



Stacy Lance
Executive Admin. Asst.– Special Projects Lead
stacy.lance@goodhuecountymn.gov
509 W. 5th Street
Red Wing, MN 55066

Date: July 10, 2025

To: Goodhue County Board of Commissioners

From: Stacy Lance, Executive Admin. Asst. – Special Projects Lead

Re: Sentencing to Service Program Implementation

On June 17, 2025, the County Board authorized the County Administrator to establish a Sentence to Service (STS) Program to be operated by Goodhue County, following a review of the options presented (see attached). This authorization included both the implementation of an interim plan to hire a temporary crew leader and the development of a long-term plan to be incorporated into the 2026 budget.

It has been determined that without the STS Coordinator position in the interim plan, operating a minimal crew would not be cost-effective. At this time, full crews are not anticipated due to the inability to schedule individuals sentenced from the street. Currently, only one or two individuals housed in the adult detention center are eligible to participate.

Staff is requesting approval to proceed with the long-term plan to ensure the STS program is fully operational before the end of 2025. Advancing the plan at this time would reduce reliance on contracted services during the fall and winter months and help minimize overtime costs incurred by County staff. Additionally, it would allow for minimal disruption to the program and ensure continued opportunities for individuals sentenced by the courts to participate.

Staffing Plan:

2.0 FTE Crew Leaders – Allows for seven-day-a-week coverage for both adults and juveniles

1.0 FTE STS Coordinator/Case Aide

Budget Impact:

All projected expenses are detailed in the attached document. If the program becomes operational by **November 1, 2025**, the total cost for the remainder of 2025 is estimated at approximately **\$86,876**. This cost would be fully offset by funds already allocated in the 2025 operating budget for the STS contract and salary savings from retired court services staff. Use of fund balance would only be required if we are unable to acquire the current state-owned STS vans.

Full implementation of this program is expected to increase the operating budget and impact the levy by approximately **\$137,000 annually** beginning in 2026.

Find your Good here.

Goodhue County STS Program - Court Services

Annual Program Expenses

	\$ 155,428.26	previously budgeted dollars
1.0 FTE Crew Leader	\$ (96,409.00)	Estimated salary and benefits. Grade 110, Step 1
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1.0 FTE STS Coordinator/Case Aide	\$ (92,945.00)	Estimated salary and benefits. Grade 109 Step 1
Cell Phones	\$ (1,500.00)	annual budget amount
Fuel/Maintenance	\$ (5,000.00)	annual budget amount
Liability/Work Comp/Property Ins.	\$ -	minimal budget impact per Finance Director
	\$ (136,834.74)	

Upfront Program Costs

Computers/Technology	\$ (6,000.00)	estimate is for all three staff persons
Van #1	\$ (15,000.00)	purchase used from State of MN
Van #2	\$ (18,000.00)	purchase used from State of MN
Trailers/Larger Equipment	\$ -	County makes fair market offer per item
Smaller/Equipment/Tools	\$ -	all current STS inventory will become property of Goodhue County
	\$ (39,000.00)	

*State Contract Van - New \$ (48,000.00) Only if used options were not available - fund balance would be used.

2025 Remainder of Budgeted Contract

2025 Estimated Salary/Benefits 3FTE	\$ 77,714.13	
Computers/Technology	\$ (47,626.00)	estimated started date 11.1.2025
Van #1	\$ (6,000.00)	estimate is for all three staff persons
Van #2	\$ (15,000.00)	purchase used from State of MN
Cell Phones	\$ (18,000.00)	purchase used from State of MN
	\$ (250.00)	
	\$ (9,161.87)	offset by salary savings from retired court services staff