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TO: County Board of Commissioners
FROM: Micki O'Keefe, Goodhue County Accountant II
SUBJECT: Election Emergency Plan
DATE: January 2, 2024

BACKGROUND:

In 2016, the legislature passed a law requiring counties to create a local Elections Emergency Plan. The Office of Secretary of State then developed a model election emergency plan template for counties to utilize by completing it with their county specific information. Minnesota Statute 204B.181 states that any revisions to the county plan must be completed and filed with the OSS by July 1 prior to the State General Election.

DISCUSSION:

The model election emergency plan is drafted to meet the minimum state requirements for an election emergency plan. We have contacted each city and township as well as the county Emergency Management Office regarding our plan. We will be sharing the adopted plan with the Emergency Management Office.

RECOMMENDATION:

Staff recommends the Board adopt the revisions to the Emergency Election Plan.

GOODHUE COUNTY

ELECTION EMERGENCY PLAN

January 2024

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	Lucas Dahling	Micki O'Keefe
Title	Interim Finance Director	Accountant II
Office Phone	651-385-3021	651-385-3038
Mobile Phone	651-347-8049	651-208-9890
Work Email	Lucas Dahling @co.goodhue.mn.us	Micki.okeefe@co.goodhue.mn.us
Personal Email		

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	
Dodge County	Office Phone Email	507-635-6239 dodge.admin@dodgecountymn.gov
Dakota County	Office Phone Email	651-438-4305 elections@co.dakota.mn.us
Olmsted County	Office Phone Email	507-328-7650 elections@co.olmsted.mn.us
Rice County	Office Phone Email	507-332-6104 rcelections@co.rice.mn.us
Steele County	Office Phone Email	507-444-7410 auditor@SteeleCountyMn.gov
Wabasha County	Office Phone Email	651-565-2648 election@co.wabasha.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 publicly 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	clerk@cityofdennisonmn.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	Cheryle 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	651-388-2009
Red Wing City W-1 P-2	Anderson Center	149 Towerview Driver, Red Wing, MN 55066	651-388-2009
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	507-210-5621; 651-327-0066
Red Wing City W-3 P-1	Twin Bluff Middle School	2120 Twin Bluff Road, Red Wing, MN 55066	507-210-5621; 651-327-0066
Red Wing City W-3 P-2	Red Wing High School	2451 Eagle Ridge Driver, Red Wing, MN 55066	507-210-5621; 651-327-0066
Red Wing City W-4 P-1	Colvill Courtyard	Nymphara Ln, Red Wing, MN 55066	651-385-3600
Red Wing City W-4 P-2	Red Wing High School	2451 Eagle Ridge Driver, Red Wing, MN 55066	507-210-5621; 651-327-0066
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	507-319-9550
	Email	Todd.Greseth@co.goodhue.mn.us
County Emergency Manager Director <i>Earl Merchlewitz</i>	Office Phone	651-267-2655
	Mobile Phone	651-764-3697
	Email	Earl.merchlewitz@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 Jess Greenwood	Office Phone	651-385-3049
	Mobile Phone	651-212-8771
	Email	Jess.Greenwood@co.goodhue.mn.us

Vendor Information

Name & Title	Contact Information	
Assistive Voting Vendor <i>Seachange (Doug Sunde)</i>	Office Phone	763-586-3751
	Email	Doug.sunde@seachangemn.com
Tabulation 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		651-327-0066	relegals@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
GigFire (Phone)	507-369-6669
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
Northfield WiFi (Internet)	612-991-4260
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.