



Date: August 9, 2025

To: Goodhue County Board of Commissioners

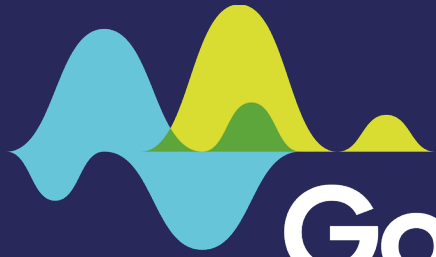
From: Stacy Lance, Executive Admin. Asst. – Special Projects Lead, Alyssa Luhman – HR  
Summer Worker, Bobbie Rae Benson – Administration Intern

Re: Annual Motor Pool Report

The Goodhue County motor pool program is a vehicle reservation system accessible to employees allowing them to reserve and drive county-owned and operated vehicles for occupational purposes. This program was first implemented in August of 2016.

The motor pool provides a reliable, cost-effective, and well-maintained system for employees to provide services to the residents of Goodhue County. The last motor pool presentation was given in 2018, prior to the pandemic.

The attached presentation gives an overview of how the motor pool system operates and an overview of 2024's financial and systematic data. In addition, the county department fleets beyond the motor pool, including Land Use Management, the Sheriff's Office, and Public Works, are outlined alongside their respective financial data.



**Goodhue  
County**  
MINNESOTA

# **Goodhue County Motor Pool**

Committee of the Whole

August 19, 2025

# Brief History

In 2015-2016..

Total mileage reimbursements: **\$155,363**


Mileage Reimbursed: 272,566 miles

\*Federal Mileage Reimbursement Rate- \$0.575

- Program created in 2016
- Aimed to target:
  - High mileage payouts
  - Reliability, Safety, and Trust
  - Inaccessibility across departments
  - Creating a digital organized footprint
  - Increasing morale and professionalism

# System Overview

[County Car Reservations](#) [Home](#) [Help](#) [Contact](#) [Admin](#) [Users and Roles](#) User: bobbierae.benson@goodhuecountymn.gov [Log off](#)



## County Car Reservations

[Reserve a Car](#) [Return a Car](#) [View Reservations](#)

**Checkout Date & Time**






**Return Date & Time**

## Pool Car Reservation Confirmation



carshare.donotreply@co.goodhue.mn.us

To: Benson, Bobbie Rae

  Reply  Reply all  Forward    ...

Wed 7/23/2025 12:04 PM

You have successfully reserved car Maroon 2018 Ford Taurus (1921) located at HHS Lower Parking Lot starting on 8/14/2025 9:30:00 AM.

**You are expected to return this car by 8/14/2025 3:00:00 PM.**

**When you return the car, you must enter the odometer reading on the Return Your Car screen. Your ending odometer reading becomes the beginning odometer reading for the next reservation.**

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# Vehicle Department & Mileage Shuffle

## Monitoring Mileage:

- Age, mileage, and usage considered
- Vehicles may be advised to swap accordingly

### Department Partnerships:

Sheriff's Office

Land Use Management

Public Works

Facilities Maintenance

Motor pool

# Vehicle/Motor Pool Breakdown

Our fleet consists of **24 Vehicles**

Gov. Center 7 Vehicles	HHS 10 Vehicles	Justice Center 2 Vehicles	Misc./Other 5 Vehicles
<ul style="list-style-type: none"><li>- Ford Taurus (2016)</li><li>- Chevy Impala (2018)</li><li>- AWD Equinox (2018)</li><li>- AWD Equinox (2019)</li><li>- F150 Ford Truck (2019)</li><li>- AWD Equinox (2020)</li><li>- AWD Traverse (2020)</li></ul>	<ul style="list-style-type: none"><li>- Impala (2018)</li><li>- Fusion (2018)</li><li>- Equinox (2020)</li><li>- Ford Taurus (2018)</li><li>- Chevy Equinox (2020)</li><li>- Dodge Caravan (2020)</li><li>- Dodge Caravan (2020)</li><li>- Dodge Caravan (2020)</li><li>- Chevy Equinox (2024)</li><li>- Hybrid-Toyota RAV4 (2024)</li></ul>	<ul style="list-style-type: none"><li>- Equinox (2019)</li><li>- Hybrid-Toyota RAV4 (2024)</li></ul> <p>Yellow indicates already replaced in CP &amp; shuffled</p>	<ul style="list-style-type: none"><li>- Ford Fusion (2018), PW</li><li>- Dodge Durango (2018),PW</li><li>- AWD Equinox (2019), LUM</li><li>- AWD Equinox (2018), FM</li><li>- AWD Traverse (2020), LEC/ADC</li><li>- Van (2020), Vet Services</li></ul>

# Annual Miles Driven

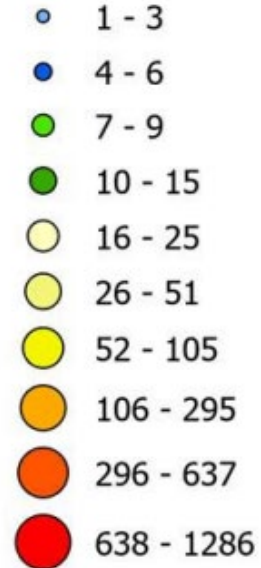
Car #	Year	Vehicle	2024 Annual Miles	Overall Odometer 12/31/24
1625	2016	Ford Taurus	5,571	73,916
1711	2018	Chevy Impala	9,407	94,881
1812	2018	AWD Equinox	5,288	68,711
1911	2019	AWD Equinox	2,600	*Not in motor pool 12/31 (PW)
1912	2019	F150 Ford Truck	1,607	27,235
2012	2020	AWD Equinox	8,536	63,405
2017	2020	AWD Traverse	11,934	73,799
1712	2018	Chevy Impala	7,592	72,303
1815	2018	Ford Fusion	13,621	76,561
1921	2018	Ford Taurus	12,593	55,313
1915	2020	Equinox	17,233	52,598
2013	2020	Dodge Van	9,355	31,687
2015	2020	Dodge Caravan	13,454	26,243
2016	2020	Dodge Caravan	19,639	37,748
2411	2024	Equinox	4,034	*Not in motor pool 12/31 (LUM)
2413	2024	Toyota RAV4	Na	*Not in motor pool 12/31
1914	2019	Equinox	9,716	65,547
2412	2024	Toyota RAV4	Na	* Not in motor pool 12/31



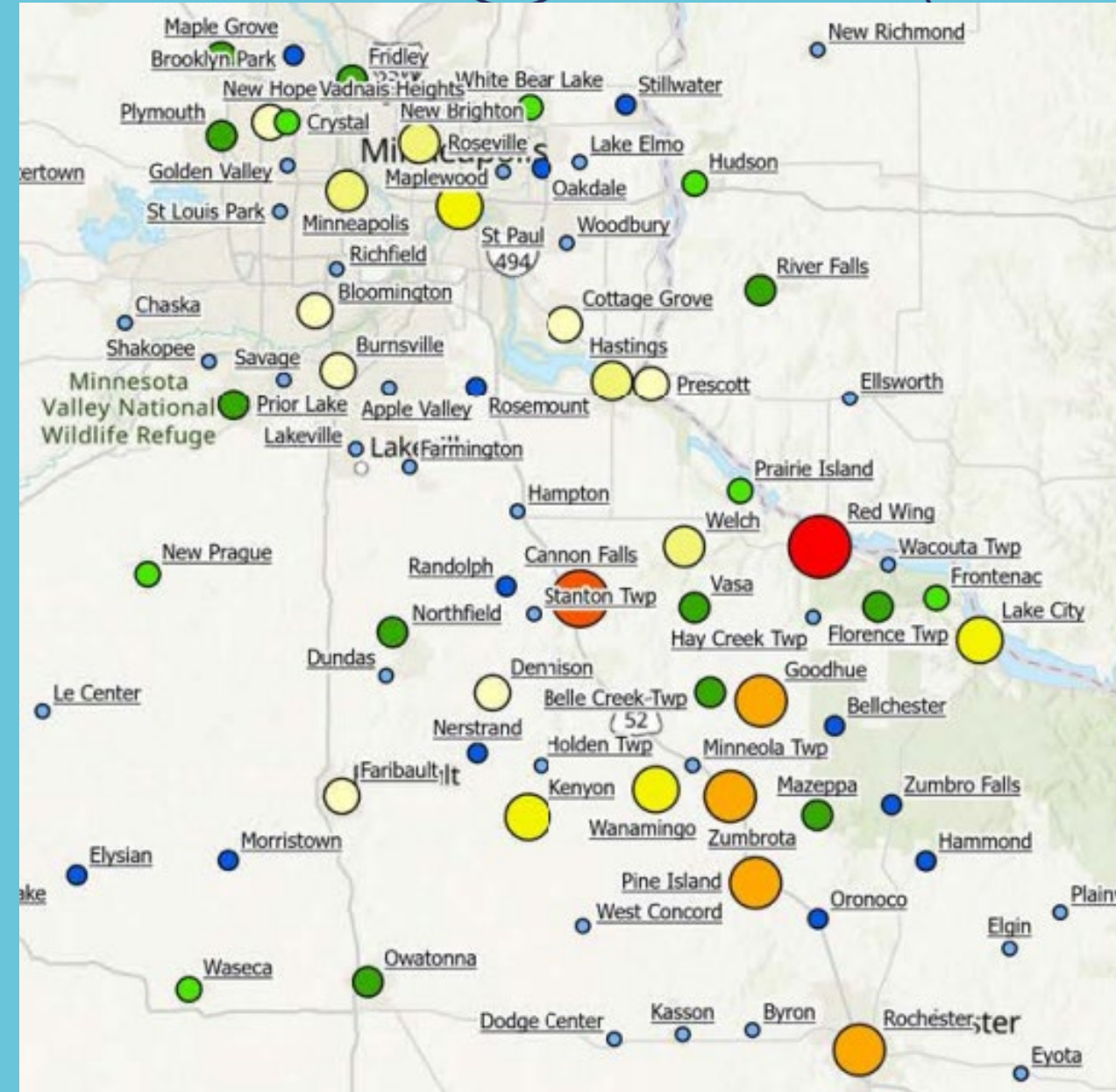
# Where do employees go?

- Job Obligations
- Community Outreach
- Conferences & Training
- Meetings

## Number of Trips



- **Top Travel Destinations:**
- Red Wing, Cannon Falls, Zumbrota, Pine Island, Goodhue, Rochester
- **Longest Trip:** Mayville, North Dakota





# Mileage

A total of **233,814** miles were driven in 2024

- Department budget charge \$0.30/mile
- \$ 70,144.20 invested back in the motor pool
  - Maintenance, fuel, replacement costs

## Top Motor pool Users in 2024:

- **HHS – 168,626**
- **VETS/ Extension – 16,616**
- **Assessors – 14,482**
- **Court Services – 14,295**

# Fuel & Maintenance

## Fuel System

- Each set of keys have a Kwik Trip card
  - 9.5 Cents cheaper than standard rate
  - Saves .183 federal excise tax
  - Annual Savings- **\$2,643.35**

Total 2024 Fuel Cost- **\$ 24,656.20**

## Maintenance

- Serviced at local mechanic shops in Goodhue County
- Admin coordinate process, system provides updates and reminders

Standard Maintenance: Oil changes, brakes, tire rotation, spark plugs, tires (on older vehicles)

- No major damage in 2024, standard insurance claims

Total 2024 Maintenance Cost- **\$ 10,190.11**

# Replacement Schedule

<b>Motor Vehicles &amp; Trailers</b>		
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	
<b>Inland Marine – Contractors Equipment</b>		
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.
Skid loader	15	2,000 hrs.

# Replacement Schedule

2025 Schedule	
Buy:	<u>State Contract order</u> 1 – AWD Traverse – delivered 4 – AWD Equinoxes – ETA Oct.
Sell:	2018 Dodge Caravan 2018 Silver Equinox 2018 Silver Equinox 2018 Gold Fusion 2018 Silver Impala
Other: Prolong, Receive, Outsource	2016 Ford Taurus-Sheriff's Office 2018 Ford Taurus- Sheriff's Office 2018 Dodge Durango – Sheriff Office

# Mileage Reimbursements

- Situationally, mileage reimbursements approved and used
  - Conferences
  - Job circumstances
  - Familiarity
- Federal Mileage Rate of \$0.67/mile is reimbursed to employees driving personal vehicle for County business

Total 2024 mileage reimbursements: \$67,109.16

Total mileage reimbursed: 100,162 miles

In 2015-2016..

Total mileage reimbursements: **\$ 155,363**

**-Reduced by 57%**

Mileage Reimbursed: 272,566 miles

**-Reduced by 63%**

\*Federal Mileage Reimbursement Rate- \$0.575

# Health & Human Services

## Breakdown

### 10 Vehicles:

- Easily Accessible
- Keys in both Gov. Center and HHS

### Usage:

All HHS Departments utilize the motor pool to ensure service delivery- both mandated and voluntary- in a cost-effective manner.

- Meeting with clients in homes, the community, and where they are receiving services to complete assessments, provide services, and ensure compliance with program expectations
- Facilitating presentations for local, regional, and state groups
- Attending training

## Additional Notes:

- Hybrid work environment
- Video call utilization
- Some required out of state or long-distance trips
  - Approved overnight stops

**All staff that provide transportation for children have completed the appropriate child safety restraint training.**

# Court Services

## Breakdown

### 2 Vehicles:

- Equinox (2019)
- Toyota RAV4 (2024)

### Usage:

Required monthly face to face meetings with clients

- Home visits
- Out of home visits
- Court Facilities: Austin, Duluth, Maplewood, Hastings, Willmar, Clarinda IA, and Forest Lake
- Weekly trips to schools
- Juvenile transportation to appointments
- Transfer visits to other Counties

## Additional Notes:

### Sheriff's Department

- Juvenile Transportation
- Court to Facility, vice versa

### Post Covid-19 Shift

- 25 % Client Increase; 50% decrease in motor pool usage
- Altered resources, traveling, and cases



# Land Use Management

## Breakdown

### 4 Vehicles:

- Ford Explorer (2017)
- Ford Explorer (2022)
- Ford Explorer (2024)
- Ford Explorer (2024)

### Two Users

- Building Department
  - 2,275 inspections
  - 45,000 miles annually
  - 600-800 miles weekly
- Health & Environment
  - Well and septic inspections
  - May-Oct.
  - 28,000 miles annually
  - 500 miles weekly

## Additional Notes:

### Usage:

- 95% Inspections - 5% Complaint & Investigation follow-up

### Mileage Payouts

- Minimal staff member mileage reimbursements
- Board of Adjustment, Planning Commission, and Commissioner mileage
- \$2,926 in 2024

### Maintenance:

- Serviced at local mechanic shops in Goodhue County
- Total 2024 Maintenance Costs: \$1,818

# Sheriff's Office

## Breakdown

### 51 Vehicles:

- 1 Bearcat
- 1 Hummuv/ERT Vehicle
- 1 Mobile Communications and Command Vehicle
- 27 Patrol Vehicles (all assigned)
- 3 Transport Vehicles (all assigned)
- 5 Investigator Vehicles (all assigned)
- 5 Administrative Vehicles (all assigned)
- 4 Spare Patrol Vehicles
- 2 Water Patrol Vehicles (all assigned)
- 1 Emergency Management Vehicle (assigned)
- 1 ADC K9 Vehicle (assigned)

### Other Managed Equipment:

- 4 Drones
- 2 Snowmobiles
- 3 ATV/SXS's
- 6 Boats
- Multiple trailers

## Additional Notes:

### Replacement Schedule:

- Finance policy
  - Every 3 years transport vehicles
  - Every 4 years regular squad vehicles
- 10 squads on average replaced annually
  - Patrol and transport vehicles

### Grant Funded Equipment:

- Armored Vehicle, Motor Command Center, Airboat
- Chad Steffen and Jordan Winberg
- No Replacement Schedule – based on grant funds

# Sheriff's Office Cont.

**21,000 Miles** driven per squad car annually

- Gas & Mileage:
  - Fill up at Kwik Trip or Gas Fob at PW
    - KT Annual Savings- \$3,817.87
  - Cars are assigned and driven home
    - If officer lives outside county, left at local PD

## Maintenance:

- Arranged by officer – assigned squads
- Local Mechanic Shops in Goodhue County
- Oil changes every 3,500 miles, tires at the discretion of officer
- \$82,000 in 2024

## Outfitting:

- Emergency Equipment
  - Installation and removal for auction
  - Guardian Fleet Safety based in St. Cloud, MN
  - Outfitting Cost - average of \$21,000 per squad

## Feedback:

- Could benefit from an in-house mechanic for general maintenance needs

# Public Works

## Breakdown

### 70 Vehicles:

- 2 Motor Pool Vehicles
- 10 ½ Ton Pick-ups
- 10 Utility Trucks
- 16 Tandem Trucks
- 3 Motor Graders
- 3 Heavy Equipment
- 8 Mowers
- 5 Tractors
- 7 Forklifts
- 5 Tractor Trailor
- 1 Ranger

### Usage:

- 2024 Mileage (vehicles): **192,935**
- 2024 Equipment Hours: **18,856**

**Highway:** Facilitate construction and road maintenance

**Recycling Center:** Processing Recycling & Hazardous Waste

## Additional Notes:

### Maintenance:

- Tracked through web-based software - iWorq
  - All vehicle/equipment data is stored and tracked for general preventive services
  - Maintenance: Service provided by in house mechanic located at the Red Wing Shop

Total 2024 Maintenance Cost: **\$688,752**

- **In House** : \$597,238.04
- **Outsource** : \$91,535.26

### **What and Why Outsourced?**

- Major Repairs, Diagnostics, Oil Changes, Tire Repairs/Mounting/Alignment and Vehicle Registration
- Downtime and Specialization

# Questions?