



Goodhue County

MINNESOTA

GOODHUE COUNTY BUDGET COMMITTEE

ADMINISTRATION CONFERENCE ROOM

GOVERNMENT CENTER, RED WING

JANUARY 12, 2024

9:15 A.M.

Out of State Travel Requests 2024

1. County Administration

Documents:

[Out of State Travel 2024.pdf](#)

2. Public Works

Documents:

[Out of State Travel 2024.pdf](#)

3. Sheriff's Office

Documents:

[EM Out-of- State Travel.pdf](#)
[2024 Out-of-State Travel Request\(s\) for 911 Training.pdf](#)
[2024 SAFECOM Out-of-State Travel Request.pdf](#)

4. Health and Human Services

Documents:

[Out of State Travel Request HHS- NACCHO- MAPP.pdf](#)
[Out of State Travel Request- HHS NACCHO360.pdf](#)

Early Order 2025 Equipment

Documents:

[Early Order 2025 Equipment.pdf](#)



509 West 5th Street
Red Wing, MN 55066

To: Budget Committee

From: Scott O. Arneson, County Administrator

Date: January 8, 2024

Re: Out of State Travel 2024- County Administrator and County Commissioner

Per the Out of State Travel Policy, all requests for travel beyond 300 road miles, one way, from the City of Red Wing shall be submitted to the Budget Committee for recommendation and forwarded to the County Board. If scheduling allows, I will be attending one of the following meetings in 2024:

National Association of Counties (NACO)

Annual Conference, July 15-16 Hillsborough County (Tampa), FL

International City/County Management Association (ICMA)

Annual Conference, September 21-25 Allegheny County (Pittsburgh), PA

As the dates approach, I will choose the conference that works best in my calendar. The 2024 Administration budget includes \$3,500 for conferences and schools to cover the cost to attend.

In addition, staff recommends one county commissioner also attend the annual NACO conference. The commissioner budget includes \$4,000 for conferences and schools to cover the cost, or there are funds available in the Public Works budget from the 2023 Washington Fly In that could be carried over to 2024 if the board so chose.

Find your Good here.



Jess L. Greenwood, P.E.
Public Works Director – County Engineer

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

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Jess L. Greenwood, P.E. - Director / County Engineer

RE: 12 Jan 24 Budget Committee Meeting
Out of State Travel 2024

Date: 09 Jan 24

Summary

It is requested that the Budget Committee and the County Board approve Out-of-State Travel for the following conferences. The costs for these conferences are included in the 2024 Budget.

<u>Event</u>	<u>Estimated & Budgeted</u>	<u>Dates of Event</u>
- Washington Fly-In – Washington, DC (Engineer + 3 Co Staff)	\$8,300	September 16-19, 2024
- NACE Annual Meeting	\$1,500	April 15-18, 2024

Background

Washington, DC Fly-In:

Since 2002, the County has sent four representatives consisting of one or two commissioners, the County Administrator, the County Engineer, the Assistant County Engineer and/or our Legislative Liaison to the 'Transportation Alliance Washington Fly-In.'. With the exception of 2019, when Commissioner Anderson, Commission Drotos, and the Public Works Director traveled to Washington DC in September with the Olmsted County Engineer, the Mayor of Zumbrota, and a Zumbrota City Council member. No County representatives attended in 2020-2023 due to COVID-19 and coordination issues.

Our visits to Washington DC have enabled us to develop relationships with our Congressional delegation and their staff, and keep them informed about the needs, concerns, projects, and funding in Goodhue County. Goodhue County has received several appropriations in past years and will continue to request federal funds in future years. Therefore, establishing and maintaining these relationships is very important. The cost for the Fly-In can range from approximately \$1,600 - \$2,300 per person depending on airfare, lodging, and meals. The estimated cost, mentioned above, was included in our 2024 Conference & Training budget line item.

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

The Board should decide if a contingency will attend this year's Fly-In. If so, it is recommended that Jake Rezac attend if space is available.

NACE Conference – Riverside County, CA.:

The former County Engineer attended several NACE Conferences in the past and found the national conference to be very informative and an opportunity to learn about new approaches for managing the County's Public Works Department from sources throughout the country. The 2024 conference is in Palm Springs, (Riverside County), California. Attendance, by the County Engineer, to this conference is being recommended.

Alternatives

- Authorize Out-of-State Travel for the Washington, DC Fly-In and the NACE Conference as presented.
- Take no action at this time.

Recommendation

It is the recommendation that the Budget Committee and County Board authorize Out-of-State Travel for the Washington, DC Fly-In and the NACE Conference as presented.



Marty Kelly
Goodhue County Sheriff

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

TO: Budget Committee & Board of County Commissioners
FROM: Earl Merchlewitz, Emergency Management Director
SUBJECT: Out-of-State Travel – 2024 Emergency Management
DATE: January 5, 2024

Budget Committee & Commissioners,

Recently the Minnesota Department of Public Safety and HSEM (Homeland Security Emergency Management) has discontinued the Basic Emergency Management Certificate for new enrollment in 2024. This abrupt change was not known until November 29th, 2023.

HSEM replaced the basic certificate by having people attend the EMI (Emergency Management Institute) basic academy (5 different courses). This basic-level Academy provides the foundation for training and standards needed for state and local emergency management. The EMI basic academy is designed for newly appointed emergency managers with less than three years of experience. The courses required to complete this academy are available in Wausau, Wisconsin, and Emmitsburg, Maryland. The courses are highly competitive to attend and always fill up several months in advance.

The DHS (Department of Homeland Security) provides training that is funded by them and covers travel and training costs. One of these courses is RBI (Response to Bombing Incidents). The RBI course provides first responders with the knowledge and skills necessary to safely respond to terrorist incidents involving explosives. The course includes information on the recognition of Improvised Explosive Devices (IEDs); terrorist organizations, both foreign and domestic; and lessons learned from past terrorist incidents.

I intend to send Deputy Director Mallore McCarty to one course in Wausau, Wisconsin for her basic academy and another course in New Mexico for Response to Bombing Incidents.

The total cost to attend both of these trainings is \$975.00 plus some misc. expenses. This will be paid for out of the 2023-2024 REP Budget as follows:

EXPENSE	COST
Hotel Lodging	\$600.00
Meals	\$295.00
Fuel/Transportation:	\$80.00

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

ACTION REQUESTED: By Goodhue County Personnel Policy Chapter 12.3 (Out of State Travel for Elected Officials and Employees), I am requesting that the Budget Committee and Board of County Commissioners approve her travel.

Sincerely,

A handwritten signature in black ink, appearing to read "Earl Merchlewitz", written in a cursive style. The signature is positioned above the typed name and contact information.

Earl Merchlewitz, Emergency Management Director

Goodhue County Sheriff's Office

P: (651)-267-2639

Earl.merchlewitz@co.goodhue.mn.us



Marty Kelly
Goodhue County Sheriff

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

TO: Budget Committee & Goodhue County Board Commissioners

FROM: Kristine Holst, Financial Manager
Chad Steffen, EM-Communications Captain

DATE: November 14, 2023

RE: **2024 Out of State Travel Request(s) for Trainings and/or Conferences Eligible for E911 Grant Funding**

In late 2022, MN DPS's Emergency Communication Networks (ECN) announced that professional development trainings and conference opportunities related to our dispatch operations are an approved use of E911 grant funds. Eligible staff would be the Sheriff, Chief Deputy, EM-Communications Captain, Public Safety Telecommunicators and PST Sergeants. All of these positions have a direct responsibility for the operation of our Emergency Communications Center (ECC).

Covered expenses included: Registration costs, travel, lodging, meals, and any backfill overtime, etc.

We are requesting pre-approval of any announced or unannounced out-of-state travel for eligible staff. Today, each opportunity is formally requested and vetted prior to authorizing travel and/or attendance. Many factors are included in the decision-making process. These include current staffing levels, planned events, the direct or indirect benefits of the training/conference opportunity and the overall mission and goals of the office.

Sheriff Kelly believes this funding is paramount to keeping our emergency communications staff trained and performing at their best. Additionally, this funding allows us to greatly reduce the dispatch budget, thus minimizing the use of levy dollars.

Recommendation:

The Budget Committee and County Board approve the out-of-state travel request as a blanket approval if such travel is covered by E911 grant funds.

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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: Budget Committee and Goodhue County Commissioners

FROM: Kristine Holst, Sheriff Accountant
Marty Kelly, Sheriff

DATE: November 14, 2023

RE: Out of State Travel Request

It is requested that the Budget Committee and the County Board approve the out of state travel request for 2024.

EM-Communications Captain Chad Steffen has served as an appointed SAFECOM Public Safety At-Large Member since 2018. In September of 2023, Captain Steffen was elected by membership as the Vice-Chair of SAFECOM's Education & Outreach Committee.

SAFECOM is an emergency communications program within the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (US DHS – CISA). He is one of approximately twenty-five At-Large Members nationally. Through collaboration with emergency responders and policymakers across all levels of government, SAFECOM works to improve multijurisdictional and intergovernmental communications interoperability.

Sheriff Kelly is requesting to have the continued opportunity to have Captain Steffen attend the bi-annual in-person meetings and any related in-person committee meeting. The bi-annual meetings are 2-4 days in length, including travel days. The in-person committee meetings are 2 days, typically only meeting once a year. These meetings are by invitational travel and therefore they are planned, scheduled, arranged and paid in full by the SAFECOM Program via the US DHS CISA. The meetings are planned within the United States as approved by the federal processes. Captain Steffen's time is not covered and therefore a commitment by our county. Total hours do not normally exceed 75 hours in a calendar year. This request has been approved the past four years and we continue to see the value of our participation.

Out of state travel authorization is requested to attend the meetings.

For more information on SAFECOM: <https://www.cisa.gov/safecom>

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DATE: January 16, 2024
TO: Goodhue County Board
FROM: Nina Arneson, GCHHS Director
RE: Out of State Travel Request

BACKGROUND:

The National Association of City and County Health Officials (NACCHO) has an opportunity to sponsor Josh Smith, Community Engagement Specialist, to participate in the Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 Training Pilot Test on January 29-30, 2024, in Washington, D.C.

MAPP is “one of the most widely used and reputable community health improvement frameworks in the public health field. It is a community-driven strategic planning process that helps communities assess their public health needs and resources, prioritize health issues, and develop strategies to improve the health and well-being of their populations through a shared community health improvement plan.”¹

In 2021, Goodhue County Health and Human Services applied for and received a grant to pilot new and revised MAPP 2.0 guidance. As part of the 2022 Community Health Needs Assessment, 40 local and regional partners participated in the Goodhue County pilot of the Community Partners Assessment (CPA). The CPA is just one portion of MAPP 2.0.

NACCHO finalized the MAPP 2.0 framework in July 2023. The Training Pilot Test is the first offering of a new MAPP 2.0, in-person training curriculum for local public health staff and community partners who use MAPP 2.0 in their community health improvement process. The training will walk through each phase and step, and selected tools, of MAPP 2.0 with group and individual activities. The purpose of this pilot test is to assist NACCHO in making final revisions to the curriculum before delivering more trainings in 2024.

NACCHO received 135 applications for 35 training spaces, and their panel of reviewers selected participants based on applicants’ responses and characteristics to ensure representation of many different perspectives.

Josh Smith’s application to participate in the training was accepted.

NACCHO will cover all the costs of the training, including travel (airfare and travel to/from the airport), hotel, and per diem for meals.

RECOMMENDATION: The GCHHS Department recommends approval of this request.

¹ <https://www.naccho.org/uploads/card-images/public-health-infrastructure-and-systems/MAPP-2.0-Launch-V3.pdf>



426 West Avenue
Red Wing, MN 55066

DATE: January 16, 2024
TO: Goodhue County Board
FROM: Nina Arneson, GCHHS Director
RE: Out of State Travel Request

BACKGROUND:

Annually, NACCHO360 is the largest convening of local health department leaders and public health professionals in the United States, offering the opportunity to learn, network, and share experiences and best practices across local health departments. In 2024, the public health community will gather in Detroit, Michigan, July 23-26, to explore our conference theme, "***Heard it Through the Grapevine: Public Health Partnerships, Collaboration, and Innovation.***" [Home - NACCHO 360](#)

This year, Kris Johnson, Deputy Director, would like to attend the conference. With conference tracks that include Health Equity, Behavioral Health, Informatics, and Leadership, it is an opportunity to learn from public health partners across the country who are engaged in similar projects, and the conference focus is exactly in the areas that Kris leads for our agency.

The costs include \$725 for conference registration, \$269/night for hotel, and approximately \$200 for the flight for an approximate total of \$2125. GCHHS has funds available through the COVID CDC Workforce Development Grant to pay for staff development such as conference attendance.

RECOMMENDATION: The GCHHS Department recommends approval of this request.



Jess L. Greenwood, P.E.
Public Works Director – County Engineer

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

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Jess L. Greenwood, P.E. – Director / County Engineer

RE: 12 Jan 24 Budget Committee Meeting
Request to Order 2025 Equipment with Long Delivery Schedule

Date: 09 Jan 24

Summary

It is requested that the Budget Committee and the County Board authorize Staff to order a tandem plow truck from the 2025 Capital Plan.

Background

Some of the equipment that Public Works needs to purchase takes up to a year or more for delivery. To ensure delivery in 2025, orders need to be placed in 2024.

The last several years, tandems and other heavy equipment have been ordered the year prior due to long delivery timeframes. The Board gave authorization to Public Works at their March 21, 2023 meeting to order several pieces of equipment from the 2024 capital plan. A challenging aspect regarding the purchase of large equipment is the short duration window to order off of the State Contract. If we have authorization and begin the process now, Goodhue County can and will be able to be in line to place an order for the requested equipment when the processes are open. Public Works is requesting authorization to follow the same process as past years and place orders for a tandem plow truck (\$332,800) that is both budgeted for and should be delivered in 2025. Payment will not be incurred until 2025 when the piece of equipment is received.

Alternatives

- Authorize staff to order a tandem plow truck so delivery will occur in 2025.
- Take no action at this time.

Recommendation

It is the recommendation that the Budget Committee and County Board authorize staff to order a tandem plow truck so delivery will occur in 2025.

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