary information required to ensure subsequent collection should be requested, entered on the face of the check and proper acknowledgement obtained from the payer.
- v. Checks accepted must be signed and have the payer's name, address and telephone number indicated on the check. When appropriate, identification data should be provided by the payer.
- vi. Postdated checks will not be accepted. Third party checks may be accepted if properly endorsed on a non-repetitive basis.
- vii. Checks may not be substituted for cash. Personal transactions with County funds are strictly prohibited. Money will not be loaned from County funds, and no department is authorized to cash checks from County funds.
- viii. Credit cards may be accepted for payment at authorized/approved locations if the payer presents the actual card or provides the account number, card holder name, expiration date and proper identification. An authorization code will be obtained through the credit card terminal prior to acceptance and receipting of the payment.

b. Access Controls

Adequate control over the access to funds must be maintained at all times. Proper control of processing and storage of cash funds should be in place for all authorized points of collection. Access to vaults and safes should be limited. General security guidelines for handling and receipting County funds should include:

- i. Secure work areas should be available for individuals handling cash.
- ii. No funds are to be left unattended or unsecured.
- iii. The number of persons in each department required to actually handle County funds should be kept to a minimum. Individual accountability should always exist in handling County funds and all exchanges of funds must be documented.
- iv. Each cash fund will be maintained separately. County funds should not be commingled with non-County funds.
- v. All County funds received should be secured in a locked cash register, drawer or cash box and when not physically guarded kept in a secure safe, room, or cabinet not commonly accessible.
- vi. Vault combinations should be limited to the smallest number of individuals. Vault or safe combinations should never be written down in the cash-handling area.
- vii. Employees having County funds in their custody should be constantly aware of the possibility of the loss of funds due to theft, robbery, or error. Reasonable precautions to prevent losses should be taken. Safekeeping arrangements should be maintained for County funds and the amount of money retained on-hand and subject to loss should be the absolute minimum necessary for that activity

c. Transferring and Depositing Controls

The County's policy is to require a witnessed cash count and reconciliation whenever funds change hands. Accountability must be maintained through a proper chain of custody, whether transferring between departments or locations.

- i. Departments shall deliver cash collected to the Finance Department at least once a week.
- ii. A cash count shall occur whenever County funds change hands.
- iii. The relinquishing and receiving custodian will sign off on the cash count and reconciliation to complete the transfer of funds.

- iv. All receipts must be deposited in the bank on a daily basis by the Finance Department.
- v. All cash payments are to be deposited in total, and may not be used for any other purpose.
- vi. Cash receipts documents should be prepared promptly and should be dated the same day as the funds are received. Deposits should be made that day or no later than the following morning.

d. Staffing and Training for Cash Handling Responsibilities

- i. All new employees hired for positions responsible for handling cash are required to have a criminal background check prior to being assigned.
- ii. Each department within the County that is responsible for handling cash will perform a review of this policy annually at a minimum. The purpose is to ensure procedures are up to date, understood, and followed. The following departments are subject to review of this policy:
 - 1. Court Services
 - 2. Finance & Taxpayer Services
 - 3. Health & Human Services
 - 4. Land Use Management
 - 5. Public Works
 - 6. Recorder
 - 7. Sheriff
 - 8. Veterans Service
- iii. Each employee that handles money must review and acknowledge their compliance with the policy annually. The Finance Department will track employee acknowledgment of this policy.
- iv. All County personnel handling County funds should be advised of the proper actions to take in the event of a robbery or actual loss of funds. Employees should not endanger themselves or others by attempting to resist. Generally, the instruction issued by persons attempting an armed robbery should be followed as precisely as possible. No more or less action than specified should be followed.

e. Record Retention

Cash collection sites are required to maintain supporting documentation. Documents should be retained according to the County's record retention schedule. The record retention requirements identified in MN Statutes 384.14 and 138.17 will be followed where any specific requirements are not made.

PAYMENT CARD ACCEPTANCE POLICY

1. Purpose

The purpose of this policy is to enhance customer convenience, certainty of collection, timeliness of payment, and minimize processing fees. The policy is also to ensure sensitive payment card information is handled safely by complying with the Payment Card Industry's Data Security Standards (PCI-DSS).

2. Scope

This policy applies to all offices, departments, and agencies in which Goodhue County is the fiscal agent.

3. General Policy

Goodhue County will accept electronic payments including credit and debit cards. Payments will be processed utilizing an authorized third-party provider. The Finance Department has overall authority and responsibility for accepting credit and debit card payments. This responsibility includes system administration and managing user access, reconciling and recording activity in the bank and the general ledger, and processing refunds. Departments are responsible for processing over-the-counter (OTC) transactions in a responsible manner, completing required processes (e.g. permits) after payment is made, and complying with all sections of this policy.

PCI-DSS is a worldwide security standard designed to ensure that all organizations that process, store, or transmit credit card information maintain a secure environment. The standard was created to protect cardholders against misuse of their personal information. Departments that accept payments cards must protect cardholder information. This information cannot be stored electronically and the County must remain PCI-DSS compliant. The PCI-DSS complete requirements as well as a quick reference guide can be found on the following website: https://www.pcisecuritystandards.org/document_library.

4. Credit and Debit Card Acceptance Considerations

The Finance Director will review for approval all departmental requests for credit and debit card payment acceptance. Requests should include volume of transactions, expected revenue, costs incurred and avoided by accepting cards, treatment of fees, convenience of customer, and proposed departmental procedures including separation of duties and security of card information.

5. Responsibilities

Finance Department

- Ensure the County is compliance with PCI-DSS requirements
- Review requests for credit and debit card acceptance from Departments
- Daily balancing of activity and recording in the accounting system
- Processing refund transactions
- Monitoring system activity and compliance with policy
- Reviewing fees for reasonableness and accuracy
- Maintaining system user access and rights
- Managing system configuration
- Managing report distribution

Information Technology Department

- Ensure the County is in compliance with all technology related PCI-DSS requirements
- Ensure all hardware and software interface appropriately

Other Departments

- Assist in completing annual PCI-DSS Self-Assessment Questionnaire
- Treat customers' private data according to the requirements defined in PCI-DSS
- Ensure all devices within department merchant's cardholder data environment are secured to fullest extent possible
- Ensure all card data collected is secured and only secure communication and/or encrypted connections are being utilized for processing transactions
- Review transaction activity for accuracy in a timely manner
- Complete all department processes required subsequent to receiving payment (issuing permits, delivering goods, etc.)
- Notify Finance Department of user changes in a timely manner
- Documenting and obtaining approvals for processing of refunds and submitting to Finance in a timely manner

8.4 OFFENSIVE CONDUCT, HARASSMENT AND VIOLENCE

General Statement of Policy

It is the policy of Goodhue County, hereinafter County, to maintain an environment that is free from offensive conduct, harassment and violence based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation. The County prohibits any form of religious, racial, sexual, gender, marital status, age, national origin, status with regard to public assistance, sexual orientation or disability discrimination, harassment and violence.

It shall be a violation of this policy for any employee, agent, officer, commissioner or other elected official of the County to engage in offensive or harassing verbal or physical conduct of a sexual nature or regarding race, national origin, gender, religion, disability, age, status with regard to public assistance, marital status or sexual orientation towards any County employee, officer, agent, or member of the public seeking services or public accommodations.

It shall be a violation of this policy for any County employee, agent, officer, commissioner or other elected official to inflict, threaten to inflict, or attempt to inflict sexual violence or violence based on religion, race, gender, marital status, status with regard to public assistance, sexual orientation, age, national origin or disability, upon any employee, agent, officer or member of the public seeking services or accommodation from the County

The County will act to investigate all complaints, either formal or informal, verbal or written, of offensive, harassing or violent conduct of a sexual nature or based upon religion, national origin, race, gender, sexual orientation, marital status, status with regard to public assistance, age or disability, and to discipline or take appropriate action against any employee, agent, officer, commissioner or other elected official who is found to have violated this policy.

Offensive Conduct, Harassment and Violence Defined

Sexual/Gender Based Offensive Conduct or Harassment Defined

Sexual/Gender based offensive conduct/harassment includes unwelcome physical or verbal conduct relating to an individual's gender or directed at an individual because of gender; unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual or gender biased nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, public services or public accommodation;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public services or public accommodations: or

- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or use of public services or public accommodations or creating an intimidating, hostile or offensive employment, public service or public accommodation environment.

Examples of sexual/gender harassment may include, but are not limited to:

- Unwelcome verbal remarks, jokes or innuendoes of a sexual nature or based upon gender;
- Unwelcome pressure for sexual activity;
- Unwelcome sexually motivated or inappropriate patting, pinching or other physical contact;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or access to public services or public accommodations;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or access to public services or public accommodations;
- Any sexually motivated, unwelcome touching;
- Distribution or display of written materials, pictures or other graphics of a sexual or gender biased nature;
- Other unwelcome behavior or words directed at an individual because of gender.

Sexual Violence Definition

Sexual violence is a physical act of aggression or force or the threat of which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts including the genital area, groin, inner thigh, buttocks or breasts, as well as clothing covering these areas.

Sexual violence may include, but is not limited to:

- Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts.
- Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Race/National Origin Based Offensive Conduct/Harassment and Bias

Racial/National Origin harassment and/or bias occurs when:

- Submission to conduct or communications of a derogatory, harassing or biased nature based on race/national origin is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining access to public services or public accommodations;
- Submission to or rejection of conduct or communication of a derogatory, harassing or biased nature, based on race/national origin, by an individual is used as a factor in decisions affecting that individual's employment or access to public services or public accommodations; or
- The conduct or communication of a derogatory, harassing or biased nature based on race/national origin has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or creating an intimidating, hostile or offensive employment or public service/accommodation environment.

Racial/National Origin Violence Definition

Racial/national origin violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or national origin.

Religion Based Offensive Conduct/Harassment and Religious Bias

Religious harassment/bias occurs when:

- Submission to conduct or communications of a religiously derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations.
- Submission to or rejection of conduct or communications of a religiously derogatory, harassing or biased nature by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or

- The conduct or communications of a religiously derogatory, harassing or biased nature has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating or offensive employment or public service/accommodation environment.

Religious Violence Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, religion.

Disability Based Offensive Conduct/Harassment and Disability Bias

Disability based harassment and/or bias occurs when:

- Submission to conduct or communications of derogatory, harassing or biased nature which is based on an individual's disability is made a term of condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining or retaining public services/accommodations;
- Submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's disability, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- The conduct or communication of a derogatory, harassing or biased nature based on an individual's disability has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

Age Based Offensive Conduct/Harassment and Age Bias

Age based harassment and/or bias occurs when:

- Submission to conduct or communications of a derogatory, harassing or biased nature which is based on an individual's age is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- Submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's age, by an individual is used as a factor in decisions affecting the individual's employment or access to public services/accommodations; or
- The conduct or communication of a derogatory, harassing or biased nature based on an individual's age has the purpose or effect of substantially interfering

with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

Marital Status Based Offensive Conduct/Harassment and Marital Status Bias

Marital status means whether a person is single, married, remarried, divorced, separated or a surviving spouse and in employment cases includes protection against discrimination on the basis of identity, situation, actions or beliefs of a spouse or former spouse.

Marital status based harassment and/or bias occurs when:

- Submission to conduct of communications of a derogatory, harassing or biased nature which is based on an individual's marital status is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations.
- Submission to or rejection of conduct or communications of a derogatory, harassing or biased nature based on an individual's marital status, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- The conduct or communication of a derogatory, harassing or biased nature based on an individual's marital status has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

Status with Regard to Public Assistance Based on Offensive Conduct/Harassment and Bias

Status with Regard to Public Assistance means the condition of being a recipient of federal, state or local assistance, including medical assistance, housing subsidies, AFDC or general assistance.

Public assistance status based harassment and/or bias occurs when:

- Submission to conduct or communications of a derogatory, harassing or biased nature which is based on an individual's status with regard to public assistance as defined above, which, is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations.
- Submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's status with regard to public

assistance, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or

- That conduct or communication of derogatory, harassing or biased nature, based on an individual's status with regard to public assistance, has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public service/accommodation environment.

Sexual Orientation Based Offensive Conduct/Harassment and Bias Definition

Sexual Orientation means having or being perceived as having an emotional, physical or sexual attachment to another person without regard to the sex of that person or being perceived as having an orientation for such an attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. Sexual orientation does not include physical or sexual attachment to children by an adult.

Sexual orientation based offensive conduct/harassment and/or bias occurs when:

- Submission to conduct or communications of a derogatory, harassing or biased nature which is based on individual's sexual orientation, as defined above, is made a term or condition, whether explicitly or implicitly, of obtaining or retaining employment, or of obtaining or retaining public services/accommodations;
- Submission to or rejection of conduct or communications of a derogatory, harassing or biased nature, based on an individual's sexual orientation, by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or
- The conduct or communication of a derogatory, harassing or biased nature based on an individual's sexual orientation has the purpose or effect of substantially interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment or public services/accommodations environment.

Sexual Orientation Violence Defined

Sexual orientation violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, that individual's actual or perceived sexual orientation.

Assault Definition

- An act done with intent to cause fear in another of immediate bodily harm or death;

- The intentional infliction of or attempt to inflict bodily harm upon another; or
- The threat to do bodily harm to another with present ability to carry out the threat.

Applicability

Offensive conduct, harassment or bias may occur:

- Between a supervisor and an employee;
 - Between co-employees;
 - Between an employee or supervisor and a member of the public seeking to obtain or use public services/accommodations.
 - Between a commissioner or other elected official and an employee or member of the public receiving or seeking public services/accommodations; and
 - Between an agent of the County and an employee, supervisor, elected official or member of the public.

Reporting Procedures

Any person who believes he or she has been the victim of offensive or harassing conduct of a sexual nature, or offensive conduct, harassment, bias or violence based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation by an employee, agent, official, commissioner or other elected official of the County, the public, a client or a vendor or other persons county staff may encounter while performing work related activities, or any person with knowledge or belief of conduct which may constitute such harassment or bias toward an employee, official or member of the public seeking or receiving public services or accommodations, shall report the alleged conduct immediately to an appropriate County official designated by this policy.

The County encourages the reporting party of complainant to use the report available form the County Administrator's office or available from the department head of any County department, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the County Human Rights Officer.

In Each County Department

The department head of each department is the person responsible for receiving oral or written reports of all types of offensive conduct, harassment, bias or violence described in this policy at the department level.

Any supervisory employee, whether or not the person is a department head, who receives a formal or informal, oral or written report of harassment, bias or violence as defined in this policy shall inform the department head immediately without screening or investigating the report, unless the department head is involved in the alleged harassment, bias or violence. In the event that the department head is involved, the report shall be made directly to the County Human Rights Officer or Alternative Human Rights Officers as described below. Failure of a supervisory employee to forward such a report to the appropriate party shall be grounds for discipline, including immediate discharge of employment.

Upon receipt of a report, the department head must notify the County Human Rights Officer immediately, without screening or investigating the report. The department head may request, but may not insist upon, a written complaint by the complainant. A written statement of the alleged facts will be forwarded as soon as practicable by the department head to the Human Rights Officer. If the report was given verbally, the department head shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the department head.

If the complaint involves the department head, the complaint shall be made or filed directly with the County Human Rights Officer by the reporting party or complainant.

County-Wide

- The County Board hereby designates the County Administrator as the County Human Rights Officer to receive reports of sexual harassment and of offensive conduct, harassment, bias and violence based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation.
- If the complaint involves the Human Rights Officer, the complaint shall be filed directly with one of the Alternative Human Rights Officers: the Special Projects Coordinator, Personnel Technician or the County Board Chair.
- The County shall **list** conspicuously post the name of the Human Rights Officer and Alternative Human Rights Officers, including mailing address and telephone numbers on the County's internal and external website.
- Submission of a good faith complaint or report of offensive or harassing conduct or a sexual nature or offensive conduct, harassment, bias or violence based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation shall not affect the reporter's future employment or access to public services or public accommodations.
- Use of formal reporting forms is not mandatory.

- The County will process complaints made under this policy as discreetly as possible, consistent with the County's legal obligations and the necessity to investigate allegations of discriminatory harassment and violence and take disciplinary action when the conduct has occurred.

Investigation

- By the authority of the County Board, the Human Rights Officer or Alternative Human Rights Officer (AHRO), upon receipt of a report in complaint of offensive or harassing conduct of a sexual nature or offensive conduct, harassment, bias or violence based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance or sexual orientation, shall authorize an investigation. The investigation may be conducted by County officials or by a third party designated by the County.
- The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- In determining whether alleged conduct constitutes a violation of this policy, the County should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and the surrounding circumstances.
- In addition, the County may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.
- The County Human Rights Officer, AHRO, or outside investigator shall make a written report to the County Board Chair. If the complaint involves the County Administration Administrator, the report will be filed with the County Board Chair by one of the Alternative Human Rights Officers. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Written reports must be maintained in compliance with the Minnesota Government Data Practices Act.

County Action

- The County will take such action as appropriate based on the results of the investigation. In the event the investigation establishes that a violation of this policy has occurred, disciplinary action may be taken.
- Consistent with the requirement of the Minnesota Government Data Practices Act, Minnesota Statutes 13.01 et. seq., the results of the County's investigation will be made available to the complainant.

Reprisal

The County will discipline or take other appropriate action against any employee, officer, commissioner, agent or other elected official, who retaliates against any person who reports alleged harassment, bias or violence under this policy or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment, bias or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Discipline

Any County action taken against an individual pursuant to this policy shall be consistent with the requirements of:

- Applicable collective bargaining agreements;
- County policies; and
- State and Federal law.

The County will take such disciplinary action it deems necessary and appropriate, including warning, suspension, immediate discharge or the appropriate action to end discriminatory harassment and violence and prevent its recurrence.

Dissemination of Policy

This policy shall be posted ~~in each county building in areas accessible to employees and members of the public.~~ **on the internal and external County websites.** This policy shall be distributed to all employees upon its adoption and to all new employees upon hire.



Goodhue County Comprehensive Civil Rights Plan (CCRP)

509 W 5th St
Red Wing, MN 55066
Goodhue County
Phone: (651) 385-3000

General Government:

County Administrator/Human Resources - Phone: 651-385-3001

Health and Human Services:

Deputy Director, Phone: 651-385-3200

*Request to file a Civil Rights complaint with the Deputy Director

Public Works:

Deputy Director, Phone: 651-385-3049

Americans with Disabilities Act Advisory

This information is available in accessible formats to individuals with disabilities
and for information about equal access to services,

Call: 651-385-3200

TTY: 651-385-3190

TABLE OF CONTENTS

1. Purpose
2. Legal Authorities
3. Civil Rights Contact
4. Equal Opportunity Policy and Procedure
5. Complaint Resolution Procedure
6. Disability Compliance
7. Limited English Proficiency Plan
8. Civil Rights Assurance of Compliance
9. MN Merit System EEO and AA Guidelines
10. CCRP Administration
11. Human and Health Services Department Policies
 - a. Human and Health Services specific Federal Authorities
 - b. Human and Health Services specific Complaint Resolution Procedures
 - c. Disability Compliance
 - d. Annual Civil Rights Training for the Supplemental Nutrition Assistance Program (SNAP)
 - e. Limited English Proficiency Plan
 - f. Affirmative Action
 - g. Human and Health Services Contacts
12. Public Works Department Policy
13. Sheriff's Office Policies
 - a. Communications with Deaf and Hard of Hearing
 - b. Discriminatory Harassment
 - c. Service Animals
14. Appendix
 - a. Attachment B – Complaint Notification Form
 - b. Attachment C – DHS Brochure: Do you have a disability
 - c. Attachment D – Signed Copy of the 2016 Civil Rights Assurance of Compliance
 - d. Attachment E – Limited English Proficiency Plan

- e. Attachment F – Minnesota Merit System Equal Employment Opportunity (EEO) and Affirmative Action (AA) Guidelines
- f. Attachment G – HHS Limited English Proficiency Plan
- g. Attachment H – HHS Affirmative Action Policy
- h. Attachment I – Public Works (PW) Civil Rights Plan
- i. Attachment J – Communicating with Deaf and Hard of Hearing
- j. Attachment K – Discriminatory Harassment
- k. Attachment L – Service Animals

1. Purpose

As a recipient of federal financial assistance, Goodhue County is responsible for providing core services to effectively promote the safety, health, and well-being of our residents while being treated with respect and dignity. Goodhue County has a Comprehensive Civil Rights Plan (CCRP) to ensure that all eligible individuals receive equal access to program services and information. Its programs are operated in a nondiscriminatory way, which protects eligible people from discrimination based on their race, color, or national origin. In medical programs, *sex* includes sex stereotypes and gender identity under any health program or activity receiving federal funds. This CCRP also serves as a source of information for county agency staff and the general public. It sets out Goodhue County's civil rights administrative policies and procedures, identifying key contacts within the county and linking the reader to applicable state and federal civil rights laws and resources.

Thus, it is the policy of Goodhue County that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Goodhue County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

In addition, Executive Order No. 12898, 59 Fed. Reg. 7629 (Feb. 11, 1994) requires Goodhue County to ensure fair treatment and meaningful involvement of low-income populations through environmental and human health effects of federal actions on minority and low income populations, and Executive Order No. 13166, 65 Fed. Reg. 50121 (Aug. 11, 2000) requires agency programs to incorporate access for people with limited English proficiency.

This policy applies to all operations of Goodhue County, including its contractors and anyone who acts on behalf of Goodhue County. This policy also applies to the operations of any department or agency to which Goodhue County extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq. and related statutes, and the requirements of 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

2. Legal Authorities

- Federal authorities
 - Title VI of the Civil Rights Act of 1964
 - Title VI of the Civil Rights Act of 1964 is a federal law that protects eligible people from discrimination based on their race, color, or national origin in programs and activities that receive federal financial assistance.
 - Statutory citation: [42 U.S.C. 2000 et seq.](#)
 - Regulatory citation: 45 CFR Part 80
 - Section 504 of the Rehabilitation Act of 1973
 - Section 504 of the Rehabilitation Act is a federal law that protects qualified individuals with disabilities from discrimination based solely on their disability.
 - Statutory citation: [29 U.S.C. 794](#)
 - Regulatory citation: 45 CFR Part 84
 - Americans with Disabilities Act of 1990, Title II
 - Title II of the Americans with Disabilities Act is a federal law that protects qualified individuals with disabilities from discrimination on the basis of their disability when the discrimination occurs in state/local government services. This law extends to ALL activities of the state and local governments, including those that do not receive federal financial assistance.
 - Statutory citation: [42 U.S.C. 12131](#)
 - Regulatory citation: 28 CFR Part 35 Title II Technical Assistance Manual (1993)
 - The Technical Assistance Manual addresses the requirements of Title II as they apply to the operations of state and local governments.
 - Regulatory citation: 28 CFR Part 35.102-35.104
 - Age Discrimination Act of 1975
 - The Age Discrimination Act is a federal law that protects people from discrimination based on their age in programs/activities that receive federal financial assistance.
 - Statutory citation: [42 U.S.C. 6101](#)
 - Regulatory citation: 45 CFR Part 91
 - Nondiscrimination Provisions of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (federal block grants)
 - The nondiscrimination provisions of OBRA protect service applicants and clients from discrimination on the basis of race, color, national origin, disability and age and in some cases sex and religion in programs/activities funded by federal block grants.

- Regulatory citation: [45 CFR Part 96](#)
 - [Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency \(LEP\)](#)
 - The executive order requires federal agencies to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and clients.
- State Authorities
 - Minnesota Human Rights Act (MHRA)
 - The Minnesota Human Rights Act is a state law that protects applicants and clients of public services from discrimination on the basis of race, color, creed, religion, nation origin, disability, sex, sexual orientation, marital statute, familial status or status with regard to public assistance.
 - Statutory citation: [Minn. Stat. 363A](#)

3. Civil Rights Contact

Goodhue County designates the Human Resource Director to serve as the County’s Civil Rights Contact, point person on civil rights matters.

Human Resources Director
Phone: 651-385-3031

4. Equal Opportunity Policy and Procedure

A. Goodhue County Equal Opportunity Policy and Procedure

It is the policy of Goodhue County to make sure that program benefits and services are available to everyone and provided to all eligible individuals without discrimination, in compliance with civil rights laws.

Goodhue County employees, services, programs, benefits and policies will not discriminate against applicants, clients or members of the public because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, and status with regard to public assistance. “Sex” includes sex stereotypes and gender identity under any medical or health program receiving federal financial assistance, such as Medical Assistance, CHIP programs, health clinics, insurance companies and state health insurance exchanges.

This policy covers Goodhue County’s full range of services, programs and benefits. The policy applies to the agencies and providers receiving federal and state funds under contracts, licenses and other arrangements with Goodhue County. The Minnesota Human Rights Act also applies to the work of Goodhue and those agencies carrying out its programs.

B. Program Accessibility for People with Disabilities

Goodhue County and all of its services, programs and benefits, are accessible to and usable by people with disabilities, including people with hearing loss, low vision and other sensory disabilities.

To avoid disability discrimination, Goodhue County will

- Notify the public about rights and protections for people with disabilities under the Americans with Disabilities Act.
- Designate an ADA Contact and maintain a complaint procedure.
- Make sure that its buildings are physically accessible for people with disabilities.
- Assist individuals with disabilities to apply and qualify for services, programs, and benefits based on their eligibility.
- Provide appropriate auxiliary aids and services, including accessible formats, to ensure effective communication with people with disabilities.
- Provide services, programs and benefits that are accessible to and usable by qualified people with disabilities.

Physical access includes:

- Convenient off-street parking designated specifically for people with disabilities.
- Curb cuts and ramps between parking areas and Goodhue County government facilities.
- Level access into Goodhue County government facilities with elevator access to all other floors.

C. Reasonable Modifications to Policies, Procedures or Practices

Goodhue County will make reasonable modifications to its policies, procedures or practices when necessary to avoid discrimination on the basis of disability, unless Goodhue County can demonstrate that making the modifications would fundamentally alter the nature of the services, programs or benefits.

D. Effective Communication and Auxiliary Aids and Services

Goodhue County will take appropriate steps to ensure that communications with people with disabilities and companions with disabilities are as effective as communications with others. To ensure effective communications, Goodhue County will provide appropriate auxiliary aids and services, including accessible formats, so that people with disabilities can receive services, programs and benefits and participate in them in the same way as people without disabilities. Auxiliary aids and services include qualified readers, writers and interpreters who convey information effectively, accurately and impartially using any necessary specialized vocabulary.

To determine what types of auxiliary aids or services are necessary, Goodhue County will give primary consideration to the requests of people with disabilities. Goodhue County will honor the choice of the person requesting the auxiliary aid or service unless it would fundamentally alter the nature of the service, program or benefit or cause an undue

administrative or financial burden. If this happens, Goodhue County will find another equally effective auxiliary aid or service.

5. Complaint Resolution Procedure

Goodhue County Civil Rights Complaint Procedure

You have the right to equal access to services, if you are an applicant, client or member of the public trying to gain access to services or benefits. Goodhue County has a civil rights complaint procedure that provides prompt and thorough resolution of civil rights complaints.

Civil rights complaints allege discrimination. You have a right to file a civil rights complaint if you believe you have been discriminated against because of your race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, and status with regard to public assistance. *Sex* includes sex stereotypes and gender identity discrimination that occurs in medical or health programs and clinics receiving federal financial assistance, such as Medical Assistance, MNCare, CHIP programs, insurance companies and state health insurance exchanges.

It is against the law for anyone who works for Goodhue County to retaliate against a person who files a complaint or who cooperates in the investigation of a civil rights complaint.

To file a complaint, ask for Goodhue County equal opportunity policy, complaint procedure and complaint form. Use the contact information below to help you to file your complaint. You can also review the law and regulations that outlaw discrimination in the Civil Rights Contact's office at Goodhue County:

Human Resources Director
Goodhue County Human Resources
509 West 5th Street
Red Wing, MN 55066
Phone: 651-385-3031

Procedure:

1. Civil rights complaints on age discrimination **must** be submitted to the Civil Rights Contact within 180 days of the date the alleged discrimination occurred, while all other civil rights complaints **must** be submitted to the Civil Rights Contact within 365 days of the date the alleged discrimination occurred.
2. A complaint **must** be in writing and contain the name and address of the person filing it. You should also give your telephone number or relay service number if you are deaf or hard of hearing. Give your email address if it helps get in touch with you. The complaint **must** state the problem or action alleged and the relief desired. If you need assistance with your complaint, the Civil Rights Contact will help you.

- a. All complaints involving Goodhue County Human and Health Services shall be forwarded onto their proper contact who shall then use the Complaint Notification Form to notify DHS in writing of all service delivery discrimination complaints filed against Goodhue County Health and Human Services and resolved on the county agency level. Goodhue County Health and Human Services will make sure the complaint notification form is completed and sent to DHS within 90 days of the date the complaint was filed in the county, so DHS can report the complaint to the appropriate federal office. A copy of the Complaint Notification Form is located in the Appendix; Attachment B.
 - i. See section on Goodhue County Health and Human Services for complaint resolution procedures specific to Health and Human Services.
 - b. Likewise, all complaints involving the Goodhue County Public Works department shall be forwarded onto their proper contact who shall then notify the MnDOT of the complaint filed against the Goodhue County Public Works Department.
3. Goodhue County **must** conduct an investigation of the complaint. The investigation may be informal, but it **must** be thorough and timely. People who have an interest in the complaint **must** have an opportunity to submit relevant evidence about the complaint. Goodhue County will issue a written decision on the complaint within 90 days after its filing. Goodhue County will maintain the complaint records and files for three years. Complaints about program rules are not civil rights complaints and will be resolved through a different complaint process.
4. The person filing the complaint may appeal the decision by writing to the agency's Civil Rights Contact within 15 days of receiving the written decision. The Civil Rights Contact **will** issue a written decision in response to the appeal, no later than 30 days after the filing. This decision is final. – This appeal process is not the same as filing a fair hearings appeal with the Department of Human Services' Appeals and Regulations Division.
5. Arrangements for People with Disabilities:
Goodhue County **will** make appropriate arrangements to ensure that people with disabilities are provided accommodations to participate in the complaint process in an equal to manner to people without disabilities. Appropriate arrangements include, but are not limited to, providing interpreters for people who are deaf or hard-of-hearing; providing taped cassettes and accessible formats for people who are blind or have low vision; and assuring a physically accessible location for complaint proceedings. The Civil Rights Contact or designee is responsible for making these arrangements.

6. Disability Compliance

- a. **Disability Law and Standard of Access for State and Local Government Services**

Section 504 of the Rehabilitation Act of 1973 protects qualified individuals with disabilities from discrimination based on their disability in federally funded programs and services.

Title II of the Americans with Disabilities (ADA) Act of 1990 (Title II of the ADA) protects qualified individuals with disabilities from discrimination on the basis of their disability when the discrimination occurs in state or local government services. An agency does not have to receive federal financial assistance to be required to comply with Title II of the ADA. An agency just has to be a state or local government entity.

Goodhue County agencies must ensure that people with disabilities are able to use their programs and services. Disability laws set out an equal access standard for providing services. This means that individuals with disabilities are entitled to equal access to services and programs; the same standard of access that applies to people without disabilities.

A public agency must reasonably modify its policies, procedures and practices to avoid discrimination. A public agency must also take appropriate steps to ensure that its communications with individuals with disabilities are as effective as communications with others.

b. ADA Contact

Goodhue County has designated an ADA Contact person to serve as its point person on disability matters raised by applicants, clients and members of the public. ADA Contact information is located on the cover page of this CCRP.

Human Resources Director
Phone: 651-385-3031

c. Disability Complaints

People filing disability complaints will use Goodhue County's civil rights complaint procedure.

d. ADA Notice Document

Goodhue County will use the DHS brochure: *Do you have a disability* (DHS-4133-ENG) as its ADA notice document. This notice document informs applicants, clients and members of the public that Goodhue County does not discriminate on the basis of disability. The notice document also gives information to the public about the rights of people with disabilities under the Americans with Disabilities Act.

Goodhue County has a copy of DHS brochure: *Do you have a disability* (DHS-4133-ENG) posted in the lobby next to the reception desk.

A copy of the DHS brochure: *Do you have a disability* (DHS-4133-ENG) is located in the Appendix; Attachment C.

e. Disability Policy Prohibiting Discrimination

The Goodhue County Equal Opportunity Policy and Procedure includes provisions which prohibit disability discrimination in services and programs.

7. Limited English Proficiency Plan

See Attachment E

8. Minnesota Merit System Equal Employment Opportunity (EEO) and Affirmative Action (AA) Guidelines

a. Introduction

- i.** The Minnesota Merit System's (MMS) Affirmative Action and Equal Employment Opportunity Policies are administered by the Minnesota Department of Human Services (DHS) Equal Opportunity and Access division (EOAD).

1. Purpose

- a.** The purpose of these Guidelines is to establish minimum affirmative action and equal employment opportunity standards, and provide consistent framework with regard to equal employment opportunity and affirmative action in MMS county/multi-county human services agencies. The Guidelines continues to request each MMS county/multi-county human services agency to adopt, revise, and/or develop equal opportunity and affirmative action guidelines to ensure equal employment opportunity and affirmative action in MMS county/multi-county human services agency workforces.

2. Policy

- a.** It is the policy of the MMS that county/multi-county human services agencies conduct all employment practices without regard to race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Equal employment opportunity under this policy includes, but is not limited to the following: recruitment, examination, appointment, tenure, compensation, classifications, promotion, or other activities in accordance with applicable federal, state, and local laws and regulations.
- b.** A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified females, minorities and individuals with disabilities when

these groups are underrepresented in a county/multi-county human service agency's workforces in any job category.

3. Responsibilities

- a.** MMS county/multi-county human services agency directors have overall responsibility for implementing the MMS equal employment opportunity and affirmative action guidelines throughout that agency, including establishing specific internal procedures that minimally meet the standards provided by the MMS guidelines.

4. Role of DHS

- a.** The DHS (EOAD) provides consultation, technical assistance, recruitment, training, and goal-setting review and monitoring of MMS human service agencies to ensure affirmative action and equal employment opportunity in these agencies.

- b.** See Attachment F for full policy

9. CCRP Administration

Goodhue County will:

- Post a copy of its CCRP in the lobby of its facilities where members of the public can review it and in the employee break room where staff can review it
- Post the CCRP on the county's public website
- Review the CCRP annually with ALL staff
- For the benefit of applicants, clients and members of the public, prominently post in the lobby of its facilities a copy of the equal opportunity policy and procedure that includes provisions prohibiting disability discrimination and a copy of its civil rights complaint procedure
- Make sure that its buildings are physically accessible for people with disabilities
- Assist individuals with disabilities to apply and qualify for services, programs, and benefits based on their eligibility
- Provide appropriate auxiliary aids and services, including accessible formats, to ensure effective communication with people with disabilities
- Provide services, programs and benefits that are accessible to and usable by qualified people with disabilities
- Post a copy of the DHS brochure: *Do you have a disability* (DHS-4133-ENG) in the lobby next to the reception desk

- Conduct annual [SNAP civil rights training](#) for all staff who administer the SNAP program and all staff who have direct contact with the public, including support staff, supervisors and managers. Goodhue County Health and Human Services will document the date of the training each year and document who attends the training.

10. Goodhue County Health and Human Services Department

- a. Health and Human Services specific Federal Authorities
 - i. Community Service Assurance Provisions of the Hill-Burton Act
 1. The Hill-Burton Act is a federal act that gives hospitals and other health facilities money to build and remodel in return for providing limited health care services to people living in the area who cannot pay for health care. The nondiscrimination provisions of the Hill-Burton Act protect people from discrimination on any ground not related to their need for the service provided by the entity.
 2. Statutory citation: [42 U.S.C. 291 et seq.](#)
 3. Regulatory citation: 45 CFR Part 124
 - ii. Family Violence Prevention and Services Act
 1. The nondiscrimination provisions of the Family Violence Prevention Services Act protects applicants and clients from discrimination on the basis of race, color, national origin, age, disability, sex or religion.
 2. Statutory citation: [42 U.S.C. 10406](#)
 - iii. Interethnic Adoption Act
 1. The Interethnic Adoption Act is a federal law that that prevents individuals or government agencies involved in adoption or foster care placement from denying or delaying the placement of a child on the basis of the race, color, or national origin of the individual or child.
 2. Statutory citation: [42 U.S.C. 1996b](#)
 - iv. Food Stamp Act of 1977
 1. The Food Stamp Act of 1977 includes nondiscrimination compliance requirements and bilingual requirements for the Food Stamp Program. The U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, sex, age, disability, religion, and national origin and requires that bilingual services are provided in areas with a significant proportion of non-English or limited English speaking people.
 2. Statutory citation: [7 U.S.C. 2011 et seq.](#)
 - a. Nondiscrimination Compliance Requirements in the Food Stamp Program, Food and Nutrition Services, U.S. Department of Agriculture
 - i. Regulatory citation: [7 CFR Part 272.6](#)
 - b. Bilingual Requirements in the Food Stamp Program, Food and Nutrition Services, U.S. Department of Agriculture
 - i. Regulatory citation: [7 CFR Part 272.4](#)

3. [FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities, Food and Nutrition Service, U.S. Department of Agriculture](#)
- b. Health and Human Services Specific Complaint Resolution Procedures
 - i. The person filing the complaint must be informed that they can file a discrimination complaint directly with the U.S. Department of Health and Human Services’ Office for Civil Rights or the U.S. Department of Agriculture (USDA) for the SNAP Program.

1. The **U.S. Department of Health and Human Services’ Office for Civil Rights** prohibits discrimination in its programs because of race, color, national origin, age, disability, sex and religion. *Sex* includes sex stereotypes and gender identity discrimination that occurs in medical or health programs and clinics receiving federal financial assistance, such as Medicaid, CHIP programs and insurance companies and state health insurance exchanges under Title I of the Affordable Care Act. Contact the federal agency directly:

U.S. Department of Health and Human Services
Office for Civil Rights
Region V
233 N. Michigan Avenue
Suite 240
Chicago, IL 60601
312-886-2359 (voice)
800-368-1019 (toll free)
800-537-7697 (TTY)

2. USDA requires that the following nondiscrimination statement be provided exactly as it is shown below:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who required alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-

8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDS office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program.intake@usda.gov
This institution is an equal opportunity provider.

ii. Filing Complaints with State Agencies:

The person filing the complaint must also be informed that they can file a discrimination complaint directly with the Minnesota Department of Human Rights and the Minnesota Department of Human Services.

1. The Minnesota Department of Human Rights prohibits discrimination in public services programs because of race, color, creed, religion, national origin, disability, sex, sexual orientation, or public assistance status. Contact the Minnesota Department of Human Rights directly:

Minnesota Department of Human Rights
Freeman Building, 625 North Robert Street
St. Paul, MN 55155
651-539-1100 (voice)
800-657-3704 (toll free)
711 or 800-627-3529 (MN Relay)

2. The Minnesota Department of Human Services prohibits discrimination in its programs because of race, color, national origin, creed, religion, sexual orientation, public assistance status, age, disability, or sex, including sex stereotypes and gender identity discrimination that occurs in health programs or activities receiving federal financial assistance, such as Medical Assistance, MNCare, CHIP programs and insurance companies and state health insurance exchanges. Contact the Equal Opportunity and

Access Division directly only if you have a discrimination complaint:

Minnesota Department of Human Services
Equal Opportunity and Access Division
P.O. Box 64997
St. Paul, MN 55164-0997
651-431-3040 (voice) or use your preferred relay service

3. County agencies are not permitted to investigate civil rights complaints in the Supplemental Nutrition Assistance Program (SNAP) because counties directly administer SNAP benefits. County agencies must refer SNAP civil rights complaints to DHS or the USDA regional office in Chicago. The USDA regional address is:

Civil Rights Director
Midwest Regional Office
USDA/Food and Nutrition Service
77 W. Jackson Blvd., 20th Floor
Chicago, IL 60604-3591
(312) 353-6657 (voice) or use your preferred relay service
Tamara.earley@fns.usda.gov

- iii. Goodhue County will refer all SNAP civil rights complaints to DHS or the USDA regional office in Chicago as soon as possible after received.

c. Disability Compliance

- i. **Title II of the Americans with Disabilities (ADA) Act of 1990** (Title II of the ADA) protects qualified individuals with disabilities from discrimination on the basis of their disability when the discrimination occurs in state or local government services. An agency does not have to receive federal financial assistance to be required to comply with Title II of the ADA. An agency just has to be a state or local government entity.
- ii. County human services agencies must ensure that people with disabilities are able to use their programs and services. Disability laws set out an equal access standard for providing services. This means that individuals with disabilities are entitled to equal access to human services programs; the same standard of access that applies to people without disabilities.

d. Annual Civil Rights Training for the Supplemental Nutrition Assistance Program (SNAP)

- i. Goodhue County Health and Human Services will conduct annual SNAP civil rights training for all staff who administer the SNAP program and all staff who have direct contact with the public, such as support staff, supervisors and managers.

- ii. Goodhue County Health and Human Services will use [DHS' PowerPoint presentation](#) to train staff, document the date of the training each year and document who attends the training.
 - e. Limited English Proficiency Plan
 - i. Persons Covered by Policy – Identifying Clients with Limited English Proficiency
 - 1. Goodhue County Health & Human Services Limited English Proficiency plan has been developed to serve its clients, prospective clients and their family members who do not speak English or who speak limited English.
 - ii. Commitment to Meaningful Access
 - 1. No person will be denied access to Goodhue County H&HS programs or program information because they do not speak English or speaks limited English. Goodhue County H&HS will provide assistance to all customers with LEP in obtaining necessary interpreter services in order for him/her to effectively communicate with staff. Customers will be provided with meaningful access to programs and services in a timely manner and at no cost to the customer.
 - iii. See Attachment G for full policy
 - f. Affirmative Action
 - i. Policy
 - 1. It is the intent of the Goodhue County Board of Health and Human Services to provide equality of opportunity in employment to all persons working for the agency, applying for work with the agency, and to require all agencies/organizations receiving public funds for materials, supplies and services provide equal employment opportunity.
 - ii. See Attachment H for full policy
 - g. Human and Health Services Contacts
 - i. Health and Human Services:
 - 1. Kris Johnson
 - a. Phone: 651-385-3200
 - 2. Mike Zorn
 - a. Phone: 651-385-3200

11. Goodhue County Public Works Department

- a. Please see Attachment I for the Public Works Department's policy

12. Goodhue County Sheriff's Office

- a. Communicating with Deaf and Hard of Hearing
 - i. 370.1 PURPOSE AND SCOPE
 - 1. This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

- ii. 370.2 POLICY
 - 1. It is the policy of the Goodhue County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.
 - 2. The Office will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.
- iii. See Attachment J for full policy
- b. Discriminatory Harassment
 - i. 327.1 PURPOSE AND SCOPE
 - 1. This policy is intended to prevent office members from being subjected to discrimination or sexual harassment.
 - ii. 327.2 POLICY
 - 1. The Goodhue County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Office will not tolerate, discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Office will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.
 - 2. The non-discrimination policies of the Office may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.
 - iii. See Attachment K for full policy
- c. Service Animals
 - i. 382.1 PURPOSE AND SCOPE
 - 1. Service animals play an important role in helping to overcome the limitations often faced by people with disabilities. The Goodhue County Sheriff's Office recognizes this need and is committed to making reasonable modifications to its policies, practices and procedures in accordance with Title II of the Americans with Disabilities Act (ADA) to permit the use of service animals that are individually trained to assist a person with a disability.
 - ii. 382.2 POLICY
 - 1. It is the policy of the Goodhue County Sheriff's Office to provide services and access to persons with service animals in the same manner as those without service animals. Office members shall protect the rights of persons assisted by service animals in accordance with state and federal law.
 - iii. See Attachment L for full policy

13. Appendix

- a. **Attachment B** – [Complaint Notification Form](#)
- b. **Attachment C** – [DHS Brochure: *Do you have a disability*; DHS-4133-ENG](#)
- c. **Attachment D** – Signed Copy of the 2016 [Civil Rights Assurance of Compliance](#)
- d. **Attachment E** – [Limited English Proficiency Plan](#)
- e. **Attachment F** – [Minnesota Merit System Equal Employment Opportunity \(EEO\) and Affirmative Action \(AA\) Guidelines](#)
- f. **Attachment G** – [HHS Limited English Proficiency Plan](#)
- g. **Attachment H** – [HHS Affirmative Action Policy](#)
- h. **Attachment I** – [PW Civil Rights Plan](#)
- i. **Attachment J** – [Communicating with Deaf and Hard of Hearing](#)
- j. **Attachment K** – [Discriminatory Harassment](#)
- k. **Attachment L** – [Service Animals](#)



TUITION REIMBURSEMENT POLICY

Goodhue County is giving employees the opportunity to participate in a tuition reimbursement program. In this case tuition is interpreted to be the fee for the class and corresponding books. Employees may elect to participate in this program so long as 1) the education is required by Goodhue County to keep your present position (salary, status or job) and serves a bona fide business purpose of Goodhue County, or 2) the education maintains or improves skills needed in or related to your present work.

Goodhue County's tuition reimbursement program is an accountable plan. An accountable program provides the employer will not include the reimbursement on the employee's W-2 if the employee follows all IRS rules and regulations regarding the receipt of tuition reimbursement benefits. Goodhue County will provide the employee with a description of the documentation the employee must keep to meet the IRS rules and regulations.

Employees who work twenty (20) hours or more per week on an ongoing basis and have completed their probationary period may be eligible for tuition reimbursement. Resignation or termination of the employee automatically terminates their eligibility for education assistance benefits.

Education assistance will be given for courses offered by technical institutes, trade schools or accredited colleges or universities. The classes chosen must be related to the employee's development in their current position. Under this plan, an employee will be reimbursed according to the attached Schedule A providing monies are available within the current year's County training budget.

Approval of reimbursement must be granted in advance of enrollment in the course. An employee should complete an application for tuition reimbursement and submit it to their Department Head. The Department Head must acknowledge 1) the education is required by Goodhue County to keep your present position (salary, status or job) and serves a bona fide business purpose of Goodhue County, or 2) the education maintains or improves skills needed in your present work. The Department Head will submit the application to the County Board agenda for final authorization.

Upon satisfactory completion of the course, the employee will submit a voucher, along with reimbursement documentation to the Finance department. The employee is required to submit a receipt of payment and a certificate of participation or credit earned before reimbursement will be paid. Reimbursement will not be given when an employee has not satisfactorily completed a course or received lower than a "C" grade.

If the course is only offered during work hours, an employee may be allowed to flex their schedules. This will be allowed only through prior Department Head approval.

SCHEDULE A

Reimbursement Amount:

Under this plan, an employee will be reimbursed for 50% of the course tuition; however, the employee will be limited to a maximum reimbursement for all approved courses under this plan to the following annual amounts:

Undergraduate Courses:

\$2000 per calendar year

Graduate Courses:

\$4000 per calendar year

Doctorate Courses:

\$5250 per calendar year

Retention Period:

The Retention Period is considered a twelve month time period after the completion of the reimbursed course. If the employee's employment with Goodhue County ends prior to the completion of the Retention Period, with the exception of a layoff or a job elimination, the employee shall reimburse the County for the full amount received for the respective course(s) prior to their departure. This reimbursement shall be paid to the County either by direct payment, or, the employee may sign a release agreement to withhold the amount from their wages.

8.6 TELECOMMUTING

Updated 1/1/2021

Purpose of policy. In an effort to achieve the following benefits, Goodhue County sets forth a policy to define telecommuting, to guide decisions about appropriate telecommuting arrangements, and to clarify employee and County responsibilities and obligations when a telecommuting agreement is in place.

Guidelines:

Benefits of telecommuting can include the following:

- Improved employee recruitment and retention
- Improved employee morale and greater job satisfaction
- Reduced absenteeism
- Increased employee and work unit productivity
- Improved customer service through ability to focus on work
- Reduced travel time and costs
- Reduced worksite space and related overhead costs, including parking
- Improve disaster recovery and contingency strategy where dispersed workforce is advantageous

Legal references and authority. No legal constraints.

Definitions.

Telecommuting definition and scope. For the purposes of this policy, telecommuting is a voluntary arrangement, supported by a telecommuting agreement, between Goodhue County and the employee to conduct their work in a designated offsite workspace, most often the employee's home, on a regular basis.

Other arrangements whereby an employee works at a location other than their primary worksite – working with vendors, contractors, or clients, attending off site meetings or training, etc. – or an employee is authorized by a supervisor to work at home for the purposes of completing a brief project or other brief and time-limited arrangements are not governed by this policy.

Telecommuting does not change the basic terms and conditions of employment.

Primary worksite definition. The Goodhue County office that the employee would primarily work at if not telecommuting.

Telecommuting worksite definition. The designated offsite workspace in which the employee will regularly conduct their work.

Goodhue County property definition. Supplies, equipment, data or documents provided by Goodhue County or produced by a Goodhue County employee, client, or other party related to Goodhue County business.

Minimum criteria for consideration of telecommuting arrangement. The success of a telecommuting arrangement is dependent upon the characteristics of the job, the employee, the employee's home technology, and the supervisor all being well-suited for such an arrangement.

Job minimum requirements. To be considered for a telecommuting arrangement, the employee's job must consist of duties that can be fulfilled while telecommuting, including the following:

- Does not require face-to-face contact with customers, clients, or co-workers at a primary worksite.
- Does not result in decreased internal or external customer service if conducted through telecommuting.
- Consists of duties that can be fulfilled while telecommuting.

Employee minimum requirements. To be considered for a telecommuting arrangement, the employee must meet the following minimum requirements:

- Be employed with Goodhue County for a minimum ~~of 12~~ of 6 months of continuous employment. Exceptions may be granted to this requirement after consultation with the Department Head, the County Administrator, and the Human Resources Director.
- Be in compliance with Goodhue County policies.
- Meet or exceed expectations of their job, informed in part by the employee's most recent performance review.
- Have the ability to solve basic computer hardware and software problems; be able to connect all required hardware; understand how all hardware provided will be arranged within the intended telecommuting workspace; and have the necessary passwords and knowledge to connect provided hardware to employee's wired or wireless network.
 - Repeated requests for service to the IT Help Desk related to solving "basic computer hardware and software problems" may result in termination of an employee's telecommuting arrangement.

Technology minimum requirements. To be considered for a telecommuting arrangement, the employee's proposed telecommuting worksite must have Internet connectivity sufficient to meet the needs of the employee's job requirements. Internet speed requirements can vary depending on an employee's department, workload, schedule, etc., but telecommuting generally requires a minimum download/upload speed of at least 15 Mbps. Factors such as other users of the proposed Internet connection, Internet connected devices (cameras, cell phones, doorbells, etc.), audio/video streaming services, etc. need to be considered when

evaluating Internet connectivity speed. It is the applicant's responsibility to ensure adequate Internet connectivity exists at the proposed telecommuting worksite prior to being approved for a telecommuting arrangement.

Other telecommuting worksite minimum requirements. In addition, the telecommuter's worksite must be established in a manner that enables the employee to:

- Work uninterrupted.
- Secure Goodhue County property for use only for Goodhue County business.
- Secure non-public, protected, and sensitive data from sight and sound by other parties in compliance with federal and state requirements.

Additional factors considered. When ascertaining whether a telecommuting arrangement is likely to be successful, the following additional factors will be considered:

- The needs of the employee's work team and division
- Team responsibilities
- Employee's work skills, including organizational, time management, self-motivation, reliability, and ability to work independently.
- Impact of telecommuting on the work of other employees
 - Goodhue County acknowledges that telecommuters may require different in-office support (such as printing and mailing documents, checking and responding to physical mail). Such support may be made available but only as agreed to by the affected employee's supervisor and only to the degree that it is not less efficient for Goodhue County in the aggregate as a result of the telecommuting arrangement. It is important that explicit communication about such arrangements be made as part of establishing the telecommuting arrangement.
- Telecommuting worksite location, including the distance from the primary worksite, distance from the employee's primary work duties, impact on ability to respond timely to work team needs, and impact on productivity
- Any other prevailing conditions identified by the supervisor after discussion with management.
- Seniority is not a factor in determining eligibility to telecommute.
- Telecommuters will have a workspace at a Goodhue County building but not necessarily their own and may have to share workspace with other telecommuters.

Telecommuting agreement requirements. In addition to continuing to meet the minimum requirements for consideration of a telecommuting arrangement that are identified above, the following requirements apply as well:

- Policy compliance. The telecommuter must comply with all Goodhue County policies. Failure to comply may result in revocation of the telecommuting agreement and/or other appropriate disciplinary action.

- Dependent care. The telecommuter must manage dependent care and personal responsibilities in a manner that would be appropriate if they were working at their primary worksite and in a manner that allows them to successfully meet job requirements. (i.e., Telecommuting is not an appropriate alternative to having dependent care in place.)
- Performance expectations. The telecommuter is expected to be at least as productive, if not more so, than an employee who regularly works at the primary worksite.
- Handling mail. The telecommuter is responsible for making arrangements to handle printing and mailing of their documents and checking and responding to their mail that arrives at their primary worksite in a manner that is timely, appropriate, and consistent with the preceding *additional factors considered* section on the *impact of telecommuting on the work of other employees* section.
- Telecommuter work schedule. Telecommuting itself does not alter an employee's work schedule. Any changes to a work scheduled are handled in accordance with the work schedule policy.
- Telecommuter availability. The telecommuter is expected to be available at their telecommuting worksite by phone, video-conference, and email during scheduled work hours unless conducting business elsewhere on behalf of Goodhue County as appropriate or unless on approved paid or unpaid leave.

The telecommuter is also expected to be at a primary worksite or other designated location as necessary to attend meetings, training sessions, and as designated by the supervisor, including being called in to work at a primary worksite in special circumstances as deemed necessary by the supervisor, manager, or Department Head.

A limited number of telecommuting temporary work stations will be available at Goodhue County buildings for telecommuters to work at when they need to be in the office.

- Equipment malfunction. In the event of an equipment malfunction or internet connectivity weakness, the telecommuter will notify their supervisor and the IT department immediately. If the malfunction or connectivity situation precludes the telecommuter from working on assigned work at their telecommuting worksite, the telecommuter will be assigned other work, and/or report to their primary worksite, or be assigned by their supervisor to another worksite pending the repair of equipment or resolution of the connectivity weakness. Repeated circumstances of equipment failure or connectivity weakness may be cause for review of continued suitability of the telecommuting arrangement.

- Weather emergencies or other extenuating circumstances. If loss of electrical power, heat, or other circumstances preclude the telecommuter from safely and effectively working at their telecommuting worksite, the employee shall consult with their supervisor immediately and report to their primary worksite; unless other appropriate arrangements are made with their supervisor (including reporting to an alternative primary worksite or other approved location or taking PTO, vacation, or sick leave in accord with those policies) until the situation is remedied.
- Telecommuting worksite location, environment and safety. The telecommuter and the supervisor shall agree upon the location of the designated telecommuting worksite before the telecommuting agreement is executed. Subsequent changes to the location must be approved by the supervisor.

In determining the location of the telecommuting worksite, the telecommuter must consider data privacy and security requirements including both sight and sound aspects. The telecommuter's computer should be hardwired to the employee's home network to improve network reliability and speed and to help assure maximum productivity. Wireless connectivity is allowed, assuming all other speed and performance requirements are met.

The telecommuter is responsible for establishing and maintaining a safe work environment.

Goodhue County will not be responsible for the provision of or costs associated with the telecommuting worksite, including utilities, internet connection, remodeling, furniture, lighting, repairs or modifications to workspace, etc.

To facilitate contact with Goodhue County in the event the telecommuter is incapacitated, the employee will post the name and telephone numbers of the following in a visible location in their telecommuting worksite: their supervisor, manager, or Department Head and one co-worker.

The telecommuter (or their designee in the event of incapacitation) will provide access to their telecommuting worksite and Goodhue County property upon request.

The telecommuter may not conduct any client or customer meetings in their homes. Doing so will be cause for discontinuing the telecommuting.

- Goodhue County supplies, equipment, and property. Goodhue County will provide appropriate office supplies and equipment for the telecommuting employee as deemed necessary based on job-specific requirements, subject to change at any time.

The telecommuter will use Goodhue County equipment and supplies for Goodhue County business only. Unauthorized use by other parties is strictly prohibited.

All inventory supplied will be documented on the *Telecommuting Inventory Receipt*, (**Attachment B** of the Telecommuting Application and Agreement) and signed by the telecommuter and supervisor upon receiving inventory.

The telecommuter will protect Goodhue County property from damage or theft. No smoking will be allowed in the vicinity of Goodhue County property. Food and beverages will be handled with care around Goodhue County property.

Goodhue County will maintain equipment provided by Goodhue County.

Goodhue County accepts no responsibility for maintenance, repairs, or damage to employee-owned supplies or equipment.

Upon termination of the telecommuting agreement or employment, the telecommuter will return all Goodhue County property in acceptable working condition to the organization via arrangements made with the supervisor not to exceed two calendar weeks. Failure to return Goodhue County property or returning property in damaged condition may result in the telecommuter being required to reimburse Goodhue County for the cost of repair or replacement of such.

- Other business-related expenses. With prior approval, Goodhue County may reimburse the employee for Goodhue County business-related expenses that are reasonably incurred in accordance with job responsibilities.
- Liability and taxes. Goodhue County accepts no liability for third party injuries or property damage occurring at the telecommuter worksite. Goodhue County encourages telecommuters to consult with their homeowner's or renter's insurance agent to protect themselves as they deem fit.

Goodhue County holds no responsibility to address tax implications or zoning constraints or other related legal concerns for the telecommuter's use of personal real estate for telecommuting. Goodhue County encourages telecommuters to consult with their own tax and legal experts accordingly to understand and address any such implications or constraints.

- No cash or checks at the telecommuter worksite. A telecommuter may not take cash or checks to their telecommuting worksite.

- Theft or criminal activity. Telecommuters are responsible for contacting their supervisor and for filing a police report with their local law enforcement in a timely manner in the event of any theft or criminal activity related to Goodhue County property.
- Injury. The employee is obligated to provide prompt notice of an injury while telecommuting in accordance with Goodhue County's Worker's Compensation procedures.
- Data privacy and security.

Meeting data practices requirements. The telecommuter is responsible for meeting all federal and state data practices requirements while transporting non-public, protected, or sensitive data and while working with such data at the telecommuting worksite. The telecommuter must take all necessary precautions to secure and prevent unauthorized access to Goodhue County data, supplies and equipment. Steps include, but are not limited to, locking file cabinets and desks, and regular password maintenance.

Transporting data. Transportation of non-public, protected, or sensitive data must be done in a locked bag. Such data is permanently stored at the primary worksite, with the only data that is transported limited to that which is necessary to conduct work assignments before returning to the primary worksite.

Destroying data. Destruction of any physical data must be done in accordance with data retention and destruction requirements and done at the primary worksite.

Compensation for telecommuter travel time.

1. *Commuting.* An employee shall not be compensated for time commuting between their primary worksite (Goodhue County office) and their telecommuting worksite.
2. *Other.* When an employee does not report to their primary worksite during the day or makes business calls before or after reporting to their primary worksite, the allowable compensated time shall be:
 - The lesser of the time from the employee's telecommuting worksite to the first stop or from their primary worksite to the first stop;
 - All time spent traveling between points visited on Goodhue County business during the day;
 - The lesser of time spent traveling from the last stop to the employee's telecommuting worksite or from the last stop to their primary worksite.

Compensation for mileage. Compensation for mileage shall be made in accordance with the

Goodhue County Personnel Policy.

Telecommuting trial period. Each new telecommuting agreement is subject to a trial period not to exceed 90 days.

Review during trial period. Evaluation of telecommuter performance during the trial period will minimally include interaction by phone and/or e-mail between the supervisor and the employee, and monthly in-person meetings to discuss work progress and challenges. During the trial period, the employee and supervisor will each evaluate the arrangement and its effectiveness, making recommendations for continuing, continuing with modifications, or terminating the telecommuting agreement. The employee's supervisor will document the evaluation using **Attachment A** of [Telecommuter Application and Agreement \(Link\)](#). Once the review has been completed, provide the employee a copy, and send the original to the Human Resources Department for inclusion in the employee's personnel file.

Annual review of telecommuting agreement. Each telecommuting agreement will subsequently be evaluated annually at the time of the employee's regular performance review with continued suitability to be documented as part of the review. At this time, the employee's supervisor shall also consult with the Goodhue County IT Department concerning the employee's ability to meet the minimum technology requirements including consideration of the employee's volume and type of IT help desk tickets.

This does not preclude more frequent review if the situation merits.

Termination of agreement during trial period. At any time during the trial period, the telecommuting agreement may be terminated by Goodhue County or the employee with a 24-hour notice.

Employee termination of telecommuting agreement. An employee may terminate their telecommuting agreement and return to a traditional work arrangement upon 30-days written notice to the supervisor and upon the availability of office space at the primary worksite, unless a shorter period is mutually agreed to. The notice should include the date the employee intends to terminate the agreement and their reason for doing so.

Employer termination of telecommuting agreement. Telecommuting may be discontinued by Goodhue County. When practical, Goodhue County may provide a two-calendar-week advance notice of intent to terminate the agreement. Reasons for termination of the telecommuting agreement may include, but are not limited to:

- Non-compliance with the telecommuting agreement. This may result in immediate termination of the agreement.
- Declining performance or changes in organizational needs.

2.3 HIRING

Updated 5/12/2022

Purpose

To fill newly created or vacant County positions.

Designation of Data

Except for applicants to undercover law enforcement positions, the following personnel data on current and former applicants for employment by the County is public data:

- Names of applicants who are considered by the employer to be finalists for a position.
- Veteran's status.
- Relevant test scores.
- Rank on eligibility list.
- Job history.
- Education and training.
- Work availability.

Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order. (These are nonpublic when the responsible authority determines that disclosure would compromise the objectivity or fairness of the testing or examination process. ~~See Minn. Stat. § 13.34.~~) An individual's results of their examinations may be shared with them upon request.

Applications for and the Filling of Vacancies

The following procedure will be followed:

- Goodhue County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, creed, color, national origin, sexual orientation, age or other protected class status.
- Job requirements are included in the job description.
- Education and experience requirements are included in the job description and position posting.
- Any testing requirements will be conducted by the Human Resource Department, applicable department, or by the Minnesota Merit System for Health and Human Service vacancies and will only be used for testing skills specifically required for the job.

- Where applicable, Minnesota Merit System hiring practices will be used.
- All applications for employment with Health and Human Services will be made on forms prescribed by the Minnesota Merit System Supervisor and must be filed with the Minnesota Merit System Supervisor on or before the closing date specified in the announcement.
- All applications will be required to be completed through the on-line application process. If an applicant does not have on-line access, they may apply at a library or any county public terminal.
- When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.
- Job applications are to be submitted for a designated position and must be received before the published deadline. Applications will be accepted only when a vacancy is posted or a roster is being developed.

See definitions for types of [employees](#).

Hiring of intermittent, seasonal or temporary employees must be coordinated through the Human Resource Department.

Recruitment

Authorization by County Board or Health and Human Service Board.

- ***New Unbudgeted Positions.*** All new unbudgeted position openings shall be subject to review and approval by the Personnel Committee and/or the Board with appointing authority. Review and approval shall extend throughout the year. Department Heads shall complete the [Request for Approval to Hire Form](#) and any supplemental information needed to determine the approval or denial of the request for the position opening and submit to the Human Resource department. Health and Human Service position openings should be submitted to the Health and Human Service Director.
- ***Department Head Positions with Statutory Appointments.*** All Department Head positions with Statutory Appointments shall be subject to review by the Personnel Committee and approval by the Board with appointing authority. Those positions are: County Administrator, County Attorney, Court Services Director, Finance Director, Health & Human Service Director, Land Use Management Director, Public Works Director, Sheriff, and Veterans Service Director. The review and approval shall extend throughout the year. A Request for Approval to Hire Form and any supplemental information needed to determine the approval or denial of the request for the position opening shall be submitted to the Human Resource department.

- Request to hire above step 2 on the county pay scale must be approved by the County Administrator. If the request is to hire above step 2 on the county pay scale, it must be approved by County Board.
- ~~All position titles are listed on the Human Resource Checklist. The checklist will show positions that are required to go to the Personnel Committee and County Board or Health and Human Service Board. This would include all newly created or unbudgeted positions. The checklist will also show positions that will only go through the Request for Approval to Hire Form. These positions will not go to the County Board or the Personnel Committee.~~

Authorization by County Administrator

- **Budgeted Replacement Positions.** All budgeted position openings that are a replacement position and not on the Human Resource Checklist designated **required** to go the Personnel Committee and County Board, shall be subject to review and approval by the County Administrator if the position is under the authority of the County Board. If the position is under the authority of the Health and Human Service Board, the Health and Human Service Director will review the Request for Approve to Hire Form. All Request for Approval to Hire Forms will be forwarded to the Human Resource Department. Department Heads shall complete the *Request for Approval to Hire Form* and any supplemental information needed in determining the approval or denial of the request for the position opening.
- ~~All budgeted position openings that are a replacement position and not on the Human Resource Checklist designated to go the Personnel Committee and Health and Human Services Board, shall be subject to review and approval by the Health and Human Services Director. Goodhue County Health and Human Services Deputy Directors shall complete the *Request for Approval to Hire Form* and any supplemental information needed in determining the approval or denial of the request for the position opening.~~
- If a request is denied, the department head may re-review the request and make any necessary changes, and bring it forward for the Personnel Committee's review and County Board.

Job Description

The job description for the position being advertised will be reviewed and updated by the Human Resource Department in consultation with the Department Head. The Goodhue County Health and Human Services job descriptions are reviewed and updated if necessary by the Minnesota Merit System in consultation with the Human Resource Department and the Goodhue County Health and Human Services Director.

A written position classification or job description shall be on file with Goodhue County Health and Human Services Department for all full time and part time positions at the Health and Human Service Department. In addition, files of appropriate job descriptions can be obtained by contacting the Health

and Human Service Department and/or Minnesota Merit System. A listing of the classification specifications for available positions is contained within the Minnesota Merit System.

The required evaluation procedure and point system shall be in place prior to any evaluation of the applications. See Position [Reclassification](#).

Screening Process

The Human Resource Department and/or Department Head or Supervisor will screen the applicants and select candidates for the final interview.

Minnesota Merit System Manual, 9575.0400 Rules – 9575.0700 Recruitment of Applicants, addresses procedures that will be followed for screening, interviewing, promoting or hiring applicants at Health and Human Service. Minnesota Merit System establishes minimum entrance requirements and all positions at Health and Human Service require the completion of a Minnesota Merit System State Examination. Placement on eligible registers will be based upon test score. Minnesota Merit System shall certify the 15 highest available names based upon the test score. The appointing authority may select for appointment anyone among the certified candidates who are eligible for appointment from the register.

Interview

Once the applications are screened and a determination has been made that applicants are eligible for an interview, the following will take place:

- Set up a time for the interview. Interviews will be set up in an office, ~~or~~ room or virtual meeting room where there will be privacy and freedom from interruptions.
- An interview will begin with introductions, review of job description and duties.
- The candidate will be asked prepared interview questions. The same questions will be asked of all candidates being interviewed. Follow-up questions may be asked based on the individual's response.

The interview teams for all positions, except in Health and Human Services, will include a representative from the Human Resource Department, the Supervisor or designated representative, and the Department Head or designated representative. Members of the Board will be consulted on the hiring process and may choose to participate in the interview portion of the hiring process if the opening is for a Department Head position. Interview teams in the Health and Human Services department will include a Supervisor and other HHS employees as necessary.

Any candidate not receiving an interview will be notified. If a candidate is interviewed, but not selected for the position, the Human Resource Department or a department representative shall notify the candidate.

Conditional Job Offer

Once a candidate is selected for the position, a verbal conditional job offer will be made. At that time, the candidate will be informed of the beginning wage for the position and told to expect a written conditional job offer. The Department Head or Supervisor will write a conditional job offer letter and consult with Human resource when necessary. The conditional job offer letter will include:

- The date the conditional job offer was made.
- The date when the candidate accepted the conditional job offer.
- The statement that a conditional job offer is pending the results of a pre-employment physical or drug testing (if required for the position), references check(s), background check(s), proof of eligibility for employment and final County Administrator and/or County Board approval. A conditional offer of employment for Health and Human Service applicants will come from the Health and Human Service Director and/or the Health and Human Services Board.
- The starting wage.
- When the individual may expect a wage increase.
- Information regarding the County's payroll process.
- The probationary period.
- ~~To whom and where to report on the start date.~~
- A reference to the union collective bargaining agreement, when applicable.
- A statement that a start date will be mutually agreed upon at a later date.

Background Checks

Background checks will be done for all positions by the Bureau of Criminal Apprehension/Private Investigator and/or Goodhue County Sheriff's Department on the candidate conditionally offered employment with Goodhue County and in accordance with the law.

Pre-Employment Physical

Candidates who have received a conditional offer of employment may be required to pass a drug test and/or a Physical Activity Determination at no cost to the applicant. The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Veteran's Preference

Preference in the establishment of eligible registers shall be given to veterans in accordance with the provisions of the Minnesota Veteran's Preference Act.

Minnesota Merit System Appeals/Hearings

Minnesota Merit System employees and applicants have regulations regarding appeals and hearings and can be found in section 9575.1150 – 9575.1200 of the Minnesota Merit System Rules. Current non-Merit System employees may refer to the Grievance Procedure policy located herein.

Interagency Operations

The Minnesota Merit System Supervisor shall establish and maintain service records for each Merit System employee, showing name and classification, organizational unit, salary, changes in status, service ratings and such other personnel information as may be considered pertinent. Every recommendation for a temporary or permanent change in the status of an employee shall be submitted by the appointing authority to the Minnesota Merit System Supervisor on forms prescribed by them.

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: Goodhue County Board of Commissioners
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder
DATE: June 7, 2022 County Board meeting
RE: Water Surface Use Ordinance

FYI

The Water Surface Use Ordinance Regulating Lake Byllesby Reservoir was adopted by Goodhue County at a public hearing on May 6, 2003.

Dakota County is working with the DNR, and Goodhue County to revise this Ordinance. The main changes is to not allow watercraft between the buoys and the dam (upstream), and between the pedestrian bridge and the dam (downstream).

Goodhue County needs to hold a public hearing to allow comment on the proposed changes. We have to submit the information about the hearing, including the statements of each person who testify to the DNR.

After the public hearing, we will coordinate with Dakota County and the DNR to adopt the ordinance and adopt an updated Joint Powers/Enforcement Agreement.

The Board will need to publish a 10 day notice prior to the public hearing date.

**WATER SURFACE USE ORDINANCE
REGULATING LAKE BYLLESBY RESERVOIR**

**STATE OF MINNESOTA
COUNTY OF DAKOTA
AND
COUNTY OF GOODHUE**

DAKOTA COUNTY ORDINANCE NO. _____

GOODHUE COUNTY ORDINANCE NO. _____

AN ORDINANCE REGULATING THE SURFACE USE OF LAKE BYLLESBY

WHEREAS, the waters of Lake Byllesby are located within the boundaries of Dakota and Goodhue Counties; and

WHEREAS, the Counties, acting through their respective Boards of Commissioners, have entered into an agreement in accordance with the provisions of Minn. Stat. §_471.59 for the purpose of adopting and enforcing an ordinance regulating the surface use of the waters of Lake Byllesby pursuant to the provisions of Minn. Stat. §_86B.205 to promote the health, safety and welfare of all persons using the lake as well as to protect the lands surrounding the lake from damage during high water conditions;

NOW, THEREFORE, after public hearing duly noticed, the Board of Commissioners of Goodhue County and Dakota County ~~does~~ hereby adopt the following Ordinance:

Section 1: PURPOSE, INTENT AND APPLICATION: As authorized by Minn. Stat. § 86B.205 and Minn. Rules 6110.3000-6110.3800 as now in effect and as hereafter amended, this Ordinance is enacted for the purpose and with the intent to control and regulate the use of the waters of Lake Byllesby in Dakota and Goodhue Counties, Minnesota, to promote its fullest use and enjoyment by the public in general and the citizens of Dakota and Goodhue Counties in particular, to insure safety for persons and property in connection with the use of said waters; to harmonize and integrate the varying uses of said waters; and to promote the general health, safety and welfare of the citizens of Dakota and Goodhue Counties.

Section 2: DEFINITIONS: Terms used in this Ordinance related to boating and watercraft are defined in Minn. Stat. § 86B.005, which terms are incorporated into this Ordinance by reference as though fully set forth herein.

Section 3: SURFACE ZONING OF LAKE BYLLESBY BY RESTRICTING SPEEDS DURING CERTAIN CONDITIONS.

(a) It shall be unlawful to operate any watercraft on the surface of Lake Byllesby at speeds faster than “Slow - No Wake” when the lake level exceeds 858.2 feet above mean sea level as measured at the gauge located at the Byllesby Dam.

(b) “Slow - No Wake” means the operation of a watercraft at the slowest possible speed necessary to maintain steerage, but in no case greater than five miles per hour.

(c) Speed restrictions shall be in effect when notices to that effect have been posted at the public accesses to Lake Byllesby. In addition to posting notice at the public access points, a warning flag will be displayed at the Lake Byllesby Regional Park in Goodhue County, and news releases will be distributed to the public media in the geographic area around the lake.

(d) “Slow - No Wake” speed restrictions shall remain in effect 24 hours per day until the posted notices have been removed from the public access points by the County Sheriff’s DepartmentOffice. When the posted notices are taken down, the warning flag will also be removed.

Section 4: SURFACE ZONING OF THE LAKE BYLLESBY DAM BY RESTRICTING PUBLIC ACCESS.

(a) No person may access or operate a watercraft on the following waters, which are designated as a danger to people and watercraft:

1. The water between the Lake Byllesby Dam and the signs or buoys indicating danger to watercraft located on the west (upstream) side of Lake Byllesby Dam.

2. The water between the Department of Natural Resources pedestrian bridge and the Lake Byllesby Dam located on the east (downstream) side of the Lake Byllesby Dam.

(b) Areas ~~where~~ access and use of watercraft are prohibited shall be marked with such signs or buoys directing all watercraft and persons to keep out of this specific water area and shall bear a two-inch orange-colored band forming an upright diamond at least 14 inches in outside height, dissected vertically and horizontally by an orange-colored strip two inches wide. Signs may be located on the shoreline, on the bridge or other structures, or in the water.

Section 45: ENFORCEMENT: The primary responsibility for enforcement of this Ordinance shall rest with the ~~Goodhue Dakota~~ Goodhue County Sheriff’s DepartmentOffice and the Dakota County Sheriff’s DepartmentOffice. This, however, shall not preclude enforcement by other licensed peace officers, Minnesota Department of Natural Resource Conservation Officers, and the Dakota County Park Rangers.

Section 56: EXEMPTIONS: All authorized resource management, emergency and law enforcement personnel, while acting in the performance of their assigned duties, are exempt from the foregoing restrictions.

Section 67: NOTIFICATION: It shall be the responsibility of both Dakota County and Goodhue County to provide for adequate notification of the public, which shall include placement of a sign at each public watercraft access as well as the placement of a warning flag.

Section 78: PENALTIES: Any person who shall violate Section 3(a) or Section 4(a) of this Ordinance shall be guilty of a misdemeanor.

Section 109: REMEDIES: No remedy set forth in this ordinance is intended to be exclusive, but each such remedy shall be cumulative and in addition to other remedies now or hereafter existing at law or in equity. No delay in the exercise of any remedy for violation of this ordinance shall later impair or waive any such right or power by the County.

Section 110: INTERPRETATION: In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the Counties and shall not be deemed a limitation or repeal of any other powers granted by state statutes.

Section 81011: EFFECTIVE DATE: This Ordinance shall be in effect from and after the date of its passage and publication.

Passed by the Goodhue County Board of Commissioners on this _____ day of ~~2021~~2022.

Passed by the Dakota County Board of Commissioners on this _____ day of ~~2021~~2022.

Goodhue County

By: _____
Chair of the County Board

By: _____
Clerk to the Board

Dakota County

By: _____
Chair of the County Board

By: _____
Clerk to the Board

**Goodhue County Public Works
Project Status Report for June 7, 2022**

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
	Bidding	
	Road Construction	
CVT	Cannon Valley Trail Bridge Replacements R0896, R0897, R0899, & R0900	Project awarded to ICON Constructors. Work to begin late fall.
CR 57	Bridge L0546	Project awarded to ICON Constructors. Work to begin late summer.
Various	2022 Guardrail	Project awarded to Mattison Contractors. Work beginning TBD.
Various	2022 Aggregate Surfacing CR 23, 43, 47, 54, & 59	Project awarded to Bruening Rock Products. Work to begin June 6, 2022.
Various	2022 Seal Coating CSAH 16 & 25 CR 56	Project awarded to ASTECH. Work to begin July 5, 2022.
Various	2022 Traffic Marking County Wide	Project awarded to Sir-Lines-A-Lot. Work completed. Need to final.
Various	2022 Bituminous Paving	Project awarded to Rochester Sand & Gravel. Work to begin July 5, 2022.
Twp	2022 Spring Box Culverts Wanamingo & Kenyon Twp's.	Project awarded to Fitzgerald Excavating & Trucking. Culvert delivery currently affecting project start time. Work anticipated to begin late-July.
CSAH 9	Bank Stabilization North In-Slope of CSAH 9 from CSAH 7 to the West	Construction completed. Need to final once turf has been established in spring 2022.
CR 44	Bridge L0521	Construction began on August 16, 2021 with grading. Construction completed other than turf establishment and final bridge painting which will be completed in the spring of 2022 when weather conditions are warmer.
CSAH 24	CSAH 24: SEC-N Grading, Aggregate Base & Shouldering, Storm Sewer	Project awarded to Northland Grading & Excavating. The vast majority of the work is complete and the road will be open for traffic with a gravel surface. Project suspended until spring 2022 for turf establishment and minor cleanup.

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
3 rd Street Cannon Falls	Bridge L5391 Bridge Rehabilitation	The contractor's work for this year is complete. Several minor 'punch list' items will be finished next spring. The bridge is open for traffic.
	Parks & Trails	
Byllesby	Park Pavilion Construction	Lift Bridge Builders awarded the construction contract. Ground breaking ceremony held May 6, 2022. Construction began May 11 th . Footings to be poured June 3 rd .
Byllesby	Prairie Restoration	Prairie was dormant seeded fall of 2021. Site to be monitored summer of 2022 for prairie species germination, weed species control, and maintenance mowing needs.
Byllesby	Berm Construction	Construction completed. Tree and shrub plantings are the next step.
	Maintenance Department	
Various	Ditch Mowing, Weed & Brush Control	Work to begin June 2, 2022.
CSAH 6	Ditching, Culvert Installation, & Erosion Control	Work completed.
Various	Bituminous Crack Filling CR 56 & CSAH 25, 16, 27, 11, 12	Work in progress.
Various	Mastic CSAH 1, 3, 12	Work in progress.
Various	Turf Establishment Byllesby Park, CSAH 3 & 10	Work completed.
Various	Bridge Deck & Intersection Sweeping	Work completed.
Various	Bituminous Patching & Repairs CSAH 16	CSAH 16 to begin mid-June.
Various	Ditch Cleaning CR 49	CR 49 work to continue in August 2022.

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
Various	Aggregate Surfacing CSAH 17, CR 43 & 57	Work completed.
	Planning & Studies	
St Paul - Chicago	Great River Rail Commission	The Commission continues to advocate for the Twin Cities – Milwaukee – Chicago Intercity City Passenger Rail Service, or the TCMC Second Train, or the TCMC second train to Chicago. The State Legislature approved funding of \$10 million to provide the final piece of funding for stops at points in southeast Minnesota and Wisconsin. If all plans materialize, rail service could begin as early as 2023.
Red Rock Corridor	Commuter Rail Planning (RRC Commission)	Though Goodhue County will remain interested in the possibility of future RRC links south of Hastings, the Commission’s current proposals do not extend service past Dakota County. Active updates to the Board will be paused for now.
Zip Rail Rochester – Twin Cities	High Speed Rail Planning (OCRRA & Mn/DOT)	Mn/DOT’s Zip Rail webpage notes that work on the project was suspended in January of 2016, and that no future work is anticipated. Therefore, Zip Rail will hereafter be removed from this report.

The following is a summary of the claims to be reviewed and approved at the June 07, 2022 board meeting:

01	General Fund	\$ 1,317,739.07
03	Public Works	\$ 153,322.75
11	Human Service Fund	\$ 174,448.38
12	GC Family Services Collaborative	\$ -
15	County Ditch 1	\$ 4,390.09
21	ISTS	\$ -
25	EDA	\$ 28,866.00
30	Capital Improvement	\$ -
31	Capital Equipment	\$ -
34	Capital Equipment	\$ 29,177.23
35	Debt Service	\$ -
40	County Ditch	\$ -
61	Waste Management	\$ 2,489,276.38
62	Recycling Center	\$ -
63	HHW	\$ -
72	Other Agency	\$ 175,033.42
81	Settlement	\$ 17,591,634.52
	Totals	\$ 21,963,887.84

GROSS PAYROLL (including Employer Related Tax Payments)

Period Ending	Paid Date	Amount
4/29/2022	5/12/2022	\$ 1,084,897.08
5/13/2022	5/26/2022	\$ 1,100,722.72
Checks (WFXX,WFXX-ACH)	\$ 15,978,075.51	
EFT (Manual Warrants)	\$ 5,985,812.33	
Total:	\$ 21,963,887.84	

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12303	11506	Alerus Financial					
			19,512.48	5/12/22 Payroll-Co HSA Contrib	01-000-000-2504-2005		0
			3,587.50	5/12/22 Payroll-Co HSA Contrib	03-000-000-2504-2005		0
			12,854.48	5/12/22 Payroll-Co HSA Contrib	11-000-000-2504-2005		0
			578.85	5/12/22 Payroll-Co HSA Contrib	61-000-000-2504-2005		0
Warrant #	12303	Total	36,533.31	Date 5/12/2022			
	Final Total...		36,533.31	4	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	19,512.48	County General Revenue
3	3,587.50	County Road and Bridge
11	12,854.48	Health & Human Service Fund
61	578.85	Waste Management Facilities
	36,533.31	TOTAL

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
10529	ADP, Inc.	5,789.81	Payroll Proc 4/1-4/15/22	01-061-000-0000-6279	605503592	N
	Warrant # 461969	Total... 5,789.81				
14642	AT&T Mobility, LLC	36.24	Cradlepoint Line 3/26-4/25/22	01-209-000-0000-6206	287303914782	N
14642		144.96	4 Cradlepoint Lines 3/26-4/25	01-211-000-0000-6206	287303914782	N
	Warrant # 461970	Total... 181.20				
15365	Atlantis Global LLC	167.50	Squad Printer Paper 4/21/22	01-201-000-0000-6420	11446	N
	Warrant # 461971	Total... 167.50				
14406	Bigelow Homes LLC	1,562.10	CARES-Permit 22-G013	01-003-000-0000-6892		N
14406		1,562.10	CARES-Permit 22-G014	01-003-000-0000-6892		N
	Warrant # 461972	Total... 3,124.20				
15316	CD3, General Benefit Corporation	36,160.00	Boat Contam Remove Lk Byl 4/22	01-127-125-0000-6278	373893-34-167	N
	Warrant # 461973	Total... 36,160.00				
11439	CenturyLink	48.96	Sandhill Twr 4/19-5/18/22	01-281-280-0000-6201	651 388-2865	N
	Warrant # 461974	Total... 48.96				
11865	CliftonLarsonAllen LLP	2,730.00	2021 Audit - Billing #5	01-041-000-0000-6274	3254884	N
11865		210.00	ARPA Grant Consulting	01-041-000-0000-6278	3254884	N
	Warrant # 461975	Total... 2,940.00				
3100	Department of Human Services	235.77	Print/Mail Svcs 3/2022	01-071-000-0000-6401	A300IC25230I	N
	Warrant # 461976	Total... 235.77				
15469	Dultmeier Sales	87.31	Brine Sys Clamps Zta Shop	03-350-000-0000-6563	3928650	N
	Warrant # 461977	Total... 87.31				
1276	Erv's Supply Of Parts Inc	24.58	Towels/Wax Pads	03-340-000-0000-6420	406551	N
	Warrant # 461978	Total... 24.58				
4644	Express Services, Inc.	851.04	Bldg Concierge Temp 5/1	01-001-000-0000-6850	27120878	N
	Warrant # 461979	Total... 851.04				
15358	Forza Forensics, LLC	770.00	Basic Crime Scene/Garrick 6/6	01-201-000-0000-6357	1483	N
15358		770.00	Basic Crime Scene/Kurtti 6/6	01-201-000-0000-6357	1492	N
	Warrant # 461980	Total... 1,540.00				
3266	Frontier Communications	114.56	Phone: Wnmgo Office 5/4-6/3/22	01-201-000-0000-6201	50782424970202	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant # 461981	Total...				
		114.56				
15366	Gaardsmoe/Lynn	200.00	37.019.1200 Overpmt	81-850-000-0000-2102		N
	Warrant # 461982	Total...				
		200.00				
4958	Gadient Brothers Construction LLC	5,635.13	CARES-Permit 2022-00150	01-003-000-0000-6892		N
	Warrant # 461983	Total...				
		5,635.13				
21220	Goodhue County Court Admin	200.00	Case #25-CR-21-2205	01-201-000-0000-5465		N
	Warrant # 461984	Total...				
		200.00				
11436	Govt Forms and Supplies	37.32	Freight 4/22/22	01-071-000-0000-6205	0333653	N
11436		146.00	Security Seals 4/22/22	01-071-000-0000-6405	0333653	N
	Warrant # 461985	Total...				
		183.32				
8956	Greseth/Todd Ordean	21.65	Dennison Mileage 4/4	01-005-000-0000-6331		N
8956		21.65	Dennison Mileage 4/4	01-005-000-0000-6331		N
8956		61.43	LEC/Twps (2) Mileage 4/11	01-005-000-0000-6331		N
8956		12.87	Kenyon City Mileage 4/12	01-005-000-0000-6331		N
8956		36.27	PAC Mtg Mileage 4/18	01-005-000-0000-6331		N
8956		36.27	Comm Conf Mileage 4/25	01-005-000-0000-6331		N
8956		15.80	Prk Brd/PI Award Mileage 4/29	01-005-000-0000-6331		N
	Warrant # 461986	Total...				
		205.94				
239	GS Direct Inc	66.03	File Folders 11X17	03-320-000-0000-6405	367826	N
	Warrant # 461987	Total...				
		66.03				
5234	HBC	63.09	Cable TV 5/2022	01-207-240-0000-6340	80387	N
5234		199.00	Dedicated Fiber 5/2022	01-211-000-0000-6340	81677	N
5234		300.00	CF-Aspen Link 5/2022	01-211-000-0000-6340	81677	N
5234		165.57	Cable TV 5/2022	01-281-280-0000-6340	80389	N
5234		55.37	Fire Alram Lines	03-330-000-0000-6209	93976	N
5234		100.00	Internet/Comm Rcy	61-398-000-0000-6209	81940	N
5234		55.37	Fire Alarm Lines Rcy	61-398-000-0000-6209	81940	N
	Warrant # 461988	Total...				
		938.40				
13964	Heartland Tire Service	642.48	#1823 Tires (4) 4/26/22	01-201-000-0000-6303	INV098158	N
	Warrant # 461989	Total...				
		642.48				
14459	Heritage Bank	109.00	41.014.1700 Overpmt	81-850-000-0000-2102		N
	Warrant # 461990	Total...				
		109.00				

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
4901	Houston Engineering Inc	547.50	Ditch 1 Tiles 4/2022	15-630-000-0000-6283	0059239	N
4901		3,842.59	Branch B Improvement 4/2022	15-630-000-0000-6283	0059240	N
	Warrant #	461991	Total...	4,390.09		
15111	Innovational Water Solutions, Inc.	199.00	Cooling Twr Disinfect Kit 4/30	01-111-110-0000-6413	12201	N
15111		406.00	Hydro Mgmt Prog/Filtes 4/20	01-111-112-0000-6301	12059	N
15111		199.00	Cooling Twr Disinfect Kit 4/30	01-111-112-0000-6413	12201	N
15111		199.00	Cooling Twr Disinfect Kit 4/30	01-111-115-0000-6413	12201	N
	Warrant #	461992	Total...	1,003.00		
10371	Keefe Supply	1,224.00	Ear Buds (Jensen Radio) 5/2/22	01-207-240-0000-6464	1585734	N
	Warrant #	461993	Total...	1,224.00		
10777	Kenyon Ace Hardware	64.99	Wheelbarrow CF	03-310-000-0000-6508	5478	N
10777		62.98	Step Ladder, Hammer	03-340-000-0000-6420	5199	N
10777		1.65	Floor Drain Fastnrs CF	03-350-000-0000-6420	5478	N
10777		12.99	pvc Pipe Cap CF Shop	03-350-000-0000-6420	4446	N
	Warrant #	461994	Total...	142.61		
15342	M&G Trailer Sales, Service and Rental	604.18	SXS Trailer Sales Tax 4/30	34-205-000-0000-6669	74111	N
	Warrant #	461995	Total...	604.18		
7584	Matthees Oil Inc	252.00	LP - Vasa 120g	03-350-000-0000-6252	127766	N
7584		1,155.00	LP - CF 550g	03-350-000-0000-6252	127960	N
	Warrant #	461996	Total...	1,407.00		
12655	Mayo Clinic	565.00	Phys/Lab/Scrn:Vandestouwe 4/20	01-201-000-0000-6291	700005050	N
12655		315.00	Hearing Scrns (19) 4/2022	01-201-000-0000-6291	700005050	N
12655		292.00	Phys/Lab/Scrn:Davis-B 4/20/22	01-207-000-0000-6291	700005050	N
	Warrant #	461997	Total...	1,172.00		
14003	Mayo Clinic	338.70	SA Visit# 1101227790 4/28/22	01-011-000-0000-6285	700003101	N
	Warrant #	461998	Total...	338.70		
10139	MedTox Laboratories, Inc.	36.48	Drug Scrn: Vandestouwe 4/30	01-201-000-0000-6291	420224741	N
10139		36.48	Drug Scrn: Davis-Boulden 4/30	01-207-000-0000-6291	420224741	N
	Warrant #	461999	Total...	72.96		
7919	Menards-Red Wing	41.00	Survey Supplies - 4/11/22	01-103-000-0000-6412	97658	N
7919		58.95	Survey Supplies - 4/11/22	01-103-000-0000-6412	97659	N
7919		6.98	Survey Supplies - 4/11/22	01-103-000-0000-6412	97684	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	462000	Total...	106.93		
15361	Mike and Cara Utley	2,700.53	CARES-Permit 22-0102	01-003-000-0000-6892		N
	Warrant #	462001	Total...	2,700.53		
14162	Nokomis Energy	11,358.61	Community Solar 3/2022	01-111-112-0000-6251	ZPVWGO20220430	N
	Warrant #	462002	Total...	11,358.61		
7633	Nuss Truck and Equipment Group LLC	434.54	Jack Handle Rplmt Part	03-340-000-0000-6569	7183144P	N
7633		31.68	Trouble Light RW	03-340-000-0000-6569	7184951P	N
	Warrant #	462003	Total...	466.22		
2864	Office Depot	130.16	Office Supplies 3/31/22	01-121-000-0000-6405	234109066001	N
2864		199.99	Office Chair 3/31/22	01-121-000-0000-6405	234109067001	N
2864		41.27	Office Supplies 3/31/22	01-121-000-0000-6405	233873430001	N
2864		9.90	Portfolio Fldrs 4/4/22	01-121-120-0000-6420	234109066002	N
2864		196.39	Dry Erase Brd 3/31/22	01-121-120-0000-6420	234109072001	N
	Warrant #	462004	Total...	577.71		
11013	Office Of MN.IT Services	1,750.55	Mnet Collaboration 3/2022	01-063-000-0000-6301	DV22030343	N
11013		1,750.55	Mnet Collaboration 4/2022	01-063-000-0000-6301	DV22040342	N
	Warrant #	462005	Total...	3,501.10		
14906	Panoramic VetPro Inc.	225.00	2022 VetPro Lic Fee JKent	01-121-120-0000-6301	588	N
	Warrant #	462006	Total...	225.00		
15363	Professional Online Testing Solutions	248.75	25 DVI Assmt Credits 3/3	01-255-000-0000-6283	OLT1611	N
	Warrant #	462007	Total...	248.75		
11186	Red Wing Ignite	2,500.00	Grant Match Payment #3	25-710-000-0000-6850	5.2.22	N
11186		1,249.00	Grant Match Payment #3	25-710-000-0000-6850	5.3.22	N
	Warrant #	462008	Total...	3,749.00		
1741	Revland Alignment Inc	17.00	#1823 Tire Repair 4/29/22	01-201-000-0000-6303	28046	N
	Warrant #	462009	Total...	17.00		
582	Rihm Kenworth	12.61	Filter for Stock	03-340-000-0000-6562	2111109A	N
582		692.57	Filters for Stock	03-340-000-0000-6562	2111141A	N
582		143.68	Filter for Stock	03-340-000-0000-6562	2111152A	N
582		30.25	Radiator Cap 0705	03-340-000-0000-6562	2111656A	N
582		3.50	Filter for Stock	03-340-000-0000-6562	2112148A	N
582		25.63	Filters for Stock	03-340-000-0000-6562	2112564A	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
582	Rihm Kenworth	20.42	Filter for Stock	03-340-000-0000-6562	2112801A	N
	Warrant # 462010	Total...				
		928.66				
1756	Roscoe Township	105.80	Gravel Tax Q122	72-850-000-0000-2320	Bruening	N
1756		2.30	Gravel Tax Q122	72-850-000-0000-2320	IMS Contract	N
	Warrant # 462011	Total...				
		108.10				
13288	Schumacher/Jessica	200.00	Drug/Alchol Class 4/23/22	01-255-250-0000-6284		N
	Warrant # 462012	Total...				
		200.00				
3663	Schwaab Inc	109.00	Stamps: ADC 4/18/22	01-207-000-0000-6405	7071731	N
3663		71.25	Notary Stamp (2) 4/18/22	01-207-000-0000-6405	7071709	N
	Warrant # 462013	Total...				
		180.25				
3757	SE MN Assoc Reg Trails - SMART	25.00	SMART membership	03-521-000-0000-6243	2022 mbrshp	N
	Warrant # 462014	Total...				
		25.00				
5041	Shred Right	40.00	Destruction Charges 4/12/22	01-255-000-0000-6358	573229	N
	Warrant # 462015	Total...				
		40.00				
10502	Sivigny/Melissa	49.14	U of M Trng Mileage 4/23/22	01-281-280-0000-6331		N
10502		6.00	Parking 4/23/22	01-281-280-0000-6333		N
	Warrant # 462016	Total...				
		55.14				
10986	Spartan Stores, LLC.	84.35	HHW Supplies-RW	61-399-192-0000-6418	Cust #086897	N
	Warrant # 462017	Total...				
		84.35				
6450	Staples Advantage	64.99	Toner 4/23	01-201-000-0000-6402	3505910440	N
	Warrant # 462018	Total...				
		64.99				
14617	Sun Life Financial	4.52	Basic Life: G. Barringer 5/22	01-000-000-9001-2022		N
14617		4.52	Basic Life: W. Duffing 4/22	01-000-000-9001-2022		N
14617		4.52	Basic Life: C. Lee 4/22	01-000-000-9001-2022		N
14617		41.60	Vol Life: C Lee 4/22	01-000-000-9001-2022		N
14617		4.52	Basic Life: C. Lee 5/22	01-000-000-9001-2022		N
14617		41.60	VOL Life: C Lee 5/22	01-000-000-9001-2022		N
14617		4.52	Basic Life: D. Wright 5/22	01-000-000-9001-2022		N
14617		27.20	Sps Life Ins: D. Wright 5/22	01-000-000-9001-2022		N
14617		4.52	Basic Life: D. Withers 5/22	01-000-000-9001-2022		N
14617		44.80	EE Life Ins: D. Withers 5/22	01-000-000-9001-2022		N
14617		19.20	Sps Life Ins: D. Withers 5/22	01-000-000-9001-2022		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
14617	Sun Life Financial	4.52	Basic Life: V. Iocco 5/22	01-000-000-9001-2022		N
	Warrant # 462019	Total... 206.04				
2384	Terminal Supply Co	90.91	Air Brake Fittings Stock	03-340-000-0000-6420	33364-01	N
	Warrant # 462020	Total... 90.91				
5349	The License Center, Inc.	750.75	Alumcrft Trlr Title/Tx 5/22	34-205-000-0000-6669		N
	Warrant # 462021	Total... 750.75				
8063	Toshiba America Business Solutions	3.69	Sheriff Admin Copies 4/1-4/14	01-201-000-0000-6302	5770053	N
8063		74.66	Copies 3/2022	01-255-000-0000-6302	5763669	N
	Warrant # 462022	Total... 78.35				
13691	Toshiba America Business Solutions	137.99	Copier 5/22	01-201-000-0000-6302	5019928423	N
	Warrant # 462023	Total... 137.99				
2469	Toshiba Financial Services (L.A.)	72.40	Copier 5/2022	01-005-000-0000-6302	5019800902	N
2469		31.60	Copies 3/2022	01-005-000-0000-6302	5019800902	N
2469		31.59	Copies 3/2022	01-031-000-0000-6302	5019800902	N
2469		72.41	Copier 5/2022	01-031-000-0000-6302	5019800902	N
2469		184.76	Copier 5/2022	01-041-000-0000-6302	5019800901	N
2469		44.97	Copies 3/2022	01-041-000-0000-6302	5019800901	N
2469		203.02	Copier 5/2022	01-055-000-0000-6302	5019800894	N
2469		231.49	Copies 3/2022	01-055-000-0000-6302	5019800894	N
2469		72.41	Copier 5/2022	01-061-000-0000-6302	5019800902	N
2469		31.60	Copies 3/2022	01-061-000-0000-6302	5019800902	N
2469		59.75	Copier 5/2022	01-121-000-0000-6302	501980900	N
2469		4.05	Copies 3/2022	01-121-000-0000-6302	501980900	N
2469		6.39	Patrol Copies 3/22	01-201-000-0000-6302	5019800896	N
2469		75.86	Patrol Copier 5/22	01-201-000-0000-6302	5019800896	N
2469		216.93	Admin Copier 5/22	01-207-000-0000-6302	5019800891	N
2469		23.97	Admin Copies 3/22	01-207-000-0000-6302	5019800891	N
2469		238.36	Intake Copier 5/22	01-207-000-0000-6302	5019800893	N
2469		298.37	Intake Copies 3/222	01-207-000-0000-6302	5019800893	N
2469		154.05	EOC Copies 3/22	01-281-280-0000-6302	5019800890	N
2469		237.06	EOC Copier 5/22	01-281-280-0000-6302	5019800890	N
2469		190.61	Copier 5/2022	01-601-000-0000-6302	5018532045	N
2469		42.22	Copies 3/2022	01-601-000-0000-6402	5018532045	N
2469		54.26	Copies 3/2022	01-601-000-0000-6402	5018532045	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>462024</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			2,578.13				
13883	Turnkey Corrections		480.68	10% Inmate Calls 4/1-4/30/22	01-207-240-0000-6201	1266	N
13883			16.75	Indigent Supplies 4/1-4/30/22	01-207-240-0000-6465	1265	N
	Warrant #	462025	Total...				
			497.43				
4231	UPS		154.24	Outgoing Freight 5/4/22	01-201-000-0000-6205	58A87E192	N
	Warrant #	462026	Total...				
			154.24				
1878	Vasa Township		70.49	Gravel Tax Q122	72-850-000-0000-2320	Bruening Rock	N
	Warrant #	462027	Total...				
			70.49				
11391	Wells Fargo Home Mortgage		197.93	62.100.0010 Overpmt	81-850-000-0000-2102		N
	Warrant #	462028	Total...				
			197.93				
73383	Xcel Energy		230.76	Elec: Pnr Rd Storg 3/30-4/28	01-201-000-0000-6251	778248236	N
73383			271.12	Gas: Pnr Rd Storg 3/30-4/28	01-201-000-0000-6252	778248236	N
73383			295.57	Elec: Aspen Rad Twr 3/30-4/28	01-209-000-0000-6251	778248236	N
73383			34.81	Gas: Aspen Rad Twr 3/30-4/28	01-209-000-0000-6252	778248236	N
73383			321.12	Elec: PI Rad Twr 3/22-4/20	01-211-000-0000-6251	778248236	N
73383			378.24	Elec: Seymour St 3/30-4/28	01-211-000-0000-6251	778248236	N
73383			302.30	Elec: Cn Fls Rad Twr 3/23-4/21	01-211-000-0000-6251	778248236	N
73383			24.18	St Lts - 24	03-310-000-0000-6251	51-104672901	N
73383			14.61	St Lts - 25/24	03-310-000-0000-6251	51-137732141	N
73383			13.31	St Lts - 24/Hwy 19	03-310-000-0000-6251	51-137733255	N
73383			16.83	St Lts - 2N	03-310-000-0000-6251	51-57625991	N
73383			10.65	St Lts - 2S	03-310-000-0000-6251	51-60402524	N
73383			56.00	St Lts - 66	03-310-000-0000-6251	51-63607118	N
73383			56.92	St Lts - 1	03-310-000-0000-6251	51-63607118	N
73383			152.50	Elec - RW Shared	03-350-000-0000-6251	51-101960186	N
73383			2,086.91	Elec - RW	03-350-000-0000-6251	51-51300497	N
73383			270.19	Gas - RW Shared	03-350-000-0000-6252	51-101960186	N
73383			909.04	Gas - RW	03-350-000-0000-6252	51-53157485	N
73383			79.02	St Lts - Park	03-521-000-0000-6251	51-46438082	N
73383			13.49	Elec - Park Well	03-521-000-0000-6251	51-52934882	N
73383			20.07	Sec LT - Park	03-521-000-0000-6251	51-73725269	N
73383			875.24	Elec - Rcy	61-398-192-0000-6251	51-69848451	N
73383			66.44	Elec - Drop Shed	61-398-192-0000-6251	51-69848451	N
73383			1,059.34	Gas - Rcy	61-398-192-0000-6252	51-69848451	N

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/13/2022
Pay Date 05/13/2022



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>462029</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	462029	Total...				
11965	Zemke Trucking LLC		2,301.58	Landfill Disp - Apr	61-397-000-0000-6839	2042	N
	Warrant #	462030	Total...				
			2,301.58				
1914	Ziegler Inc		626.10	Service TA1 Insp #1705	03-340-000-0000-6304	SI000156188	N
1914			904.37	Service TA1 Insp #1502	03-340-000-0000-6304	SI000156202	N
1914			436.00	Service Call #1502	03-340-000-0000-6304	SI000156202	N
1914			1,520.85	Angl Cyl Rpr #1107	03-340-000-0000-6304	SI000161376	N
1914			1,761.43	Service TA1 Insp/Batteries #09	03-340-000-0000-6304	SI000170002	N
1914			366.78	Service Call #0902	03-340-000-0000-6304	SI000170002	N
1914			57.39	Fuel Filters 1502	03-340-000-0000-6563	IN000481806	N
	Warrant #	462031	Total...				
			5,672.92				
7943	Zumbrota Economic Development Authority		2,500.00	2022 1st 1/2 Abatement	25-700-000-0000-6855		N
	Warrant #	462032	Total...				
			2,500.00				
	Warrant Form	WFXX	Total...				
			117,232.53	174 Transactions			

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
6193	Advanced Correctional Healthcare	4.90	Inmate RX: Olmsted 3/22	01-207-000-0000-6272	117094	N
6193		13.79	Inmate RX: Winona 3/22	01-207-000-0000-6272	117095	N
	Warrant # 36336	Total... 18.69				
13736	Anderson/Brian	114.08	Elections Trng Mileage 4/19-22	01-041-000-0000-6331		N
	Warrant # 36337	Total... 114.08				
9090	Auto Value - Red Wing	139.90	Floor Dri	03-340-000-0000-6420	134171715	N
9090		4.53	Hydr Fittings Stock	03-340-000-0000-6420	134172551	N
9090		234.33	Hydr Fittings Stock	03-340-000-0000-6420	134172571	N
9090		62.91	Fuses for Stock	03-340-000-0000-6420	134172933	N
9090		19.98	Headlights 1701	03-340-000-0000-6562	134172229	N
9090		44.94	Wiper Blades for Stock	03-340-000-0000-6562	134172933	N
9090		35.98	Filters 8602	03-340-000-0000-6562	134172135	N
9090		49.95	Filters for Stock	03-340-000-0000-6562	134172135	N
9090		6.84	Coolant Filter 8602	03-340-000-0000-6562	134171715	N
9090		142.54	Wlper Switch 1312	03-340-000-0000-6562	134172834	N
9090		117.59-	Rtn Wiper Switch 1312	03-340-000-0000-6562	134172926	N
9090		13.72-	Rtn Fuel Filter 1107	03-340-000-0000-6563	134172135	N
9090		220.66	Batteries 1107	03-340-000-0000-6563	134172135	N
9090		66.52	Cabin Air Filter 1107	03-340-000-0000-6563	134172753	N
9090		13.72	Fuel Filter 1107	03-340-000-0000-6563	134171763	N
	Warrant # 36338	Total... 911.49				
5405	Blank/Joseph	191.30	Transp Mileage 4/28-4/29	01-121-140-0000-6220		N
	Warrant # 36339	Total... 191.30				
2692	Boyer Ford Trucks, Inc.	1,561.00	Exhaust Flex Pipe 1801	03-340-000-0000-6562	008P8048	N
2692		27.90	Drain Plug Kit 1801	03-340-000-0000-6562	008P8992	N
	Warrant # 36340	Total... 1,588.90				
1137	Cannon Falls City	45.40	Utilities Forfeit 52.140.0840	81-850-000-0000-2162	0620-00	N
	Warrant # 36341	Total... 45.40				
12261	Covered Bridge Riders-Zumbrota	4,672.45	2022 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
	Warrant # 36342	Total... 4,672.45				
14926	Election Systems & Software, LLC	528.60	DS200 Power Supply (6)	01-071-000-0000-6405	CD2026490	N
	Warrant # 36343	Total... 528.60				
1273	Erickson Engineering Co. LLC	2,632.50	Prelim Design 608-013 Rpl Br#2	03-320-000-0000-6281	14852	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>36344</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			2,632.50				
13907	Flanders/Linda Jean		16.38	Welch Twp Mileage 4/7	01-005-000-0000-6331		N
	Warrant #	36345	Total...				
			16.38				
1296	Florence Township		103.48	Gravel Tax Q122	72-850-000-0000-2320	Glanders	N
1296			2.08	Gravel Tax Q122	72-850-000-0000-2320	Roberson	N
	Warrant #	36346	Total...				
			105.56				
1679	Goodhue Bellechester Rail Riders		3,066.30	2022 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
	Warrant #	36347	Total...				
			3,066.30				
6819	Goodhue County Fair		480.00	Fair Booth (3) Rental 2022	01-201-000-0000-6883		N
	Warrant #	36348	Total...				
			480.00				
22150	Grimsrud Publishing		59.50	BOA Public Ntc 5/11/22	01-127-128-0000-6242	7619	N
	Warrant #	36349	Total...				
			59.50				
15170	Hacken/Steve		281.25	Tax Crt Cases Consult 4/2022	01-055-000-0000-6284		N
	Warrant #	36350	Total...				
			281.25				
13230	Johnson Law RW LLC		2,328.00	Prof Svc MBlair 10/21-4/22	01-011-000-0000-6271	01356	N
13230			2,306.25	Prof Svc 4/2022	01-011-000-0000-6271		N
	Warrant #	36351	Total...				
			4,634.25				
12264	Kenyon Snowdrifters-Kenyon		4,234.41	2022 DNR Snowmobile Pmt#3	01-002-015-0000-6824		N
	Warrant #	36352	Total...				
			4,234.41				
3124	Kwik Trip Inc		8.10	KT Apr 2022	01-103-000-0000-6303	278333	N
3124			299.23	KT Apr 2022	01-103-000-0000-6567	278333	N
3124			12.60	KT Apr 2022	01-127-127-0000-6303	278333	N
3124			695.33	KT Apr 2022	01-127-127-0000-6567	278333	N
3124			112.21	KT Apr 2022	01-127-128-0000-6567	278333	N
3124			112.20	KT Apr 2022	01-127-129-0000-6567	278333	N
3124			26.10	KT Apr 2022	01-130-000-0000-6303	278333	N
3124			1,911.88	KT Apr 2022	01-130-000-0000-6567	278333	N
3124			288.00	KT Apr 2022	01-201-000-0000-6303	278334	N
3124			15,272.69	KT Apr 2022	01-201-000-0000-6567	278334	N
3124			431.49	KT Apr 2022	01-205-000-0000-6565	278334	N
3124			148.03	KT Apr 2022	01-281-280-0000-6567	278334	N
3124			2,920.80	KT Apr 2022	03-340-000-0000-6565	278333	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
3124	Kwik Trip Inc	529.44	KT Apr 2022	03-340-000-0000-6567	278333	N
	Warrant # 36353	Total...				
		22,768.10				
14222	LAFORCE, Inc.	900.00	Rplc Cell Door 5/2/22	01-207-000-0000-6305	1190544	N
	Warrant # 36354	Total...				
		900.00				
21997	Lake City Graphic	49.50	Employment Ad - Sign Tech 4/22	01-061-000-0000-6241	53220	N
	Warrant # 36355	Total...				
		49.50				
5902	Leica Geosystems, Inc.	1,503.00	(2) 1Yr Flex Inf Bundle 5/6/22	01-103-000-0000-6412	902844324	N
	Warrant # 36356	Total...				
		1,503.00				
1514	Leon Township	358.65	Gravel Tax Q122	72-850-000-0000-2320	Anderson Truck	N
1514		166.35	Gravel Tax Q122	72-850-000-0000-2320	Hernke's	N
1514		587.95	Gravel Tax Q122	72-850-000-0000-2320	Kielmeyer	N
	Warrant # 36357	Total...				
		1,112.95				
5138	Madden Galanter Hansen, LLP	1,609.48	Labor Relations Svc 4/2022	01-061-000-0000-6275		N
5138		3,093.35	Arbitration Svc 4/2022	01-061-000-0000-6275		N
	Warrant # 36358	Total...				
		4,702.83				
44	Marco Technologies LLC	632.76	Printer Support 5/5-6/4/22	01-063-000-0000-6302	INV9916639	N
	Warrant # 36359	Total...				
		632.76				
8820	Mayo Clinic Health System, Red Wing	43.00	Drug Test-Wandersee	03-310-000-0000-6291	700003124	N
8820		43.00	Drug Test - T Haugen	03-310-000-0000-6291	700003124	N
8820		43.00	Drug Test-Eggerst	03-310-000-0000-6291	700003124	N
	Warrant # 36360	Total...				
		129.00				
14097	McDonough/Michael	2,306.25	Prof Svc: Contract 5/2022	01-011-000-0000-6271	005	N
	Warrant # 36361	Total...				
		2,306.25				
824	Minneola Township	676.54	Gravel Tax Q122	72-850-000-0000-2320		N
	Warrant # 36362	Total...				
		676.54				
7240	Norton Psychological Services	275.00	Psych Eval/davis-Boulden 5/4	01-207-000-0000-6291		N
	Warrant # 36363	Total...				
		275.00				
2610	Nygaard/Ronald H.	634.14	Transp Mileage 3/30-4/25/22	01-121-140-0000-6220		N
	Warrant # 36364	Total...				
		634.14				
7813	OSI Environmental, Inc.	100.00	Filter Disposal-Rcy	61-398-192-0000-6839	2097984	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
7813	OSI Environmental, Inc.	150.00	Oil Disp 750g-Rcy	61-398-192-0000-6839	2098316		N
7813		100.00	Filter Disposal-Rcy	61-398-192-0000-6839	2098325		N
7813		150.00	Oil Disp 800g-Rcy	61-398-192-0000-6839	2098377		N
	Warrant # 36365	Total...	500.00				
8274	Red Wing River View Riders-Rw	4,373.12	2022 DNR Snowmobile Pmt#3	01-002-015-0000-6824			N
	Warrant # 36366	Total...	4,373.12				
11804	Smith/John	45.63	Cty Brd/COW Kenyon Mileage 5/3	01-063-000-0000-6331			N
	Warrant # 36367	Total...	45.63				
5820	SRF Consulting Group Inc	1,583.85	Const Insp L5391 597-006	03-320-000-0000-6287	13647.00-17		N
	Warrant # 36368	Total...	1,583.85				
11982	Summit Food Service LLC	448.00	Inmate Laundry 4/6-4/15/22	01-207-000-0000-6366	INV2000140356		N
11982		8.32	Inmate Lndry/Rate Chg 3/25-4/1	01-207-000-0000-6366	INV2000140352		N
11982		448.00	Inmate Laundry 4/2-4/8/22	01-207-000-0000-6366	INV2000140754		N
11982		3,375.81	Inmate Meals 4/2-4/8/22	01-207-000-0000-6463	INV2000140753		N
11982		3,671.32	Inmate Meals 4/9-4/15/22	01-207-000-0000-6463	INV2000140355		N
11982		1,497.99	Inmate Meals/Rate Chg 3/25-4/1	01-207-000-0000-6463	INV2000140352		N
	Warrant # 36369	Total...	9,432.80				
3647	Twin River Riders-Cannon Falls	2,993.30	2022 DNR Snowmobile Pmt#3	01-002-015-0000-6824			N
	Warrant # 36370	Total...	2,993.30				
1893	Wanamingo Township	3,126.55	Gravel Tax Q122	72-850-000-0000-2320	Kielmeyer		N
1893		2,326.21	Gravel Tax Q122	72-850-000-0000-2320	Mathiowetz		N
	Warrant # 36371	Total...	5,452.76				
1900	Welch Township	45.53	Gravel Tax Q122	72-850-000-0000-2320	Aggregate		N
1900		229.04	Gravel Tax Q122	72-850-000-0000-2320	Luhmans		N
1900		1,355.28	Gravel Tax Q122	72-850-000-0000-2320	Ries Farms		N
	Warrant # 36372	Total...	1,629.85				
3638	Wells Creek Riders-Frontenac	3,942.38	2022 DNR Snowmobile Pmt#3	01-002-015-0000-6824			N
	Warrant # 36373	Total...	3,942.38				
6629	WSB & Associates, Inc.	384.00	CSAH 1 Realign-Conslt ROW	03-320-000-0000-6278	R016414000-22		N
6629		9,045.25	CSAH 1 Realign-Prlim Design	03-320-000-0000-6281	R016414000-22		N
	Warrant # 36374	Total...	9,429.25				

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/13/2022
Pay Date 05/13/2022



Warrant Form	WFXX-ACH	Total...	98,654.07	87 Transactions
		Final Total...	215,886.60	261 Transactions

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

PONCELET
05/13/2022

10:09:51AM

Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/13/2022
Pay Date 05/13/2022



<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
64	WFXX	461969	462032	05/13/2022	05/13/2022				
39	WFXX-ACH	36336	36374	05/13/2022	05/13/2022	8	3,864.03	31	94,790.04
	TOTAL								

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/13/2022
Pay Date 05/13/2022



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>		<u>NON-ACH AMOUNT</u>	
1	156,726.12	County General Revenue	69,405.78		87,320.34	
3	32,415.56	County Road and Bridge	19,725.23		12,690.33	
15	4,390.09	County Ditch 1	-		4,390.09	
25	6,249.00	Economic Development Authori	-		6,249.00	
34	1,354.93	Capital Plan	-		1,354.93	
61	5,042.32	Waste Management Facilities	500.00		4,542.32	
72	9,156.25	Other Agency Funds	8,977.66		178.59	
81	552.33	Settlement Fund	45.40		506.93	
	215,886.60	TOTAL	98,654.07	TOTAL ACH	117,232.53	TOTAL NON-ACH

ndahlstrom
05/18/2022

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12304	20600	Goodhue County Fsc					
			22,246.00	71.MAADMIN_LCTS07.Q421.R.937	11-430-710-3970-6020		0
			16,060.00	71.IVEFCADMLCTS07.Q421.R.936	11-430-710-3970-6020		0
			38,306.00	Date 5/16/2022			
	Warrant #	12304	Total				
			38,306.00	2	Transactions		
		Final Total...	38,306.00				

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
11	38,306.00	Health & Human Service Fund
	38,306.00	TOTAL

ndahlstrom
05/17/2022

9:27:32AM

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12305	11872	Intellicents, Inc.					
			985.71	Consultant Fee 5/2022	01-061-000-0000-6278	851	0
			111.95	Consultant Fee 5/2022	11-420-600-0010-6283	851	0
			43.05	Consultant Fee 5/2022	11-420-640-0010-6283	851	0
			154.99	Consultant Fee 5/2022	11-430-700-0010-6283	851	0
			43.05	Consultant Fee 5/2022	11-479-478-0000-6283	851	0
			77.50	Consultant Fee 5/2022	11-479-479-0000-6283	851	0
Warrant #	12305	Total	1,416.25	Date 5/16/2022			
	Final Total...		1,416.25	6	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	985.71	County General Revenue
11	430.54	Health & Human Service Fund
	1,416.25	TOTAL

ndahlstrom
05/20/2022

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12308	15379	MPCA					
	Warrant #	12308	Total				
			2,457,280.65	Bench St Landfill Closure 5/22	61-397-191-0000-6259		0
			2,457,280.65	Date 5/18/2022			
	Final Total...		2,457,280.65	1	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
61	2,457,280.65	Waste Management Facilities
	2,457,280.65	TOTAL

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12306	1820	State Of Minnesota-Sales & Use Tax					
			0.21	Receipt Nbr 41222 04/12/2022	01-105-000-0000-5859		0
			0.21	Receipt Nbr 40122 04/01/2022	01-105-000-0000-5859		0
			5.23	Receipt Nbr 457404 04/27/2022	01-207-240-0000-5859		0
			4.46	Receipt Nbr 457132 04/18/2022	01-601-000-0000-5859		0
			1.37	Receipt Nbr 457132 04/18/2022	01-601-000-0000-5859		0
			3.43	Receipt Nbr 7042622 04/26/2022	03-310-000-0000-5934		0
			0.82	Receipt Nbr 7040422 04/04/2022	03-310-000-0000-5934		0
			1.77	Warr Nbr 461506 04/08/2022	61-398-000-0000-6420		0
			1.25	Warr Nbr 461506 04/08/2022	61-398-000-0000-6563		0
			40.12	Warr Nbr 461486 04/08/2022	61-398-192-0000-6305		0
			1.82	Warr Nbr 461486 04/08/2022	61-398-192-0000-6305		0
			82.37	Warr Nbr 461513 04/08/2022	61-398-192-0000-6562		0
			4.03	Warr Nbr 461513 04/08/2022	61-398-192-0000-6562		0
			22.64	Warr Nbr 461513 04/08/2022	61-398-192-0000-6562		0
			20.06	Warr Nbr 461527 04/08/2022	61-398-192-0000-6563		0
			0.21	Receipt Nbr 40122 04/01/2022	72-850-000-0000-2176		0
			0.65	Sales Tax Rounding Adj 4/2022	01-001-000-0000-6850		0
			34.20	S/W Asmt 4/2022	61-000-000-0000-2222		0
			203.15	S/W Mgmt 4/2022	61-000-000-0000-2223		0
Warrant #	12306	Total	428.00	Date 5/19/2022			
		Final Total...	428.00	19	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	12.13	County General Revenue
3	4.25	County Road and Bridge
61	411.41	Waste Management Facilities
72	0.21	Other Agency Funds
	428.00	TOTAL

ndahlstrom
05/17/2022

3:23:30PM

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12307	3796	Department Of Revenue					
			77,992.54	St Share-DeedTax 4/2022	72-850-000-0000-2310		0
			75,582.92	St Share-Mtg Tax 4/2022	72-850-000-0000-2311		0
	Warrant #	12307	Total	153,575.46	Date 5/19/2022		
	Final Total...		153,575.46	2	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
72	153,575.46	Other Agency Funds
	153,575.46	TOTAL

ndahlstrom
05/23/2022

8:28:13AM

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12309	1512	Alliance Benefit Group	166.00	COBRA Invoice 4/2022	01-061-000-0000-6278	C123972	0
	Warrant #	12309	Total	166.00	Date 5/20/2022		
	Final Total...		166.00	1	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	166.00	County General Revenue
	166.00	TOTAL

anderson
05/20/2022

9:27:51AM

Warrant Form **WFXX**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
12203	Advance Auto Parts	16.79	Air Filters 1506	03-340-000-0000-6563	2053-452678	N
	Warrant # 462033	Total...	16.79			
15375	Allar/Wayne L.	30.00	31.001.5600 etc Overpmt	81-850-000-0000-2102		N
	Warrant # 462034	Total...	30.00			
27106	American Solutions For Business	567.26	HHW Sched Inserts	61-399-000-0000-6241	INV05871644	N
	Warrant # 462035	Total...	567.26			
11184	ASL Interpreting Services Inc.	17.50	Interpreting Svcs (CFPD) 4/23	01-201-000-0000-6283	22.06601	N
11184		126.00	Interpreting Services 4/2022	01-207-240-0000-6283	22.06601	N
	Warrant # 462036	Total...	143.50			
1644	Automated Logic Contracting Svcs, Inc.	150.00	Bldg Automation Rpr/Supp 5/19	01-111-000-0000-6305	8210165366	N
	Warrant # 462037	Total...	150.00			
6635	Beck's Auto Repair LLC	59.50	#1821 Oil Chg 5/16/22	01-201-000-0000-6303	10991	N
	Warrant # 462038	Total...	59.50			
14406	Bigelow Homes LLC	2,151.73	CARES-Permit 22-G023	01-003-000-0000-6892		N
	Warrant # 462039	Total...	2,151.73			
10622	Bredemus Hardware Company Inc.	193.00	Electric Strike RW Shop (2)	03-350-000-0000-6563	267431	N
	Warrant # 462040	Total...	193.00			
4241	Brooks Office Interiors Inc	4,575.00	Trmt Crt Coord Wrkstn 4/13	34-111-000-0000-6480	118747	N
	Warrant # 462041	Total...	4,575.00			
15250	Central Farm Service	80.00	Unleaded #1903	03-340-000-0000-6567	107457	N
15250		163.68	Unleaded #0804	03-340-000-0000-6567	107457	N
	Warrant # 462042	Total...	243.68			
11439	CenturyLink	66.00	LEC/Sandhill Circuit 5/22	01-211-000-0000-6201	612 E31-8008	N
11439		129.00	EOC Phone Lines 5/22	01-281-280-0000-6201	612 E31-0139	N
	Warrant # 462043	Total...	195.00			
2238	Dakota County Technical College	500.00	Pursuit Refresher/Harris 3/28	01-201-000-0000-6357	993152	N
	Warrant # 462044	Total...	500.00			
15373	Deutsch/Theresa	638.00	28.029.0500 Overpmt	81-850-000-0000-2102		N
15373		269.00	28.029.0700 Overpmt	81-850-000-0000-2102		N

anderson
05/20/2022

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Warrant Form **WFXX**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>462045</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			907.00				
8380	Eggert/Leslie		8.37	1st Aid Burn Supp - Ice	03-310-000-0000-6417	Reimb Le	N
	Warrant #	462046	Total...	8.37			
4644	Express Services, Inc.		864.00	Bldg Concierge Temp 5/8	01-001-000-0000-6850	27155933	N
4644			864.00	Bldg Concierge Temp 5/15	01-001-000-0000-6850	27190038	N
	Warrant #	462047	Total...	1,728.00			
7674	Fitzgerald Excavating And Trucking		920.00	Culvert Rpr #8	03-310-000-0000-6321	2428	N
7674			1,200.00	Wan Landfill Silt Fence	61-397-000-0000-6306	2429	N
	Warrant #	462048	Total...	2,120.00			
3266	Frontier Communications		76.15	kenyon phone 380409	03-350-000-0000-6201	123197-2	N
3266			69.99	Kenyon DSL	03-350-000-0000-6209	123197-2	N
	Warrant #	462049	Total...	146.14			
1330	Goodhue County Auditor-Treasurer		1.65	Deed Tax 609-001	03-320-000-0000-6311	Petty Cash	N
1330			3.30	Deed Tax 597-006	03-320-000-0000-6311	Petty Cash	N
1330			15.00	Envelopes 606-020	03-320-000-0000-6405	Petty Cash	N
1330			1.10	Stamps 601-037	03-330-000-0000-6203	Petty Cash	N
1330			1.65	Stamps 598-022	03-330-000-0000-6203	Petty Cash	N
1330			0.55	Stamp-Self Addressed Env 609-0	03-330-000-0000-6203	Petty Cash	N
1330			7.00	Park Mtg Fee	03-521-000-0000-6850	Petty Cash	N
	Warrant #	462050	Total...	30.25			
1331	Goodhue County Cooperative Elec Assoc		138.27	St Lts #24 - RBW	03-310-000-0000-6251	17064001	N
1331			89.08	St Lts #24 - RBE	03-310-000-0000-6251	17064002	N
1331			48.58	Signs TH 56 & 9	03-310-000-0000-6251	17064003	N
1331			62.88	Signs TH 19 & 7	03-310-000-0000-6251	17064004	N
1331			14.00	St Lts #1 - Wt Rk	03-310-000-0000-6251	17064005	N
1331			8.50	St Lts #9	03-310-000-0000-6251	17064006	N
1331			8.50	St Lts #1	03-310-000-0000-6251	17064008	N
1331			8.50	St Lts #16	03-310-000-0000-6251	17064009	N
1331			8.50	St Lts #2	03-310-000-0000-6251	17064010	N
1331			8.50	St Lts #1	03-310-000-0000-6251	17064011	N
1331			8.50	St Lts #1	03-310-000-0000-6251	17064012	N
1331			8.50	St Lts #9	03-310-000-0000-6251	17064013	N
1331			8.50	St Lts #9	03-310-000-0000-6251	17064014	N
1331			8.50	St Lts #10	03-310-000-0000-6251	17064015	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1331	Goodhue County Cooperative Elec Assoc	8.50	St Lts #1	03-310-000-0000-6251	17064016	N
1331		8.50	St Lts #9	03-310-000-0000-6251	17064017	N
1331		8.50	St Lts #1	03-310-000-0000-6251	17064007	N
1331		47.21	Elec - Vasa	03-350-000-0000-6251	901293001	N
1331		364.71	Elec - CF	03-350-000-0000-6251	1293002	N
1331		7.00	Park Light	03-521-000-0000-6251	5862001	N
	Warrant # 462051	Total...	873.73			
21220	Goodhue County Court Admin	200.00	Bail: Devon Sackett	01-201-000-0000-6850	25-CR-21-1071	N
	Warrant # 462052	Total...	200.00			
2310	Huebsch Services	107.88	Uniform Delivery 4/28	01-111-000-0000-6307	20147018	N
2310		107.88	Uniform Delivery 5/12	01-111-000-0000-6307	20149764	N
2310		107.88	Uniform Delivery 5/19	01-111-000-0000-6307	20151138	N
2310		114.98	Mats/Mops/Towels 5/12	01-111-110-0000-6347	20149762	N
2310		352.93	Mats/Mops/Towels GC 4/28	01-111-110-0000-6347	20147016	N
	Warrant # 462053	Total...	791.55			
15378	Jeske/Vanessa	41.85	Law Library Mtg Meal 5/9	01-025-000-0000-6414		N
	Warrant # 462054	Total...	41.85			
29968	Keys Etc Locksmith Service	80.07	Lock Re-Key 4/29	01-111-110-0000-6305	543634	N
	Warrant # 462055	Total...	80.07			
15311	Lift Bridge Builders, Inc.	26,645.79	GMRPTC21-08 Est #2 C301.1	03-521-000-0000-6632	840-2	N
	Warrant # 462056	Total...	26,645.79			
11575	Loffler Companies Inc.	47.40	Copies 4/1-4/30/22	01-091-000-0000-6302	4023855	N
	Warrant # 462057	Total...	47.40			
8742	Mandelkow/Mark	400.00	Trmt Crt Drug Test Svcs 4/2022	01-091-132-0000-6283		N
8742		100.00	Per Diem: PAC Mtg 5/16	01-127-128-0000-6284		N
	Warrant # 462058	Total...	500.00			
14320	Matik Management	538.00	55.290.0020 Overpmt	81-850-000-0000-2102		N
14320		681.00	55.370.0100 Overpmt	81-850-000-0000-2102		N
14320		1,140.00	55.140.0010 Overpmt	81-850-000-0000-2102		N
	Warrant # 462059	Total...	2,359.00			
11911	Matt Henning Tech	35.00	Ck Fire Extng-Sheriff	03-310-000-0000-6283	2040	N
11911		144.50	Ck Fire Extng-RW Equip	03-340-000-0000-6420	2040	N

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
11911	Matt Henning Tech	25.50	CK Fire Extng-CF Equip	03-340-000-0000-6420	2040	N
11911		42.00	CK Fire Extng-Kyn Equip	03-340-000-0000-6420	2040	N
11911		28.50	Ck Fire Extng-Zta Equip	03-340-000-0000-6420	2040	N
11911		34.50	CK Fire Extng-Kyn Bldg	03-350-000-0000-6283	2040	N
11911		69.00	CK Fire Extng-CF	03-350-000-0000-6283	2040	N
11911		86.00	Ck Fir Extng-RW	03-350-000-0000-6283	2040	N
11911		25.50	CK Fire Extng-Zta	03-350-000-0000-6283	2040	N
11911		103.00	Ck Fire Extng-RC	61-398-000-0000-6283	2040	N
11911		6.00	Ck Fire Extng-RC Equip	61-398-000-0000-6420	2040	N
	Warrant # 462060	Total...	599.50			
74059	Minnesota Department of Health	200.00	Body Scanner Reg: JC 5/12/22	01-201-000-0000-6245		N
	Warrant # 462061	Total...	200.00			
1821	Mn Dept Of Finance	1,875.00	Battered Wmn/Birth Cert 4/2022	72-850-000-0000-2173		N
1821		7,654.50	State Surcharges 4/2022	72-850-000-0000-2209		N
1821		1,772.00	Birth/Death Surchg 4/2022	72-850-000-0000-2218		N
1821		1,000.00	Birth Cert S/C 4/2022	72-850-000-0000-2218		N
	Warrant # 462062	Total...	12,301.50			
3003	Mn Ui Fund	22,714.37	Unemp Chgs Q122	01-001-000-0000-6172	07974553	N
	Warrant # 462063	Total...	22,714.37			
15374	Montey/Darnell W	94.00	42.200.0150 Overpmt	81-850-000-0000-2102		N
	Warrant # 462064	Total...	94.00			
13634	NADCP	2,685.00	(3) NADCP RISE22 Confr Fee	01-091-132-0000-6357	INV_45385	N
	Warrant # 462065	Total...	2,685.00			
15372	North Dakota Newspaper Association	41.31	Ntc: Case Type CHIPS 4/13	01-011-000-0000-6277	12107	N
	Warrant # 462066	Total...	41.31			
7117	Northern Safety Co Inc	287.80	Gloves Rcy	61-398-192-0000-6418	904781413	N
	Warrant # 462067	Total...	287.80			
5189	Nystuen/Richard	100.00	Per Diem: PAC Mtg 5/16	01-127-128-0000-6106		N
5189		43.29	PAC Mtg Mileage 5/16	01-127-128-0000-6331		N
	Warrant # 462068	Total...	143.29			
11013	Office Of MN.IT Services	142.32	EOC Phone Lines 4/2022	01-281-280-0000-6201	W22040448	N
	Warrant # 462069	Total...	142.32			

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>		
5828	Olmsted County	40.00	HHW Disp-Trtd Aero	61-399-192-0000-6838	HW050622		N
5828		3.80	HHW Disp-Waste Aero	61-399-192-0000-6838	HW050622		N
5828		76.40	HHW Disp-Trtd Aero	61-399-192-0000-6838	HW051322		N
5828		7.60	HHW Disp-Waste Aero	61-399-192-0000-6838	HW051322		N
	Warrant # 462070	Total...	127.80				
6485	Pace Analytical	2,994.00	RW Wetland	61-397-000-0000-6283	221-374037		N
6485		2,880.00	RW Landfill	61-397-000-0000-6283	221-374038		N
6485		2,548.00	Wng Landfill	61-397-000-0000-6283	221-374044		N
	Warrant # 462071	Total...	8,422.00				
14303	Paragon Development Systems Inc.	6,000.00	Network Svc Support 4/2022	01-063-000-0000-6278	15110353		N
	Warrant # 462072	Total...	6,000.00				
46856	Pestop Inc	51.00	Wasp Trmt 4/22	01-111-115-0000-6305	79110		N
46856		200.00	Wasp Trmt 4/22	01-111-116-0000-6305	79109		N
	Warrant # 462073	Total...	251.00				
14652	PMKCN LLP	2,800.00	2022 1st 1/2 Abatement	25-700-000-0000-6855			N
	Warrant # 462074	Total...	2,800.00				
6697	Ready-Mix Concrete LLC	1,400.00	Br Wall Rpr #3 (20 Conc Blks)	03-310-000-0000-6508	343854		N
	Warrant # 462075	Total...	1,400.00				
53901	Republican Eagle	110.24	2022-23 Newspaper Subscr	01-041-000-0000-6244	1962		N
	Warrant # 462076	Total...	110.24				
15377	Ristow/Robert	55.00	Refund: Civil Proc Fees 5/13	01-201-000-0000-5465			N
	Warrant # 462077	Total...	55.00				
5029	Short Elliot Hendrickson Inc	1,634.34	Monitor Wan Lndf-04/2022	61-397-000-0000-6283	424877		N
5029		5,390.90	Monitor RW Lndf-04/2022	61-397-000-0000-6283	424880		N
	Warrant # 462078	Total...	7,025.24				
5041	Shred Right	26.66	Document Destruction 4/26/22	01-201-000-0000-6284	573814		N
5041		13.34	Document Destruction 4/26/22	01-207-000-0000-6283	573814		N
	Warrant # 462079	Total...	40.00				
5962	Stenerson/Howard	100.00	Per Diem: PAC Mtg 5/16	01-127-128-0000-6106			N
5962		5.27	PAC Mtg Mileage 5/16	01-127-128-0000-6331			N
	Warrant # 462080	Total...	105.27				

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
14571	Stoel Rives LLP	14,188.95	P.I.G. Solid Waste Ord 3/2022	01-001-000-0000-6283	7902771	N
	Warrant # 462081	Total...				
		14,188.95				
11772	Tech-One Services LLC	95.41	Smoke Detector 4/30	01-111-113-0000-6305	4937	N
	Warrant # 462082	Total...				
		95.41				
14421	Toshiba Business Solutions USA	57.48	Hlth Unit Copier 5/22	01-207-000-0000-6302	5020090754	N
14421		12.65	Hlth Unit Copies 3/22	01-207-000-0000-6302	5020090754	N
	Warrant # 462083	Total...				
		70.13				
4231	UPS	60.31	Outgoing Freight 5/14/22	01-201-000-0000-6205	58A87E202	N
	Warrant # 462084	Total...				
		60.31				
12159	Vault Health	59.38	Drug Scrn-Wandersee	03-310-000-0000-6291	FL00507728	N
12159		59.38	Drug Scrn-Eggert	03-310-000-0000-6291	FL00507728	N
12159		59.38	Drug Scrn-THaugen	03-310-000-0000-6291	FL00507728	N
12159		59.38	Drug Scrn-Bade	61-398-000-0000-6291	FL00507728	N
12159		59.38	Drug Scrn-Koelsch	61-398-000-0000-6291	FL00507728	N
	Warrant # 462085	Total...				
		296.90				
15376	Walker/Larry	36.00	35.008.0300 Overpmt	81-850-000-0000-2102		N
	Warrant # 462086	Total...				
		36.00				
11391	Wells Fargo Home Mortgage	56.00	34.024.1000 Overpmt	81-850-000-0000-2102		N
11391		1,164.00	66.100.0510 Overpmt	81-850-000-0000-2102		N
	Warrant # 462087	Total...				
		1,220.00				
11465	Wells Fargo Vendor Fin Serv	241.89	Copier Lease Jun	03-330-000-0000-6302	5020103679	N
	Warrant # 462088	Total...				
		241.89				
2860	Zarnoth Brush Works, Inc.	680.00	Broom 2007	03-340-000-0000-6563	0189277-IN	N
	Warrant # 462089	Total...				
		680.00				
	Warrant Form WFXX	Total...	127,739.84	125 Transactions		

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
27100	Allegra	368.48	Crime/Victim Info Crds 5/5	01-091-131-0000-6358	15419	N
27100		328.35	Marriage Cert Paper 5/11	01-101-000-0000-6401	15535	N
	Warrant # 36375	Total...	696.83			
3744	Carda/Amy	70.52	Reimb: 3-Ring Binders 5/5	01-091-000-0000-6405		N
	Warrant # 36376	Total...	70.52			
1188	Department Of Transportation-State of MN	987.26	Pavement Testing 2021	03-310-000-0000-6278	698900	N
	Warrant # 36377	Total...	987.26			
9305	Fox/Darwin	100.00	Per Diem: Ord Subcomm Mtg 5/16	01-127-128-0000-6106		N
9305		15.21	Ord Subcomm Mtg Mileage 5/16	01-127-128-0000-6331		N
	Warrant # 36378	Total...	115.21			
1308	Fridell, Attorney at Law/Gary	405.00	Prof Svcs 3/18	01-101-000-0000-6274		N
	Warrant # 36379	Total...	405.00			
11189	Gale/Thomas	100.00	Per Diem: Ord Subcomm Mtg 5/16	01-127-128-0000-6106		N
11189		19.89	Ord Subcomm Mtg Mileage 5/16	01-127-128-0000-6331		N
	Warrant # 36380	Total...	119.89			
22150	Grimsrud Publishing	29.75	Cty Brd Public Hearing 5/31	01-127-128-0000-6242	7648	N
22150		35.00	2022 Subscription	01-201-000-0000-6244		N
	Warrant # 36381	Total...	64.75			
15170	Hacken/Steve	243.75	Tax Crt Cases Consult 5/2022	01-055-000-0000-6284		N
	Warrant # 36382	Total...	243.75			
3972	Innovative Office Solutions, LLC	59.32	Misc Office Supplies 5/9	01-091-000-0000-6405	IN3782342	N
3972		129.88	Clips/USB/Envelopes 4/28	01-091-000-0000-6405	IN3769870	N
3972		31.50	3-Ring Binders 5/5	01-091-000-0000-6405	IN379101	N
3972		132.00	USB Drives 5/5	01-091-000-0000-6405	IN3779088	N
3972		48.15	Misc Office Supplies 4/28	01-255-000-0000-6405	IN3769643	N
	Warrant # 36383	Total...	400.85			
15126	Koberoski/Alexandra	34.99	Conference Meals:Brainerd 5/22	01-127-128-0000-6332		N
	Warrant # 36384	Total...	34.99			
14097	McDonough/Michael	1,000.00	Prof Svc: Trmt Crt 4/2022	01-091-132-0000-6283		N
	Warrant # 36385	Total...	1,000.00			
14968	Mechelke/Jennifer	400.00	Trmt Crt Drug Testing 4/2022	01-091-132-0000-6283		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	36386	Total...	400.00			
13333	Miller/Richard		100.00	Per Diem: Ord Subcomm Mtg 5/16	01-127-128-0000-6106		N
13333			32.76	Ord Subcomm Mtg Mileage 5/16	01-127-128-0000-6331		N
	Warrant #	36387	Total...	132.76			
5019	P Hanson Marketing		425.00	HHW Sched Ag Rptr	61-399-000-0000-6241	306349	N
	Warrant #	36388	Total...	425.00			
9340	Schwicker's Tecta America, LLC		713.00	HVAC Repair: CF Twr 5/1/22	01-211-000-0000-6304	S510092361	N
	Warrant #	36389	Total...	713.00			
14122	Securitas Electronic Security, Inc		406.38	Mon/Insp 5/1-7/31/22	01-111-110-0000-6301	7000967209	N
14122			646.41	Mon/Insp 5/1-7/31/22	01-111-112-0000-6301	7000967207	N
14122			103.02	Mon/Insp 5/1-7/31/22	01-111-115-0000-6301	7000967206	N
14122			320.37	Mon/Insp 5/1-7/31/22	01-111-116-0000-6301	7000967208	N
14122			99.24	Mon/Insp Ken Q2	03-350-000-0000-6283	7000967202	N
14122			99.24	Mon/Inso CF Q2	03-350-000-0000-6283	7000967203	N
14122			99.24	Mon/Insp RW Q2	03-350-000-0000-6283	7000967204	N
14122			99.24	Mon/Insp Zta Q2	03-350-000-0000-6283	7000967210	N
14122			99.24	Mon/Insp RC Q2	61-398-000-0000-6283	7000967205	N
	Warrant #	36390	Total...	1,972.38			
5820	SRF Consulting Group Inc		3,613.85	Pel Study TH 52 #7-#8	03-330-000-0000-6318	14596.00-4	N
	Warrant #	36391	Total...	3,613.85			
1809	Stanton Township		400.00	800' Chloride-Cascade	03-521-000-0000-6306	5102022	N
1809			200.00	400' Chloride - Upr Bt Lnch Rd	03-521-000-0000-6306	5102022	N
	Warrant #	36392	Total...	600.00			
11982	Summit Food Service LLC		448.00	Inmate Laundry 4/16-4/22/22	01-207-000-0000-6366	INV2000141020	N
11982			3,362.96	Inmate Meals 4/16-4/22/22	01-207-000-0000-6463	INV2000141019	N
	Warrant #	36393	Total...	3,810.96			
1903	Thomson Reuters - West		1,941.56	Law Books 3/2022	01-025-000-0000-6452	846034222	N
1903			1,941.56	Law Books 4/2022	01-025-000-0000-6452	846208409	N
1903			156.47	Library Plan 5/1-5/31/22	01-091-000-0000-6452	846358765	N
	Warrant #	36394	Total...	4,039.59			
21815	Vogel Gorman & Lodermeier Plc		1,650.00	Prof Svc 11/2021	01-011-000-0000-6265	415	N
21815			1,650.00	Prof Svc 12/2021	01-011-000-0000-6265	416	N

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
21815	Vogel Gorman & Lodermeier Plc	1,691.25	Prof Svc 1/2022	01-011-000-0000-6265	419		N
21815		1,691.25	Prof Svc 2/2022	01-011-000-0000-6265	420		N
21815		1,691.25	Prof Svc 3/2022	01-011-000-0000-6265	421		N
21815		1,691.25	Prof Svc 4/2022	01-011-000-0000-6265	422		N
21815		2,250.00	Prof Svc 11/2021	01-011-000-0000-6271	417		N
21815		2,250.00	Prof Svc 12/2021	01-011-000-0000-6271	418		N
21815		2,306.25	Prof Svc 1/2022	01-011-000-0000-6271	423		N
21815		2,306.25	Prof Svc 3/2022	01-011-000-0000-6271	425		N
21815		2,306.25	Prof Svc 4/2022	01-011-000-0000-6271	426		N
21815		2,306.25	Prof Svc 2/2022	01-011-000-0000-6271	424		N
Warrant #	36395	Total...	23,790.00				
9413	Walsh/Aric	64.26	Cell Phone Protect/Case 5/16	01-255-000-0000-6202			N
Warrant #	36396	Total...	64.26				
Warrant Form	WFXX-ACH	Total...	43,700.85	54 Transactions			
	Final Total...	171,440.69	179 Transactions				

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05/20/2022

9:27:51AM
Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u>		<u>CTX</u>	
						<u>COUNT</u>	<u>AMOUNT</u>	<u>COUNT</u>	<u>AMOUNT</u>
57	127,739.84	WFXX	462033	462089	05/20/2022	05/20/2022			
22	43,700.85	WFXX-ACH	36375	36396	05/20/2022	05/20/2022	10	2,586.38	12 41,114.47
	171,440.69	TOTAL							

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05/20/2022

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/20/2022
Pay Date 05/20/2022



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>		
1	91,069.74	County General Revenue	37,578.54	53,491.20		
3	37,666.35	County Road and Bridge	5,598.07	32,068.28		
25	2,800.00	Economic Development Authori	-	2,800.00		
34	4,575.00	Capital Plan	-	4,575.00		
61	18,382.10	Waste Management Facilities	524.24	17,857.86		
72	12,301.50	Other Agency Funds	-	12,301.50		
81	4,646.00	Settlement Fund	-	4,646.00		
	171,440.69	TOTAL	43,700.85	TOTAL ACH	127,739.84	TOTAL NON-ACH

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12310	5407	Blue Cross and Blue Shield of MN					
			3,992.54	Retirees & COBA 6/2022	01-000-000-9001-2020	220509104581	0
			373.20	Dental/Vis Inc Ret/COBRA 6/22	01-000-000-9001-2021	220509104581	0
			171,217.30	Health Ins 6/2022	01-000-000-9002-2020	220509104581	0
			9,973.02	Dental Ins 6/2022	01-000-000-9002-2021	220509104581	0
			94.56	Corr to J. Kotajarvi	01-000-000-9002-2021	220509104581	0
			1,325.50	Vision Ins 6/2022	01-000-000-9002-2023	220509104581	0
			23,855.56	Health Ins 6/2022	03-000-000-9002-2020	220509104581	0
			1,264.76	Dental Ins 6/2022	03-000-000-9002-2021	220509104581	0
			149.02	Vision Ins 6/2022	03-000-000-9002-2023	220509104581	0
			104,526.60	Health Ins 6/2022	11-000-000-9002-2020	220509104581	0
			94.56	- Corr to J. Kotajarvi	11-000-000-9002-2021	220509104581	0
			4,567.52	Dental Ins 6/2022	11-000-000-9002-2021	220509104581	0
			746.94	Vision Ins 6/2022	11-000-000-9002-2023	220509104581	0
			6,537.34	Health Ins 6/2022	61-000-000-9002-2020	220509104581	0
			433.38	Dental Ins 6/2022	61-000-000-9002-2021	220509104581	0
			31.48	Vision Ins 6/2022	61-000-000-9002-2023	220509104581	0
Warrant #	12310	Total	328,994.16	Date 5/23/2022			
		Final Total...	328,994.16	16	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	186,976.12	County General Revenue
3	25,269.34	County Road and Bridge
11	109,746.50	Health & Human Service Fund
61	7,002.20	Waste Management Facilities
	328,994.16	TOTAL

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
1765	School District 195-Randolph	50,793.23	Collections 1/1-5/20/22	81-850-000-0000-2451		N
	Warrant # 36407	Total...				
		50,793.23				
854	School District 200-Hastings	3,091.88	Collections 1/1-5/20/22	81-850-000-0000-2452		N
	Warrant # 36408	Total...				
		3,091.88				
855	School District 2125-Triton	6,017.79	Collections 1/1-5/20/22	81-850-000-0000-2453		N
	Warrant # 36409	Total...				
		6,017.79				
4474	School District 2172-Kenyon-Wmngo	764,105.94	Collections 1/1-5/20/22	81-850-000-0000-2456		N
	Warrant # 36410	Total...				
		764,105.94				
856	School District 252-Cf	1,029,474.37	Collections 1/1-5/20/22	81-850-000-0000-2454		N
	Warrant # 36411	Total...				
		1,029,474.37				
858	School District 253-Goodhue	553,915.43	Collections 1/1-5/20/22	81-850-000-0000-2455		N
	Warrant # 36412	Total...				
		553,915.43				
860	School District 255-Pine Island	595,602.62	Collections 1/1-5/20/22	81-850-000-0000-2457		N
	Warrant # 36413	Total...				
		595,602.62				
52275	School District 256-RW	2,799,875.67	Collections 1/1-5/20/22	81-850-000-0000-2458		N
	Warrant # 36414	Total...				
		2,799,875.67				
863	School District 2805-Zta Mazeppa	1,088,216.57	Collections 1/1-5/20/22	81-850-000-0000-2460		N
	Warrant # 36415	Total...				
		1,088,216.57				
864	School District 656-Faribault	559.57	Collections 1/1-5/20/22	81-850-000-0000-2461		N
	Warrant # 36416	Total...				
		559.57				
865	School District 659-Northfield	37,647.34	Collections 1/1-5/20/22	81-850-000-0000-2462		N
	Warrant # 36417	Total...				
		37,647.34				
1779	School District 813-Lake City	360,429.36	Collections 1/1-5/20/22	81-850-000-0000-2464		N
	Warrant # 36418	Total...				
		360,429.36				
	Warrant Form WFXX-ACH	Total...	7,289,729.77	12 Transactions		
	Final Total...	7,289,729.77	12 Transactions			

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/25/2022
Pay Date 05/25/2022



<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
12	WFXX-ACH	36407	36418	05/25/2022	05/25/2022	0		12	7,289,729.77
	TOTAL						7,289,729.77		

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05/24/2022

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/25/2022
Pay Date 05/25/2022



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
81	7,289,729.77	Settlement Fund	7,289,729.77	-
	7,289,729.77	TOTAL	7,289,729.77	-
			TOTAL ACH	- TOTAL NON-ACH

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05/25/2022

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12311	6067	Mn Dept of Revenue - State General Tax	1,465,664.98	2022 Current Yr SGT	81-850-000-0000-2485		0
	Warrant #	12311	Total	1,465,664.98	Date 5/25/2022		
	Final Total...		1,465,664.98	1	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
81	1,465,664.98	Settlement Fund
	1,465,664.98	TOTAL

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12312	11506	Alerus Financial					
			1,081.00	FSA/HRA/HSA Fees 6/2022	01-061-000-0000-6283		0
			147.16	FSA/HRA/HSA Fees 6/2022	11-420-600-0010-6283		0
			56.60	FSA/HRA/HSA Fees 6/2022	11-420-640-0010-6283		0
			203.76	FSA/HRA/HSA Fees 6/2022	11-430-700-0010-6283		0
			56.60	FSA/HRA/HSA Fees 6/2022	11-479-478-0000-6283		0
			101.88	FSA/HRA/HSA Fees 6/2022	11-479-479-0000-6283		0
Warrant #	12312	Total	1,647.00	Date 5/26/2022			
	Final Total...		1,647.00	6	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	1,081.00	County General Revenue
11	566.00	Health & Human Service Fund
	1,647.00	TOTAL

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12313	11506	Alerus Financial					
			19,424.98	5/26/22 Payroll-Co HSA Contrib	01-000-000-2504-2005		0
			3,587.50	5/26/22 Payroll-Co HSA Contrib	03-000-000-2504-2005		0
			12,544.86	5/26/22 Payroll-Co HSA Contrib	11-000-000-2504-2005		0
			578.85	5/26/22 Payroll-Co HSA Contrib	61-000-000-2504-2005		0
Warrant #	12313	Total	36,136.19	Date 5/26/2022			
	Final Total...		36,136.19	4	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	19,424.98	County General Revenue
3	3,587.50	County Road and Bridge
11	12,544.86	Health & Human Service Fund
61	578.85	Waste Management Facilities
	36,136.19	TOTAL

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
15310	Allen/Keith Rodney	100.00		Per Diem: BOA Mtg 5/23/22	01-127-128-0000-6106		N
15310		37.79		BOA Mtg Mileage 5/23/22	01-127-128-0000-6331		N
	Warrant #	462238	Total...	137.79			
13364	Aspen Mills Incorporated	713.67		Intl Uniform:Mechelke 5/17/22	01-207-000-0000-6453	294153	N
13364		7.00		Intl Uniform: Jacobson 5/13/22	01-207-000-0000-6453	293962	N
	Warrant #	462239	Total...	720.67			
3030	Bank Of Zumbrota	843.00		64.100.0680 Overpmt	81-850-000-0000-2102		N
	Warrant #	462240	Total...	843.00			
12905	Bohl/Justin	1,644.00		32.017.0600 Overpmt	81-850-000-0000-2102		N
	Warrant #	462241	Total...	1,644.00			
3744	Carda/Amy	70.52		Reimb: 3-Ring Binder 5/5	01-091-000-0000-6405		N
	Warrant #	462242	Total...	70.52			
7744	Carlstrom/David	181.00		31.300.0350 Overpmt	81-850-000-0000-2102		N
	Warrant #	462243	Total...	181.00			
5302	CORELOGIC	1,678.00		72.388.0550 Overpmt	81-850-000-0000-2102		N
5302		1,516.00		72.800.0110 Overpmt	81-850-000-0000-2102		N
5302		295.00		72.801.0370 Overpmt	81-850-000-0000-2102		N
5302		238.00		68.260.0710 Overpmt	81-850-000-0000-2102		N
5302		840.00		47.004.0900 Overpmt	81-850-000-0000-2102		N
5302		1,437.00		55.225.0060 Overpmt	81-850-000-0000-2102		N
5302		1,443.00		37.006.3001 Overpmt	81-850-000-0000-2102		N
5302		970.00		42.007.0101 Overpmt	81-850-000-0000-2102		N
5302		1,775.00		54.250.0030 Overpmt	81-850-000-0000-2102		N
5302		12.00		55.232.0031 Overpmt	81-850-000-0000-2102		N
5302		153.00		55.620.0012 Overpmt	81-850-000-0000-2102		N
5302		257.00		68.295.0010 Overpmt	81-850-000-0000-2102		N
5302		449.00		72.387.0620 Overpmt	81-850-000-0000-2102		N
5302		1,457.00		32.006.0800 Overpmt	81-850-000-0000-2102		N
5302		975.00		30.031.0300 Overpmt	81-850-000-0000-2102		N
5302		480.00		32.015.0800 Overpmt	81-850-000-0000-2102		N
5302		535.00		32.130.1330 Overpmt	81-850-000-0000-2102		N
5302		2,065.00		37.024.0300 Overpmt	81-850-000-0000-2102		N
5302		2,307.00		37.029.0400 Overpmt	81-850-000-0000-2102		N
5302		2,424.00		43.210.0290 Overpmt	81-850-000-0000-2102		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
5302	CORELOGIC	1,474.00	41.150.0010 Overpmt		81-850-000-0000-2102			N
5302		4,413.00	54.210.0040 Overpmt		81-850-000-0000-2102			N
5302		1,370.00	55.010.0090 Overpmt		81-850-000-0000-2102			N
5302		857.00	55.020.1740 Overpmt		81-850-000-0000-2102			N
5302		904.00	55.055.0070 Overpmt		81-850-000-0000-2102			N
5302		2,149.00	28.031.0800 Overpmt		81-850-000-0000-2102			N
5302		757.00	55.370.0150 Overpmt		81-850-000-0000-2102			N
5302		1,377.00	55.625.0730 Overpmt		81-850-000-0000-2102			N
5302		1,610.00	55.906.0010 Overpmt		81-850-000-0000-2102			N
5302		1,263.00	66.600.0030 Overpmt		81-850-000-0000-2102			N
5302		2,019.00	68.443.0040 Overpmt		81-850-000-0000-2102			N
5302		3,748.00	41.023.0101 Overpmt		81-850-000-0000-2102			N
	Warrant #	462244	Total...	43,247.00				
15390	Coulee Bank	1,421.00	40.028.0200 Overpmt		81-850-000-0000-2102			N
	Warrant #	462245	Total...	1,421.00				
12768	Dell Marketing L.P.	2,565.25	Laptop-Building G012214 4/23		34-127-000-0000-6480	10579028221		N
	Warrant #	462246	Total...	2,565.25				
6313	Duffing/Shawn	200.00	32.031.0701 etc Overpmt		81-850-000-0000-2102			N
	Warrant #	462247	Total...	200.00				
4644	Express Services, Inc.	864.00	Bldg Concierge Temp 5/22		01-001-000-0000-6850	27219536		N
	Warrant #	462248	Total...	864.00				
15385	Fluegel/Greg	10.00	44.005.1000 etc Overpmt		81-850-000-0000-2102			N
	Warrant #	462249	Total...	10.00				
9614	Fulton/Cal	1,523.00	31.033.0500 Overpmt		81-850-000-0000-2102			N
	Warrant #	462250	Total...	1,523.00				
1335	Goodhue County Historical Society	65,000.00	2022 1st 1/2 Allocation		01-002-000-0000-6821			N
	Warrant #	462251	Total...	65,000.00				
21090	Goodhue County Recorder	46.00	A685539		01-127-128-0000-6850	202200000378		N
	Warrant #	462252	Total...	46.00				
15384	Gordon/Luke	2,638.00	68.450.0710 Overpmt		81-850-000-0000-2102			N
	Warrant #	462253	Total...	2,638.00				
9735	Great River Energy	312.00	Various Parcels Overpmt		81-850-000-0000-2102			N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>462254</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			312.00				
3831	H & R Construction Co		2,380.30	Guardrail Rpr #5	03-310-000-0000-6508	20081	N
3831			5,568.05	Guardrail Supplies	03-310-000-0000-6508	20081	N
	Warrant #	462255	Total...				
			7,948.35				
15388	Hanny Properties		1,310.00	55.005.3810 Overpmt	81-850-000-0000-2102		N
	Warrant #	462256	Total...				
			1,310.00				
15391	Hattermer Farms		1,237.00	31.010.0201 Overpmt	81-850-000-0000-2102		N
	Warrant #	462257	Total...				
			1,237.00				
24500	Hennepin County Sheriff's Office		80.00	Subpoena Svc: AStegmeier 5/17	01-011-000-0000-6277	86980	N
24500			80.00	Subp Svc:Howell/Graham 5/20	01-011-000-0000-6277	86988	N
	Warrant #	462258	Total...				
			160.00				
9152	Hiawatha Valley ABE		667.50	\$\$ Mgmt Class 1/7-3/28/22	01-207-240-0000-6358	52322	N
	Warrant #	462259	Total...				
			667.50				
2102	Hope Coalition		5,000.00	2022 Allocation	01-002-000-0000-6835		N
	Warrant #	462260	Total...				
			5,000.00				
15386	Ingelman/Gerald		20.00	42.026.0200 etc Overpmt	81-850-000-0000-2102		N
	Warrant #	462261	Total...				
			20.00				
15111	Innovational Water Solutions, Inc.		8,414.00	Cooling Twr Equip/Trmt 5/4	01-111-110-0000-6301	12294	N
15111			2,253.00	Hydronic Loop Filter Sys 5/4	01-111-110-0000-6305	12290	N
15111			2,253.00	Hydronic Loop Filter Sys 5/4	01-111-110-0000-6305	12290	N
15111			2,253.00	Hydronic Loop Filter Sys 5/4	01-111-110-0000-6305	12290	N
15111			1,962.34	Cooling Twr Equip/Trmt 5/4	01-111-112-0000-6301	12294	N
15111			1,962.33	Cooling Twr Equip/Trmt 5/4	01-111-113-0000-6301	12294	N
15111			8,414.00	Cooling Twr Equip/Trmt 5/4	01-111-115-0000-6301	12294	N
15111			1,962.33	Cooling Twr Equip/Trmt 5/4	01-111-116-0000-6301	12294	N
	Warrant #	462262	Total...				
			29,474.00				
8489	Jaeger/John		731.00	32.015.2800 Overpmt	81-850-000-0000-2102		N
	Warrant #	462263	Total...				
			731.00				
15387	KBD Properties LLC		2,260.00	55.005.2060 Overpmt	81-850-000-0000-2102		N
	Warrant #	462264	Total...				
			2,260.00				
1457	Kenyon Leader		68.95	1 Yr Subscription 5/20/22	01-201-000-0000-6244	KEN-52506	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>462265</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			68.95				
1461	Kenyon Municipal Utilities		265.60	Elec-Kny	03-350-000-0000-6251	12-1783	N
1461			54.50	Wtr-Swr-Kny	03-350-000-0000-6253	12-1783	N
	Warrant #	462266	Total...				
			320.10				
13489	Kiesler Police Supply		4,577.05	(5) FN15 Rifles 5/6/22	34-201-000-0000-6480	IN190299	N
	Warrant #	462267	Total...				
			4,577.05				
15364	Kirchner/Rickie		2.00	34.016.0200 Overpmt	81-850-000-0000-2102		N
	Warrant #	462268	Total...				
			2.00				
12835	Knight Barry Title United LLC		175.00	Hwy Cert-Bensen Bros #68	03-320-000-0000-6283	2150220	N
12835			175.00	Hwy Cert-Wan Twp 599-134	03-320-000-0000-6283	2150949	N
12835			175.00	Hwy Cert-Wan Twp 599-134	03-320-000-0000-6283	2150954	N
	Warrant #	462269	Total...				
			525.00				
13157	Knott/Daniel		100.00	Per Diem: BOA Mtg 5/23/22	01-127-128-0000-6106		N
13157			2.81	BOA Mtg Mileage 5/23/22	01-127-128-0000-6331		N
	Warrant #	462270	Total...				
			102.81				
8130	Lereta		56.00	37.008.2800 Overpmt	81-850-000-0000-2102		N
8130			966.00	55.060.0080 Overpmt	81-850-000-0000-2102		N
8130			1,031.00	55.180.0110 Overpmt	81-850-000-0000-2102		N
8130			896.00	55.545.0090 Overpmt	81-850-000-0000-2102		N
8130			1,672.00	72.500.0183 Overpmt	81-850-000-0000-2102		N
8130			402.00	32.130.1660 Overpmt	81-850-000-0000-2102		N
	Warrant #	462271	Total...				
			5,023.00				
8742	Mandelkow/Mark		100.00	Per Diem: BOA Mtg 5/23/22	01-127-128-0000-6284		N
	Warrant #	462272	Total...				
			100.00				
11199	Matrix-NDI		9,976.00	Matrix-Encore/Ingate 5/5/22	01-063-000-0000-6207	M005167	N
11199			1,794.00	Matrix-Metropolis 5/3/22	01-063-000-0000-6207	M005168	N
11199			17,472.00	Matrix-NEC 3C 5/3/22	01-063-000-0000-6207	M005181	N
	Warrant #	462273	Total...				
			29,242.00				
6153	Merchants Bank-Winona		1,412.00	32.147.0010 Overpmt	81-850-000-0000-2102		N
6153			44.00	52.140.0030 Overpmt	81-850-000-0000-2102		N
6153			1,290.00	55.045.0090 Overpmt	81-850-000-0000-2102		N
6153			2,435.00	55.270.0220 Overpmt	81-850-000-0000-2102		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
							<u>From Date</u>	<u>To Date</u>	
6153	Merchants Bank-Winona	790.00	55.860.0380 Overpmt			81-850-000-0000-2102			N
6153		1,104.00	68.320.0060 Overpmt			81-850-000-0000-2102			N
	Warrant # 462274	Total...	7,075.00						
8522	Minnesota Energy Resources Corporation	21.70	Gas: PI Twr 4/18-5/15/22			01-211-000-0000-6252	05045427210000		N
	Warrant # 462275	Total...	21.70						
14800	Naatz/Thomas	30.00	Cell Phone 5/2022			01-063-000-0000-6202			N
14800		40.00	Internet 5/2022			01-063-000-0000-6209			N
	Warrant # 462276	Total...	70.00						
14799	Nelson/Ross or Jane	3,774.00	42.128.0040 Overpmt			81-850-000-0000-2102			N
	Warrant # 462277	Total...	3,774.00						
15392	Old Deerfield Properties, LLC	1,443.00	55.180.0590 Overpmt			81-850-000-0000-2102			N
15392		593.00	55.575.0180 Overpmt			81-850-000-0000-2102			N
	Warrant # 462278	Total...	2,036.00						
44321	Olmsted County Public Health	383.10	Water Tests Q122			01-127-129-0000-6285	461		N
	Warrant # 462279	Total...	383.10						
14728	Pine Creek Services	2,088.00	Exterior Window Wash GOV 5/6			01-111-110-0000-6305	22776		N
14728		1,113.50	Exterior Window wash LEC 5/5			01-111-112-0000-6305	22776		N
14728		1,113.50	Exterior Window Wash ADC 5/5			01-111-113-0000-6305	22776		N
14728		1,055.00	Exterior Window Wash HHS 5/6			01-111-115-0000-6305	22776		N
14728		1,759.00	Exterior Window Wash JUS 5/5			01-111-116-0000-6305	22776		N
	Warrant # 462280	Total...	7,129.00						
14988	Progressive Rail Incorporated	11,102.00	MAT'LSUPP RRXING RPRS #17			03-310-000-0000-6321	41497		N
14988		22,656.00	MAT'L/SUPP RRXING RPRS #22			03-310-000-0000-6321	41498		N
14988		1,635.00	MAT'L/SUPP RRXING RPRS #17			03-310-000-0000-6321	41499		N
14988		2,935.00	MAT'L/SUPP RRXING RPRS #22			03-310-000-0000-6321	41500		N
	Warrant # 462281	Total...	38,328.00						
6199	Pump And Meter Service Inc	427.00	Line Leak Test RW			03-350-000-0000-6304	521553		N
	Warrant # 462282	Total...	427.00						
14334	Red Cedar Consulting, LLC	5,557.50	Consultant Fees 3-5/2022			01-061-000-0000-6278	000092		N
	Warrant # 462283	Total...	5,557.50						
11186	Red Wing Ignite	15,000.00	2022 Allocation			25-700-000-0000-6850			N

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/27/2022
Pay Date 05/27/2022



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>462284</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			15,000.00				
7648	Rent N Save Portable Services		380.00	Prk Toilets 4/4 - 4/30	03-521-000-0000-6343	68403	N
	Warrant #	462285	Total...				
			380.00				
8435	Ries Farms And Excavating		204.22	Rip Rap Br Rpr #3	03-310-000-0000-6507	25106	N
	Warrant #	462286	Total...				
			204.22				
15389	Ryan/mark		100.00	55.045.0020 Overpmt	81-850-000-0000-2102		N
	Warrant #	462287	Total...				
			100.00				
15249	Schmidt/Dan		30.00	Cell Phone 5/2022	01-063-000-0000-6202		N
15249			40.00	Internet 5/2022	01-063-000-0000-6209		N
	Warrant #	462288	Total...				
			70.00				
6333	Schumacher/Andrew		22.00	31.029.0200 Overpmt	81-850-000-0000-2102		N
	Warrant #	462289	Total...				
			22.00				
1800	Selco		266,516.00	2022 1st 1/2 Allocation	01-002-000-0000-6820		N
	Warrant #	462290	Total...				
			266,516.00				
12333	Semcac Senior Nutrition Program		3,000.00	2022 Allocation	01-002-000-0000-6830		N
	Warrant #	462291	Total...				
			3,000.00				
1802	SMTA		2,317.00	2022 Allocation	25-700-000-0000-6850		N
	Warrant #	462292	Total...				
			2,317.00				
15382	Social Indoor		1,200.00	Advertising 5-10/22	01-121-120-0000-6241	1552	N
	Warrant #	462293	Total...				
			1,200.00				
15394	Stanton Township		126.00	Permit for Installation CD3	01-127-125-0000-6420	05202022	N
	Warrant #	462294	Total...				
			126.00				
13413	Stehr/Gwendolyn		18.00	47.004.0400 Overpmt	81-850-000-0000-2102		N
	Warrant #	462295	Total...				
			18.00				
5962	Stenerson/Howard		100.00	Per Diem: Ord Subcomm 5/24	01-127-128-0000-6106		N
5962			5.27	Ors Subcomm Mileage 5/24	01-127-128-0000-6331		N
	Warrant #	462296	Total...				
			105.27				
1831	Streichers, Inc.		36.98	B Vest Patches-Markegard 4/20	01-201-000-0000-6453	11563892	N
	Warrant #	462297	Total...				
			36.98				

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/27/2022
Pay Date 05/27/2022



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>	
1876	Van Paper Company	176.53	Entryway Rug		03-330-000-0000-6420	611179-00		N
1876		102.63	Wypall Wipers		03-340-000-0000-6420	610053-00		N
1876		69.74	Wypall Wipers		03-340-000-0000-6420	610053-01		N
1876		102.63	Cr Wypall Wipers		03-340-000-0000-6420	611157CI		N
1876		218.54	Liners, Towels		03-350-000-0000-6420	610788-00		N
1876		46.55	Bowl Cleaner		03-350-000-0000-6420	610788-01		N
	Warrant # 462298	Total...	511.36					
15034	Vo Properties Limited Liability Company	36.00	52.702.0021 Overpmt		81-850-000-0000-2102			N
	Warrant # 462299	Total...	36.00					
2342	Waste Management Inc	94.57	Garb May Zta		03-350-000-0000-6253	21-57816-52379		N
2342		78.63	Garb May-Jun CF		03-350-000-0000-6253	24-82297-23006		N
2342		738.09	Dumpstr May-Jun		03-521-000-0000-6343	24-82297-23006		N
	Warrant # 462300	Total...	911.29					
1674	Wells Fargo Banks	1,891.76	Client Analysis 4/2022		01-001-000-0000-6375			N
	Warrant # 462301	Total...	1,891.76					
15383	Wille/Davis	94.50	TranscProc: St v MLewis 5/2		01-091-000-0000-6234			N
	Warrant # 462302	Total...	94.50					
2616	Wright County Sheriff's Office	75.00	Subpoena Svc: DGustafson 5/13		01-011-000-0000-6277	202202460		N
	Warrant # 462303	Total...	75.00					
73383	Xcel Energy	30.85	St Lts - 5		03-310-000-0000-6251	51-64100936		N
73383		106.08	St Lts - S Bench		03-310-000-0000-6251	51-94709683		N
	Warrant # 462304	Total...	136.93					
	Warrant Form WFXX	Total...	567,745.60	144 Transactions				

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
6193	Advanced Correctional Healthcare	13.51	Inmate RX: Olmsted 4/22	01-207-000-0000-6272	117811	N
6193		6.16	Inmate RX: Winona 4/22	01-207-000-0000-6272	117812	N
6193		30,591.06	Medical Contract 6/2022	01-207-000-0000-6272	117318	N
6193		230.13	Mayo Fund Baum 4/19/21	01-207-000-0000-6272	117730	N
6193		10,908.65	Pool/Cap Recon Feb/Mar 22	01-207-000-0000-6272	117319	N
	Warrant # 36524	Total...	41,289.25			
3443	Anderson/Brad	19.89	Welch Mtg Mileage 4/26	01-005-000-0000-6331		N
3443		24.57	Park Brd Mileage 4/29	01-005-000-0000-6331		N
3443		93.60	HVMHC Mtg Mileage 5/2	01-005-000-0000-6331		N
3443		25.16	Equity Comm Mileage 5/4	01-005-000-0000-6331		N
3443		21.06	SEMCHRA Mileage 5/6	01-005-000-0000-6331		N
3443		25.16	Personel Policy RW Mileage 5/9	01-005-000-0000-6331		N
3443		25.16	Equity RW Mileage 5/16	01-005-000-0000-6331		N
3443		25.16	HHS RW Mileage 5/17	01-005-000-0000-6331		N
	Warrant # 36525	Total...	259.76			
2679	Ayres Associates Inc	38,150.00	Project# 72-0471.00 5/2022	01-127-126-0000-6278	199617	N
	Warrant # 36526	Total...	38,150.00			
6781	Benck/Andrea	35.00	Cell Phone 5/2022	01-031-000-0000-6202		N
	Warrant # 36527	Total...	35.00			
1141	Cannon Valley Fair, Inc.	10,000.00	2022 Allocation	01-002-000-0000-6827		N
	Warrant # 36528	Total...	10,000.00			
1142	Cannon Valley Trail	70,593.50	2022 1st 1/2 Allocation	01-002-000-0000-6823		N
	Warrant # 36529	Total...	70,593.50			
13708	Carlson/Hannah	30.00	Cell Phone 5/2022	01-063-000-0000-6202		N
13708		15.00	Internet 5/2022	01-063-000-0000-6209		N
	Warrant # 36530	Total...	45.00			
9757	Daikin Applied	5,420.00	22-23 Svr Rm A/C Svc Contract	01-111-110-0000-6301	3347048	N
9757		1,301.34	22-23 Chiller Contract	01-111-112-0000-6301	3347111	N
9757		1,301.33	22-23 Chiller Contract	01-111-113-0000-6301	3347111	N
9757		1,301.33	22-23 Chiller Contract	01-111-116-0000-6301	3347111	N
9757		16,105.00	Chiller Cap Banks/Reliefs 4/28	34-111-000-0000-6669	3346036	N
	Warrant # 36531	Total...	25,429.00			
2370	Ekblad/Jeff	35.00	Cell Phone 5/2022	01-103-000-0000-6202		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	36532	Total...	35.00			
13223	Ferguson/Janet		30.00	Cell Phone 5/2022	01-255-000-0000-6202		N
	Warrant #	36533	Total...	30.00			
9305	Fox/Darwin		100.00	Per Diem: Ord Subcomm 5/24	01-127-128-0000-6106		N
9305			100.00	Per Diem: BOA Mtg 5/23/22	01-127-128-0000-6106		N
9305			15.21	BOA Mtg Mileage 5/23/22	01-127-128-0000-6331		N
9305			15.21	Ord Subcomm Mileage 5/24	01-127-128-0000-6331		N
	Warrant #	36534	Total...	230.42			
9920	Frazier/Gwen		52.00	Overnight Meal (2) 5/15	01-207-000-0000-6332		N
9920			10.00	Petroleum Jelly/Lotion 5/16	01-207-240-0000-6434		N
	Warrant #	36535	Total...	62.00			
11189	Gale/Thomas		100.00	Per Diem: Ord Subcomm 5/24	01-127-128-0000-6106		N
11189			19.89	Ord Subcomm Mileage 5/24	01-127-128-0000-6331		N
	Warrant #	36536	Total...	119.89			
11027	GFI Cleaning Services		1,100.00	Janitorial Svc May	03-330-000-0000-6305	2135	N
	Warrant #	36537	Total...	1,100.00			
6819	Goodhue County Fair		16,250.00	2022 1st 1/2 Allocation	01-002-000-0000-6826		N
	Warrant #	36538	Total...	16,250.00			
11612	Goodhue County SWCD		207,500.00	2022 1st 1/2 Allocation	01-002-000-0000-6825		N
	Warrant #	36539	Total...	207,500.00			
22150	Grimsrud Publishing		35.00	2022 Newspaper Subscription	01-127-128-0000-6244	7832	N
	Warrant #	36540	Total...	35.00			
2283	Holst/Kristine		35.00	Cell Phone 5/2022	01-201-000-0000-6202		N
	Warrant #	36541	Total...	35.00			
1427	Jaeger/Mark Alan		30.00	Cell Phone 5/2022	01-255-000-0000-6202		N
	Warrant #	36542	Total...	30.00			
12612	Kelly/Dan		30.00	Cell Phone 5/2022	01-255-000-0000-6202		N
	Warrant #	36543	Total...	30.00			
15126	Koberoski/Alexandra		24.34	Cell Phone 5/2022	01-127-128-0000-6202		N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>36544</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	36544	Total...	24.34			
12152	Lance/Stacy L		35.00	Cell Phone 5/2022	01-031-000-0000-6202		N
	Warrant #	36545	Total...	35.00			
5902	Leica Geosystems, Inc.		2,365.00	Nova/Viva/CS20 6/22/22-6/21/23	01-103-000-0000-6268	902862184	N
	Warrant #	36546	Total...	2,365.00			
1721	Matthews/Tris		30.00	Cell Phone 5/2022	01-201-000-0000-6202		N
	Warrant #	36547	Total...	30.00			
13333	Miller/Richard		100.00	Per Diem: Ord Subcomm 5/24	01-127-128-0000-6106		N
13333			32.76	Sub Comm Mileage 5/24	01-127-128-0000-6331		N
	Warrant #	36548	Total...	132.76			
892	MNCCC		125.00	Tax Court UG Q222	01-055-000-0000-6268	2205012	N
	Warrant #	36549	Total...	125.00			
8856	Ostlund/Emily		30.00	Cell Phone 5/2022	01-255-000-0000-6202		N
	Warrant #	36550	Total...	30.00			
5019	P Hanson Marketing		220.00	Drink/Drive Ad 12/20TMag12/20	01-201-000-0000-6883	304594	N
	Warrant #	36551	Total...	220.00			
12189	Pierret/Samantha		30.00	Cell Phone 5/2022	01-127-128-0000-6202		N
	Warrant #	36552	Total...	30.00			
5195	Rechtzigel/Randall William		100.00	Per Diem: BOA Mtg 5/23/22	01-127-128-0000-6106		N
5195			26.09	BOA Mtg Mileage 5/23/22	01-127-128-0000-6331		N
	Warrant #	36553	Total...	126.09			
2229	Ripley Dental Care		493.00	Dental: Stodola 5/12/22	01-207-000-0000-6272	14845	N
	Warrant #	36554	Total...	493.00			
9052	River Bluff Humane Society		21,000.00	2022 Allocation	01-002-000-0000-6829		N
	Warrant #	36555	Total...	21,000.00			
50750	Rs Eden		77.00	Testing 4/30	01-255-000-0000-6285	65482	N
	Warrant #	36556	Total...	77.00			
14840	Skeen/Jodi		494.13	Spring 2022 tuition	01-805-000-0000-6196		N
	Warrant #	36557	Total...	494.13			

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
11804	Smith/John	30.00	Cell Phone 5/2022	01-063-000-0000-6202		N
Warrant #	36558	Total...	30.00			
8141	Southern Mn Initiative Foundation	2,500.00	2022 Allocation	25-700-000-0000-6850		N
Warrant #	36559	Total...	2,500.00			
11982	Summit Food Service LLC	448.00	Inmate Laundry 4/23-4/29/22	01-207-000-0000-6366	INV2000141575	N
11982		169.92	Condiments 4/29/22	01-207-000-0000-6463	INV2000141573	N
11982		3,732.34	Inmate Meals 4/23-4/29/22	01-207-000-0000-6463	INV2000141574	N
Warrant #	36560	Total...	4,350.26			
14256	Tebbe/Dennis J	100.00	Per Diem: BOA Mtg 5/23/22	01-127-128-0000-6106		N
14256		2.34	BOA Mtg Mileage 5/23/22	01-127-128-0000-6331		N
Warrant #	36561	Total...	102.34			
8735	Vieths-Augustine/Lavon	35.00	Cell Phone 5/2022	01-055-000-0000-6202		N
Warrant #	36562	Total...	35.00			
13881	Walker/Michelle	30.00	Cell Phone 5/2022	01-255-000-0000-6202		N
Warrant #	36563	Total...	30.00			
8000	Wylde/Eddy	30.00	Cell Phone 5/2022	01-063-000-0000-6202		N
8000		40.00	Internet 5/2022	01-063-000-0000-6209		N
Warrant #	36564	Total...	70.00			
Warrant Form	WFXX-ACH	Total...	443,558.74	68 Transactions		
	Final Total...	1,011,304.34	212 Transactions			

mokeefe
05/27/2022

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/27/2022
Pay Date 05/27/2022



<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u>		<u>CTX</u>	
						<u>COUNT</u>	<u>AMOUNT</u>	<u>COUNT</u>	<u>AMOUNT</u>
67	567,745.60	WFXX	462238	462304	05/27/2022				
41	443,558.74	WFXX-ACH	36524	36564	05/27/2022	24	2,081.73	17	441,477.01
	1,011,304.34	TOTAL							

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05/27/2022

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 05/27/2022
Pay Date 05/27/2022



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>	
1	841,784.79	County General Revenue	423,853.74	417,931.05	
3	50,792.25	County Road and Bridge	1,100.00	49,692.25	
25	19,817.00	Economic Development Authori	2,500.00	17,317.00	
34	23,247.30	Capital Plan	16,105.00	7,142.30	
81	75,663.00	Settlement Fund	-	75,663.00	
	1,011,304.34	TOTAL	443,558.74	TOTAL ACH	567,745.60 TOTAL NON-ACH

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
1765	School District 195-Randolph	50,792.45	Collections 1/1-5/20/22	81-850-000-0000-2451		N
	Warrant # 36565	Total...				
		50,792.45				
854	School District 200-Hastings	3,091.36	Collections 1/1-5/20/22	81-850-000-0000-2452		N
	Warrant # 36566	Total...				
		3,091.36				
855	School District 2125-Triton	6,017.11	Collections 1/1-5/20/22	81-850-000-0000-2453		N
	Warrant # 36567	Total...				
		6,017.11				
4474	School District 2172-Kenyon-Wmngo	764,103.31	Collections 1/1-5/20/22	81-850-000-0000-2456		N
	Warrant # 36568	Total...				
		764,103.31				
856	School District 252-Cf	1,029,472.33	Collections 1/1-5/20/22	81-850-000-0000-2454		N
	Warrant # 36569	Total...				
		1,029,472.33				
858	School District 253-Goodhue	553,913.88	Collections 1/1-5/20/22	81-850-000-0000-2455		N
	Warrant # 36570	Total...				
		553,913.88				
860	School District 255-Pine Island	595,601.31	Collections 1/1-5/20/22	81-850-000-0000-2457		N
	Warrant # 36571	Total...				
		595,601.31				
52275	School District 256-RW	2,799,873.51	Collections 1/1-5/20/22	81-850-000-0000-2458		N
	Warrant # 36572	Total...				
		2,799,873.51				
863	School District 2805-Zta Mazeppa	1,088,214.99	Collections 1/1-5/20/22	81-850-000-0000-2460		N
	Warrant # 36573	Total...				
		1,088,214.99				
864	School District 656-Faribault	559.24	Collections 1/1-5/20/22	81-850-000-0000-2461		N
	Warrant # 36574	Total...				
		559.24				
865	School District 659-Northfield	37,646.48	Collections 1/1-5/20/22	81-850-000-0000-2462		N
	Warrant # 36575	Total...				
		37,646.48				
1779	School District 813-Lake City	360,428.14	Collections 1/1-5/20/22	81-850-000-0000-2464		N
	Warrant # 36576	Total...				
		360,428.14				
	Warrant Form WFXX-ACH	Total...	7,289,714.11	12 Transactions		
	Final Total...	7,289,714.11	12 Transactions			

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06/01/2022

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 06/02/2022
Pay Date 06/02/2022



<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
12	WFXX-ACH	36565	36576	06/02/2022	06/02/2022	0		12	7,289,714.11
	TOTAL						7,289,714.11		

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06/01/2022

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 06/02/2022
Pay Date 06/02/2022



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
81	7,289,714.11	Settlement Fund	7,289,714.11	-
	7,289,714.11	TOTAL	7,289,714.11	-
			TOTAL ACH	- TOTAL NON-ACH

PONCELET
06/01/2022

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Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
12314	6067	Mn Dept of Revenue - State General Tax	1,465,664.33	2022 Current Yr SGT	81-850-000-0000-2485		0
	Warrant #	12314	Total	1,465,664.33	Date 6/2/2022		
	Final Total...		1,465,664.33	1	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
81	1,465,664.33	Settlement Fund
	1,465,664.33	TOTAL