



To: Goodhue County Commissioners

From: Justin Wohlers, Administration Intern

Date: August 18, 2026

Subject: Summer Intern Project

The purpose of this memo is to provide a brief overview of the new data gathering and analysis tool developed this summer to centralize and streamline motor pool operations, vehicle maintenance tracking, sheriff contract-hour reporting and more.

The system consolidates multiple previously manual or disconnected processes into one unified platform. It allows departments to easily access updated vehicle information, including mileage, trip history, department usage, and maintenance records. In addition to improving visibility, the tool standardizes how data is entered, stored, and retrieved, resulting in more accurate reporting and easier cross-department comparisons.

A step-by-step workflow is built into the system for both motor-pool usage and maintenance entries, ensuring consistent documentation across all users. The platform also supports tracking vehicles assigned within specific departments, capturing transferred mileage and usage details. For the Sheriff's Office, the tool provides a structured way to log contract hours by town, simplifying the documentation required to validate service commitments.

While the tool generates detailed data such as mileage totals, cost summaries, departmental usage patterns, and fleet maintenance needs. The primary achievement is the creation of a reliable, organized, and user-friendly system that supports better decision-making and fleet oversight.



Summer Intern Project

Committee of the Whole
August 18, 2026

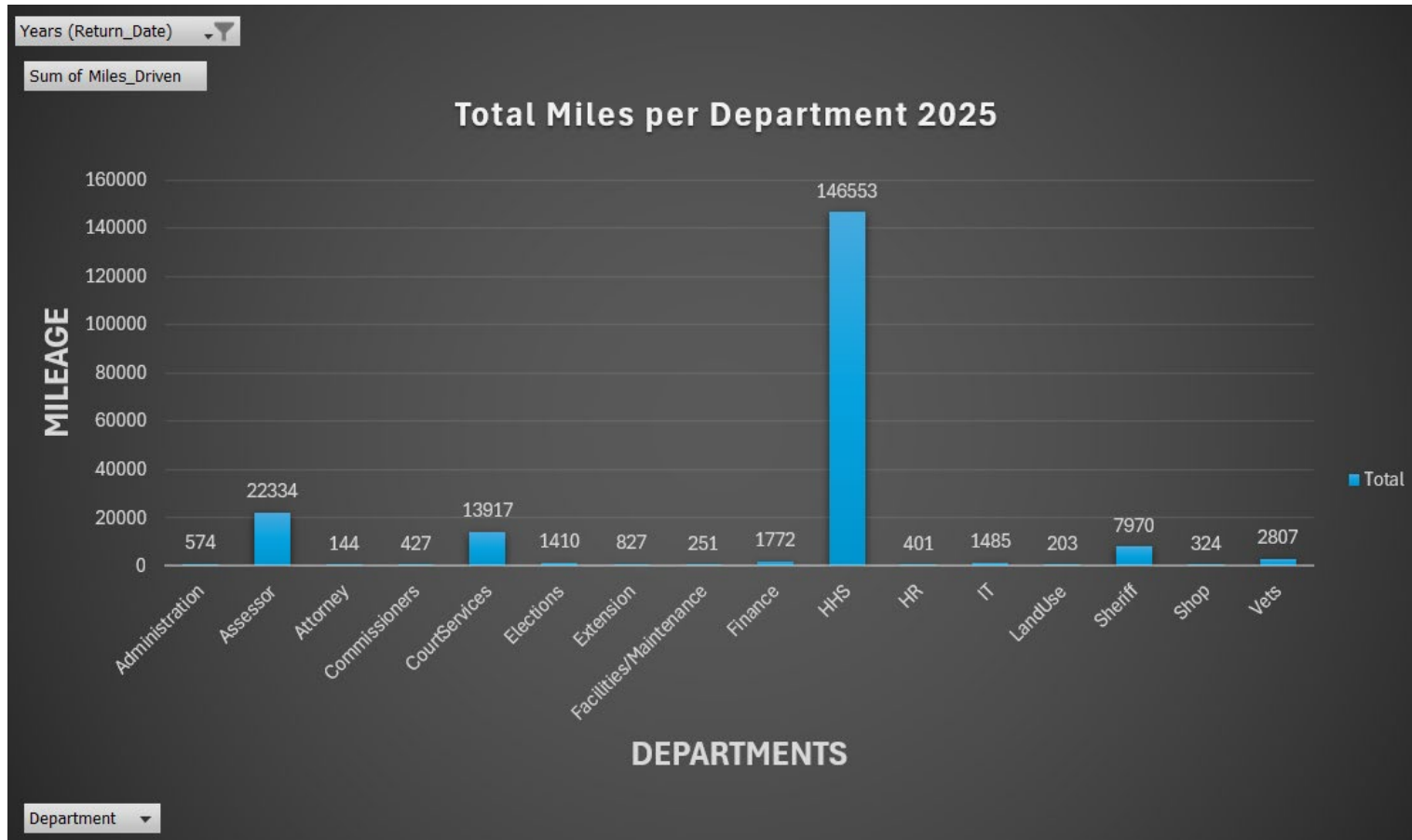
Overview

- Motor Pool Information
- Motor Pool Maintenance
- Further Motor Pool Analysis
- Sheriff Contracting Hours



Motor Pool 2025

Motor Pool Mileage 2025



Total Miles Driven: 201,399

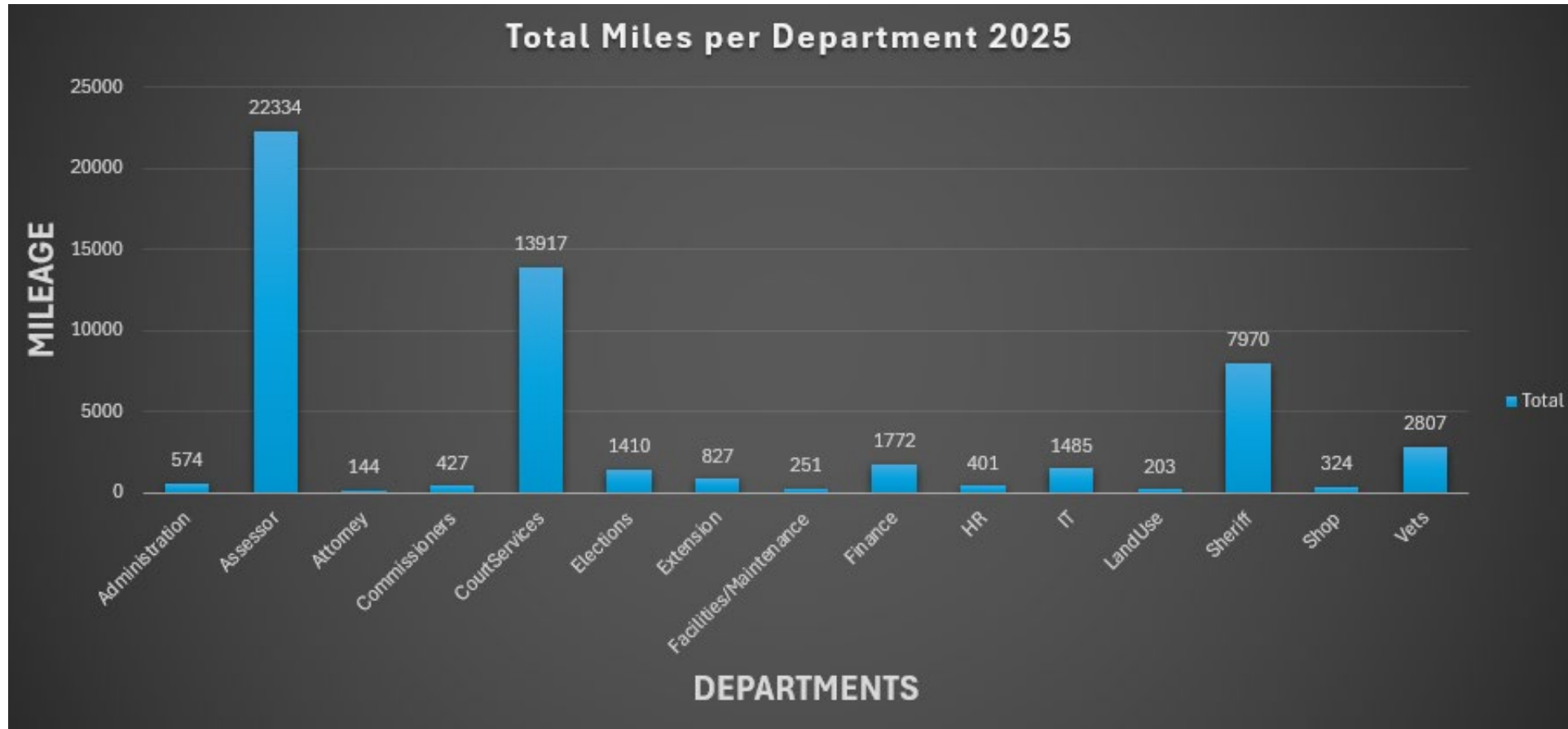
Top 5 users:

- HHS – 146,553
- Assessors – 22,334
- Court Services – 13,917
- Sheriff's – 7,970
- Vets – 2,807

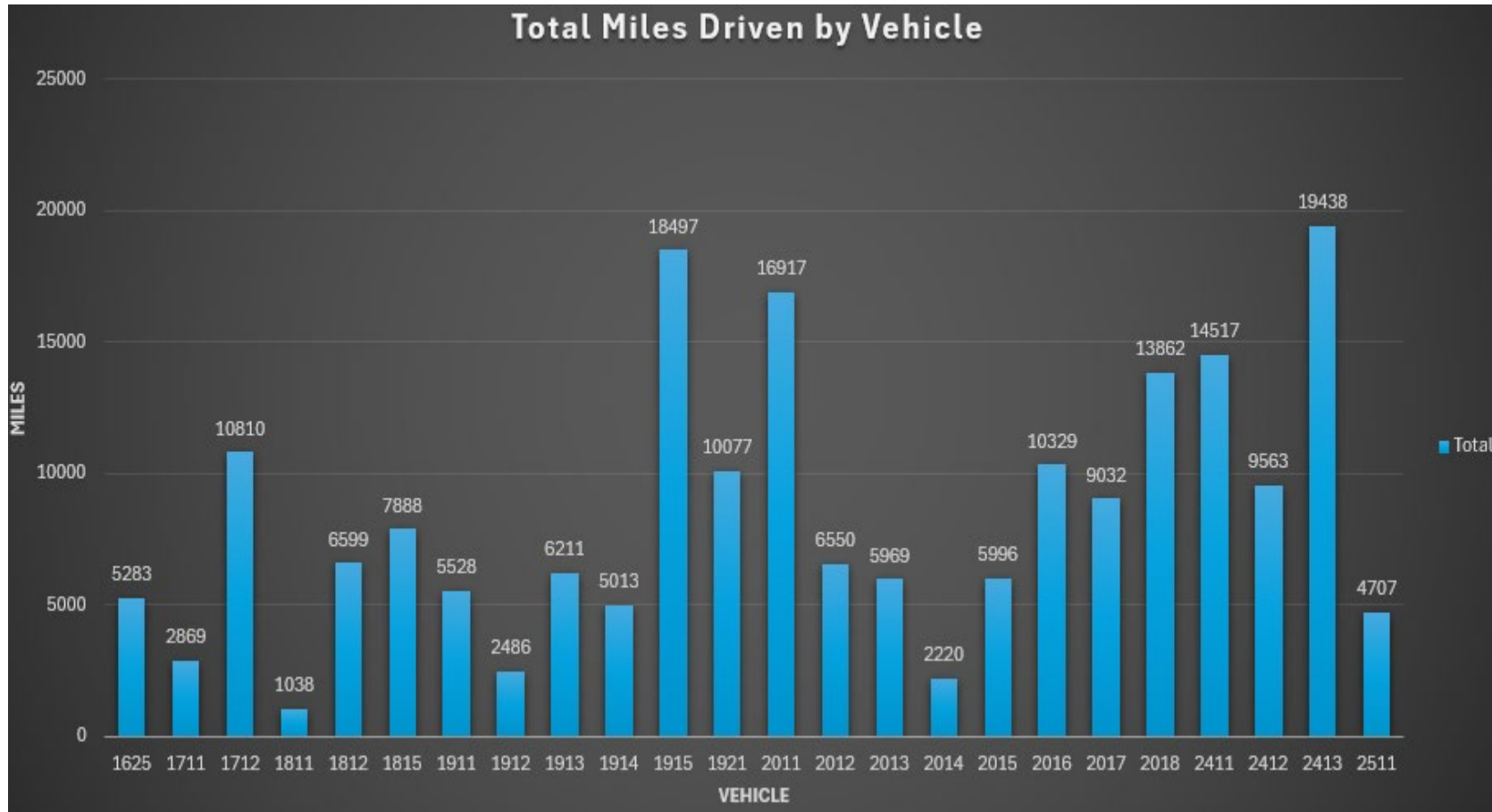
Total trips: 2,642

Average per trip: 76.23 miles

Without HHS



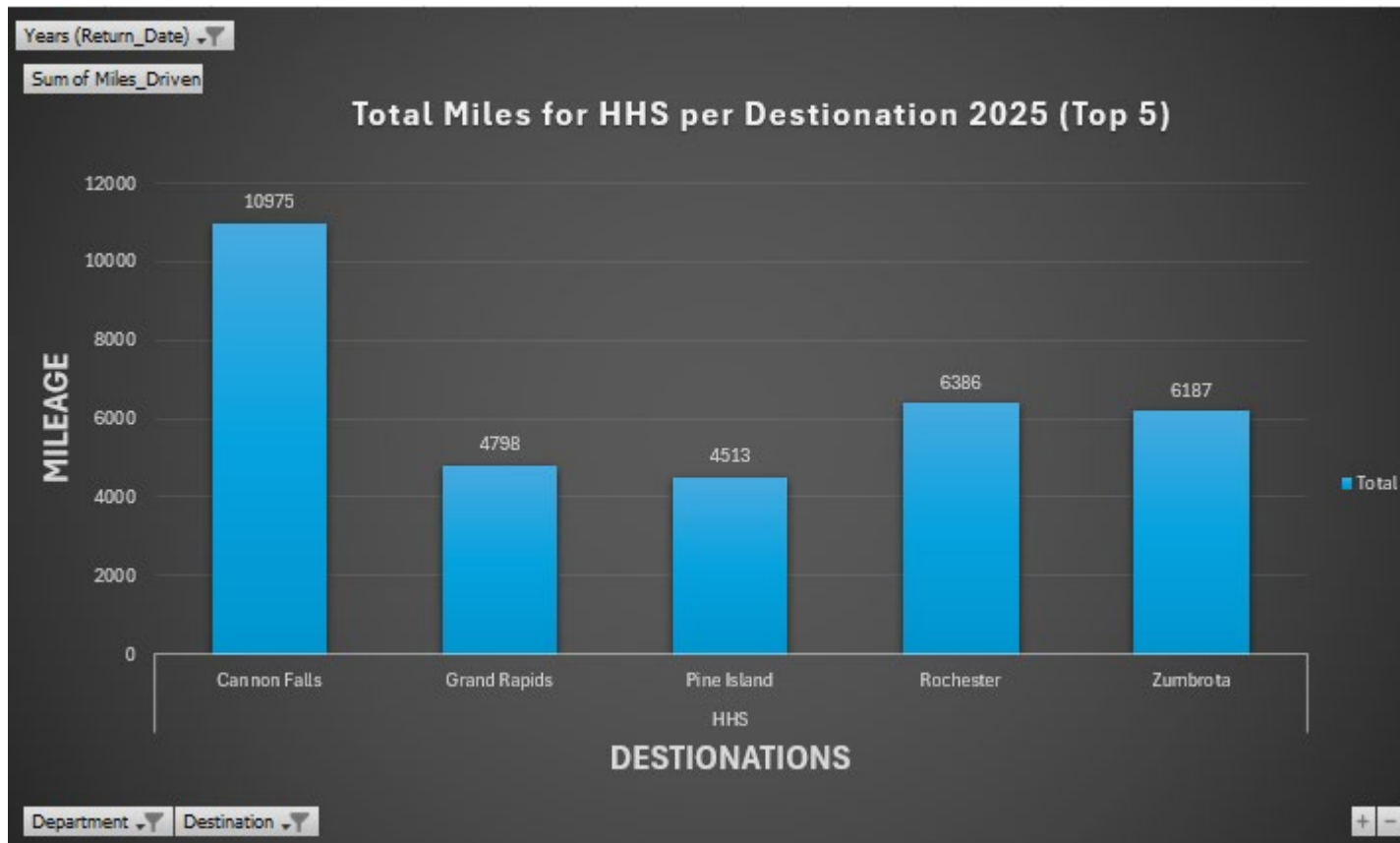
Vehicle Information 2025



3 most used Cars:

- #2413 (2024 Toyota Rav 4 Hybrid)
- #1915 (2020 Chevy Equinox)
- #2011 (2020 Chevy Equinox)

HHS



Most Used vehicles:

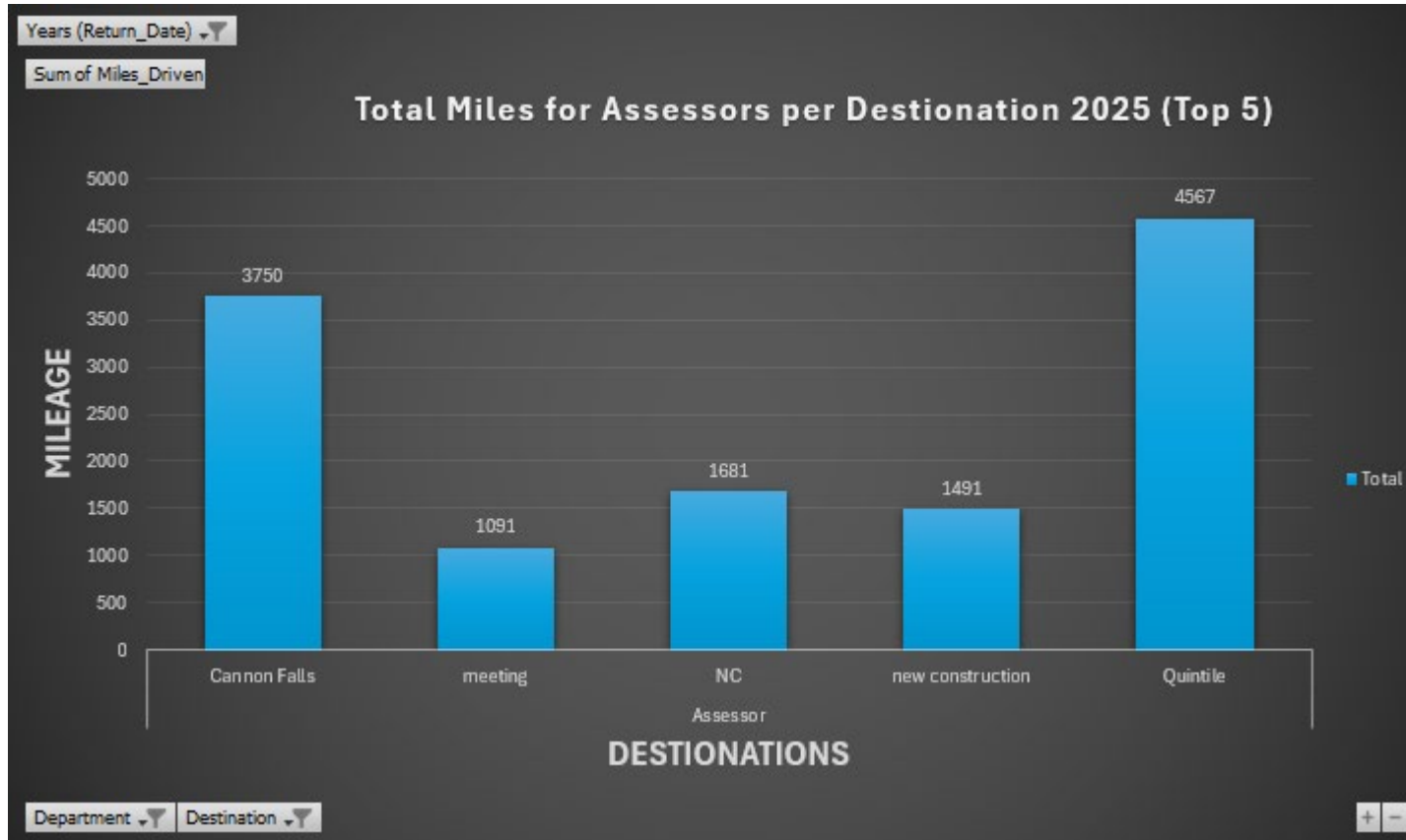
- 2413 (2024 Toyota Rav 4 Hybrid)
- 1915 (2020 Chevy Equinox)
- 2011 (2020 Chevy Equinox)

Trips: 1978

Average miles per trip: 74 miles

#1 Destination: Cannon Falls

Assessors



Most used vehicles:

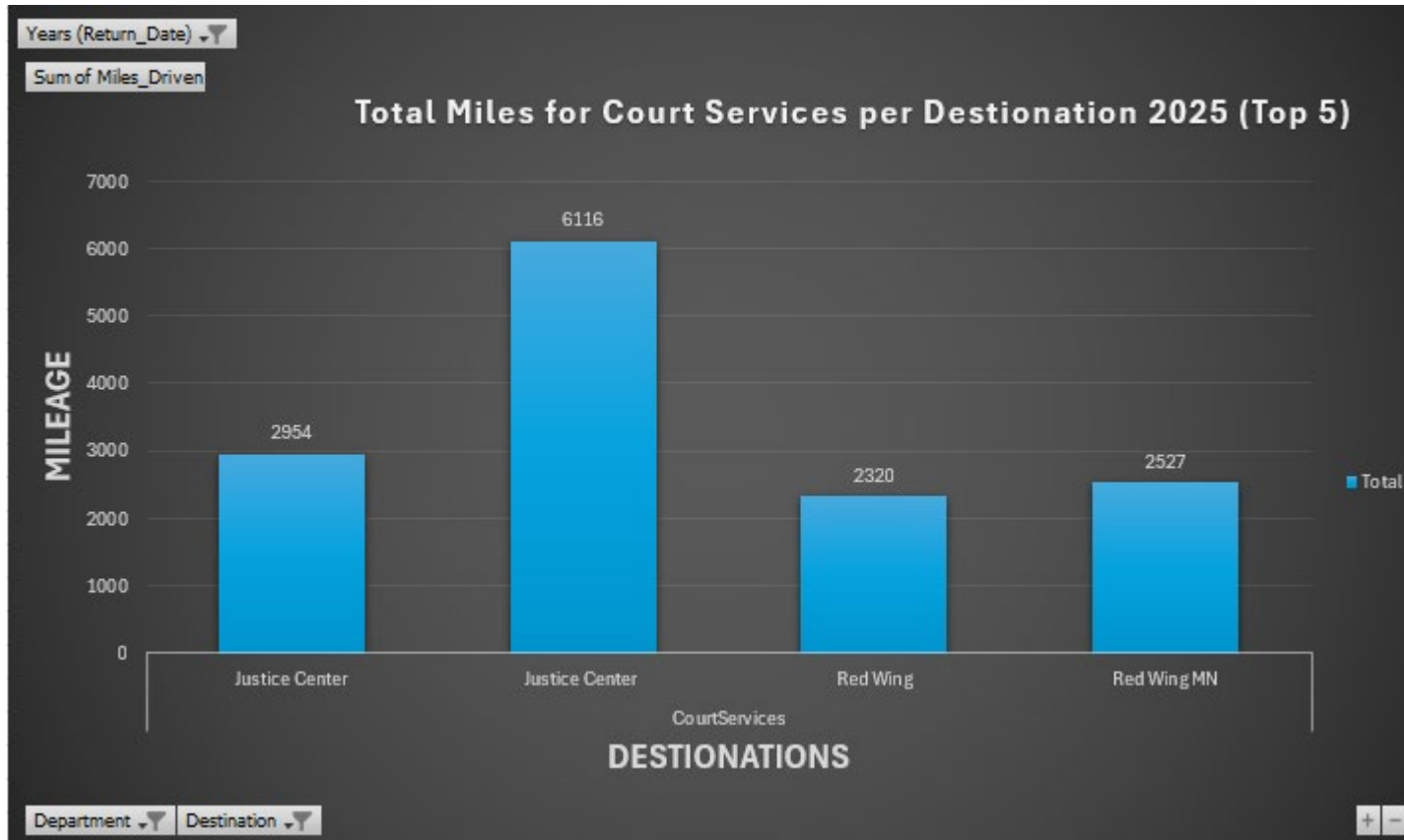
- 1625 (2016 Ford Taurus)
- 1812 (2018 Chevy Equinox)
- 2017 (2020 Chevy Traverse)

Trips: 264

Average miles per trip: 52.92 miles

#1 Destination: Quintile

Court Services



Most used vehicle:

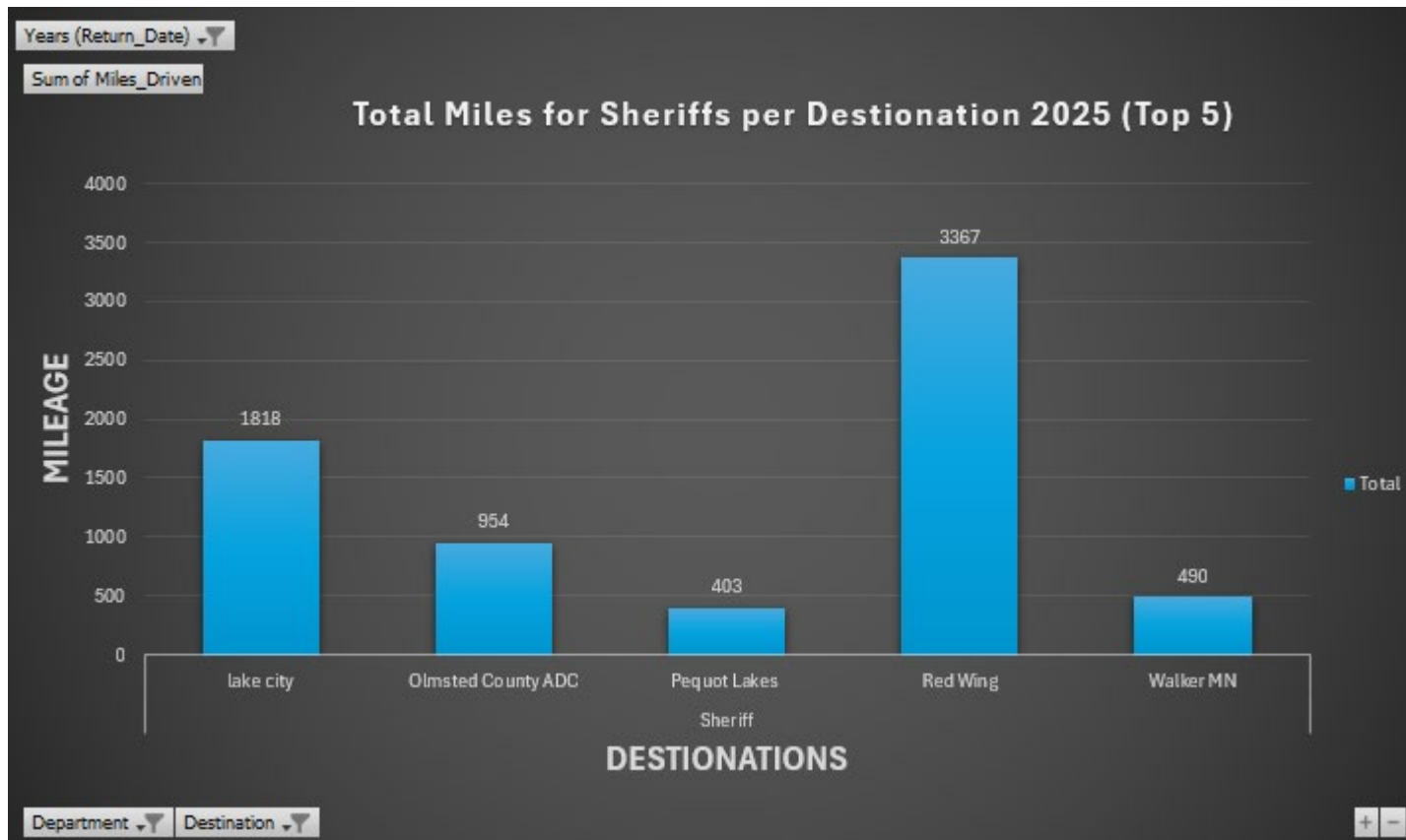
- 1711 (2018 Chevy Impala)
- 1914 (2019 Chevy Truck Equinox)
- 2412 (Toyota RAV4 Hybrid)

Trips: 27

Average miles per trip: 515.44 miles

#1 Destination: Clients and training

Sheriff



Most used vehicles:

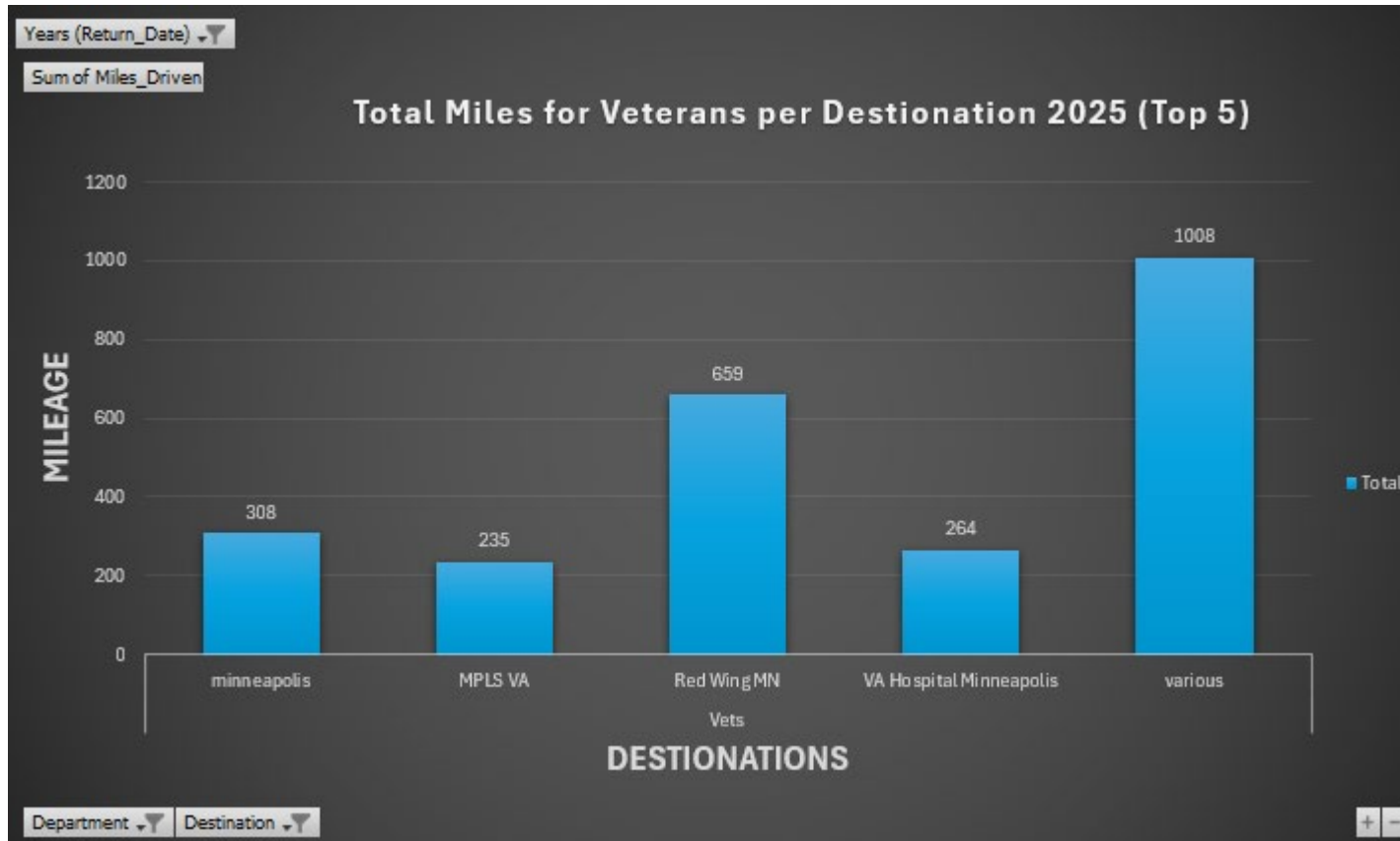
- 1712 (2018 Chevy Impala)
- 1812 (2018 Chevy Equinox)
- 2018 (2020 Chevy Traverse)

Trips: 26

Average mile per trip: 306.54 miles

#1 Destination: Redwing

Veteran Services



Most Used Vehicles:

- 1811 (2018 Dodge Grand Caravan)
- 2014 (2020 Dodge Grand Caravan)
- 2013 (2020 Dodge Grand Caravan)

Trips: 22

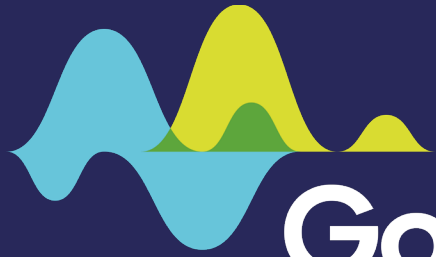
Average miles per trip: 127.59 miles

#1 Destination: Veteran rides



Full Example

- Step by step on how to use the system for the motor pool vehicles.



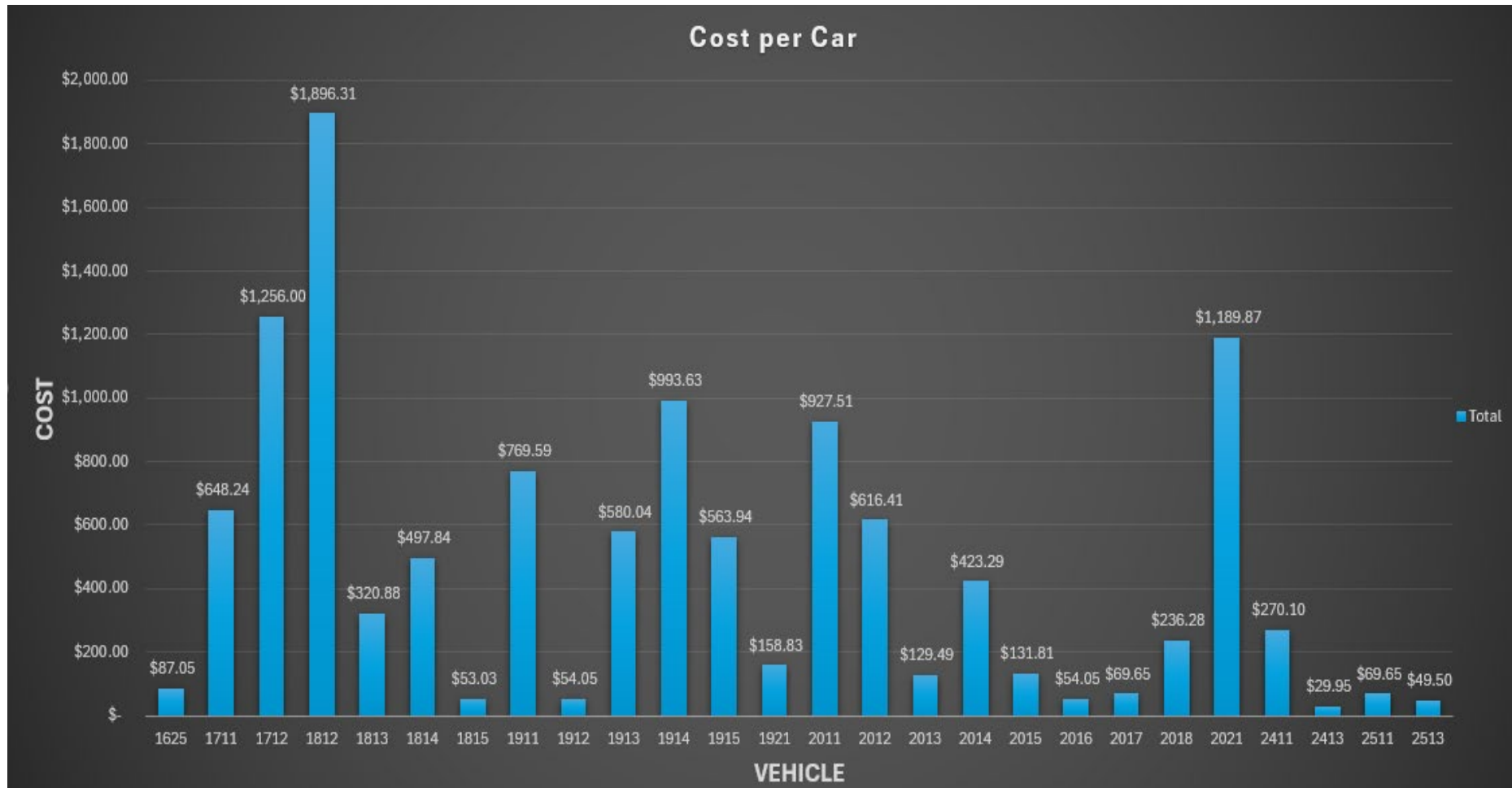
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Maintenance 2025

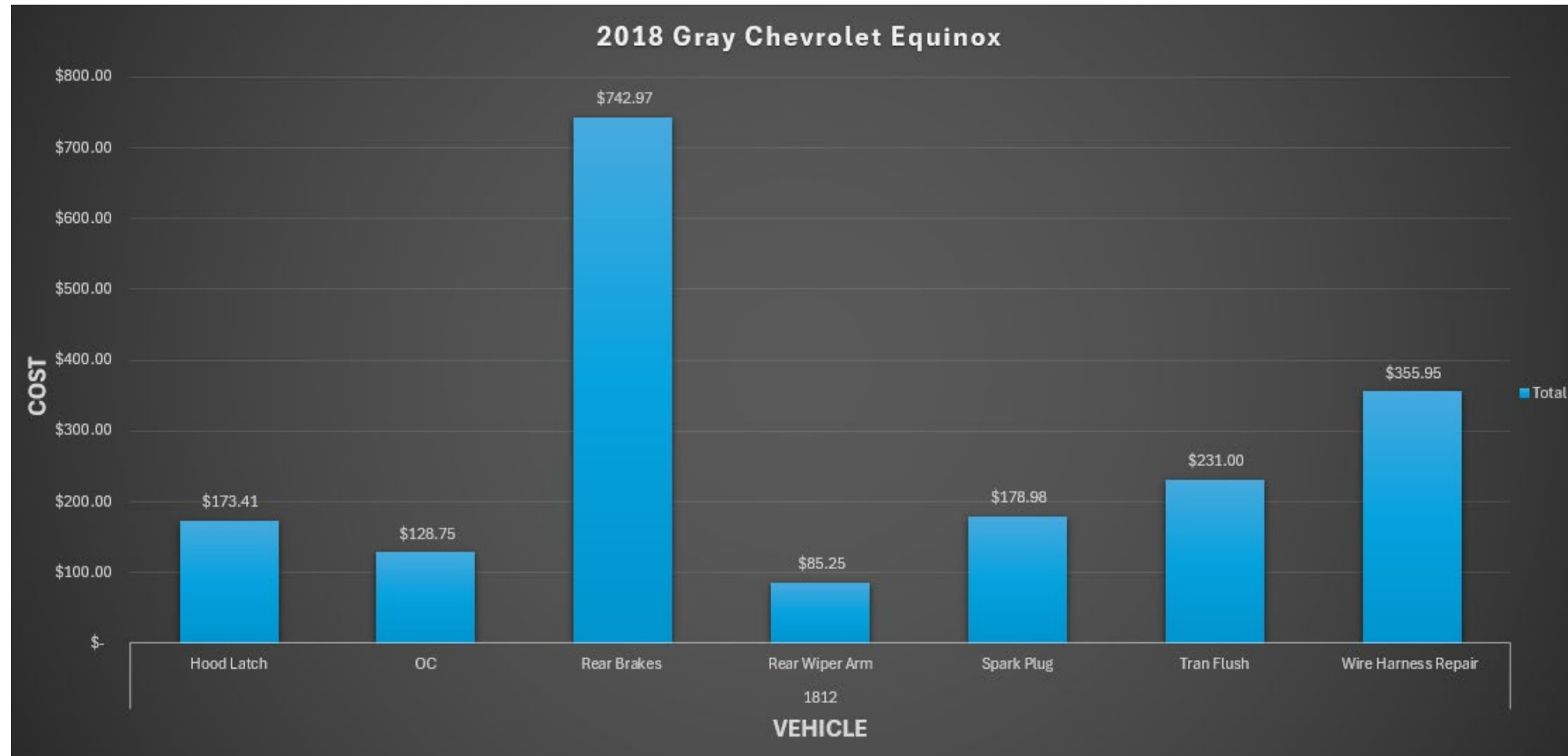
Maintenance/Repair Information 2025

- Maintenance cost 2025: \$12,076.99
- Cost examples:
 - New tires
 - Oil changes
 - Wire harness repair
- Falk Auto and Kevin's Services
- Routine maintenance across the entire fleet

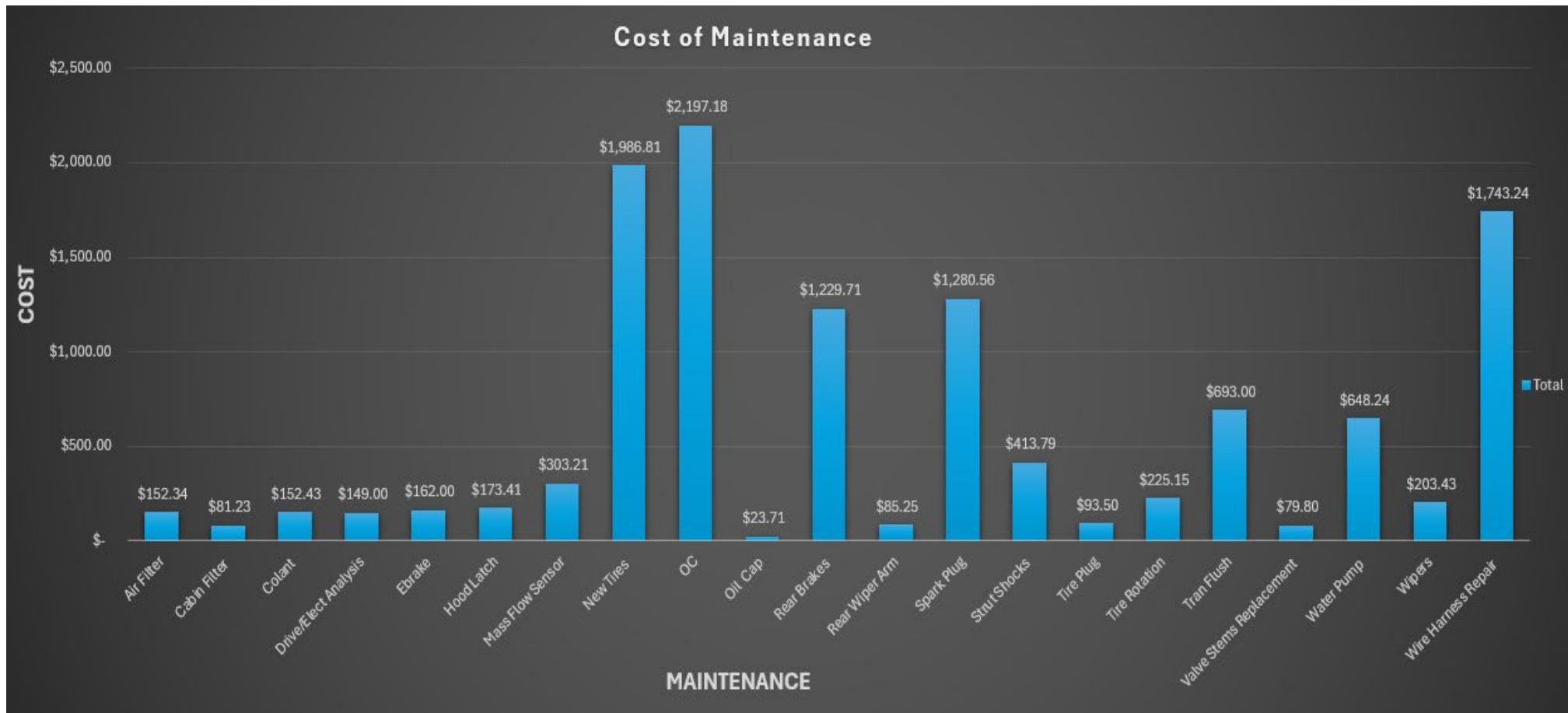
Motor Pool Maintenance 2025



1812: 2018 Chevrolet Equinox



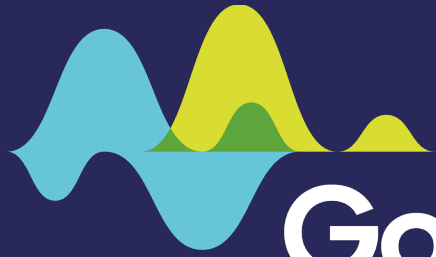
Maintenance Reasons





Full Example

Step by step on how to use the system for maintenance on motor pool vehicles.



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Further Motor Pool Analysis

Motor Pool Vehicles within Departments

GIS & Land Use Management & Public Works

- Three vehicles in the motor pool currently assigned to a department.
- 1912 – 54,641 miles (transferred to add miles to vehicle)
- 1913 – 70,135 miles
- 1814 – 67,033 miles
- These are additions to department vehicles (Survey trucks and inspector vehicles).

Important Info

- The updated system provides more accurate, real-time information on vehicle mileage and maintenance.
- Government purchase discounts allow us to buy vehicles below standard pricing.
- We rotate vehicles regularly to keep mileage balanced across the entire fleet.
- Our vehicle removal process has improved. Removed vehicles are now sent to Houton's Auction in Zumbrota, where we receive revenue from each sale.

Vehicle Budgeting and Selling

Buying:

- Currently budgeting through capital plan.
- Trending towards Motor pool fund for 2027 vehicles.

Selling:

- 4-5 years or 100,000 miles
- 6+ years if less than 100,000 miles

Mileage Reimbursement & Gas

Personal Vehicle Mileage

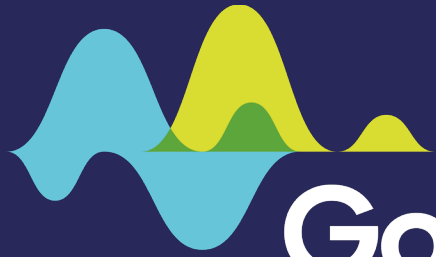
- Personal vehicle mileage reimbursement: \$0.70 per mile
- Total reimbursed: \$88,028.23 for 125,754.62 miles

Motor Pool Mileage

- Department mileage charge: \$0.30 per mile
- Total Motor Pool charges: \$60,419.70 for 201,399 miles
- Fuel cost (2025): \$20,513.62

2026 First 6 Months

- Departments mileage charge is \$0.70 per mile.
 - Revenue increase: \$57,892.80
- Motor Pool usage is down by 23,000 miles halfway through the year compared to 2025.
- Reimbursement payouts and overall mileage trends remain consistent with 2025 levels.
- Hail damage repairs are being completed after meeting the deductible, restoring all affected vehicles.

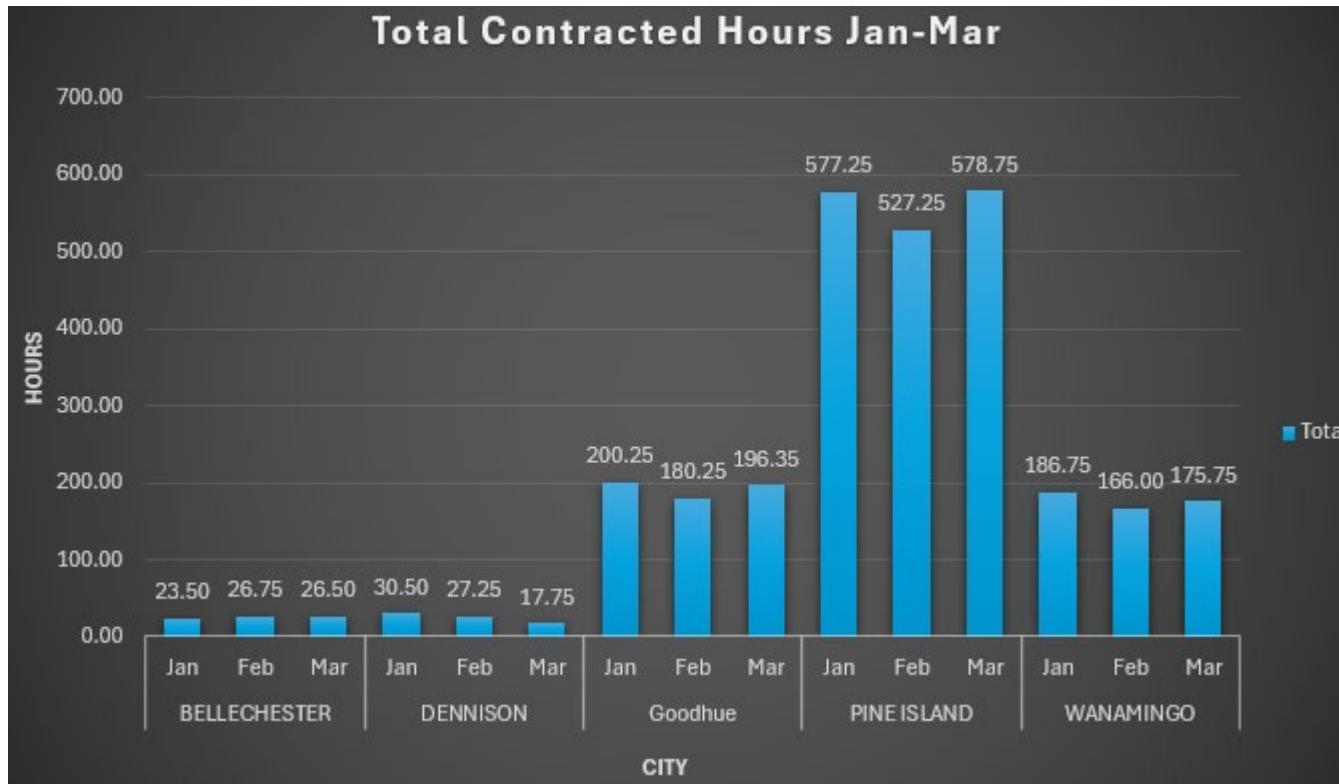


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Contract Hours

Sheriff's office

Contract Hours



The Sheriff's Office has a contract with five towns within Goodhue County to provide policing services for a certain number of hours. To prove we have fulfilled the contracted hours, each sergeant is required to document the number of total hours worked in that town, and this information is shared with each town.



Full Example

Step by step on how to use the system for sheriff contracting hours.

Questions?