



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

BOARD OF COMMISSIONERS AGENDA

**COUNTY BOARD ROOM
GOVERNMENT CENTER, RED WING**

**JANUARY 21, 2020
9:00 A.M.**

PLEDGE OF ALLEGIANCE

Disclosures of Interest

Review & approve the previous board meeting minutes.

Documents:

[Jan 7, 2020.pdf](#)

Review and approve the county board agenda

Review and approve the following items on the consent agenda:

1. Approve the amendment to the FY2020-FY2021 Snowmobile Safety Enforcement Grant.

Documents:

[Amended Snowmobile Safety Enforcement Grant Contract FY2020-FY2021.pdf](#)

2. Approve 2020 Federal Recreational Trail Program Equipment Grant.

Documents:

[2020 Federal Recreational Trail Program Equipment Grant MNDNR.pdf](#)

3. Approve Final of CSAH 14 Centerline Pipe Contract CP 025-014-001.

Documents:

[Final CP 025-014-001.pdf](#)

4. Approve Joint Powers Agreements for Building Code Administration

Documents:

[2020_JPA.pdf](#)

5. Approve 2020 - 2022 Teamsters Contract.

Documents:

[2020 - 2022 Teamsters Contract.pdf](#)

6. Approve the 2019 Emergency Management Performance Grant contract.

Documents:

[2019 Emergency Management Performance Grant Contract.pdf](#)

Regular Agenda

Public Works Director's Report

1. Five Year County Highway Construction Program.

Documents:

[County Construction Program.pdf](#)

2. Five Year Bridge Replacement Program.

Documents:

[Bridge Replacement Program.pdf](#)

Finance Director's Report

1. 2020 Financial Policies Approved

Documents:

[2020 Financial Policies.pdf](#)

Land Use Management Director's Report

1. CONSIDER: CUP Requests from Beccah Risdall (Applicant) & David Mohn (Owner)
Parcel 34.011.0100. 29212 Orchard Road, Red Wing, MN 55066. Part of the E ½ of the NE ¼
and Part of the E ½ of the SE ¼ Sect 11 TWP 112 R14 in Hay Creek Township. A2 Zoned
District.

1. CUP for a Non-Agricultural Use Associated with Agri-tourism (Wedding and Event Center)
CUP request to establish a Wedding and Event Center with a proposed maximum occupancy of
300 guests.

2. CUP for a Bed and Breakfast Inn
CUP request to establish a Bed and Breakfast Inn with a proposed maximum occupancy of 7
guests.

Documents:

[CBPacket_Risdall_Jan2020.pdf](#)

For Your Information

1. Project Status Report.

Documents:

[Project Status Report 21Jan20.pdf](#)

County Board Committee Reports

New and Old Business

Review & Approve County Claims

Documents:

ADJOURN

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
JANUARY 7, 2020**

The Goodhue County Board of Commissioners met on Tuesday, January 7, 2020, at 5:00 p.m. in the County Board Room, Government Center, Red Wing, MN with Commissioners Anderson, Majerus, Nesseth, Drotos and Flanders were all present.

Administrator Arneson called the meeting to order and asked for nominations for the 2020 Goodhue County Board Chairman.

C/Flanders nominated C/Drotos as the 2020 Board Chair. C/Nesseth seconded the nomination.

Mr. Arneson asked three times if there were any other nominations. There were no other nominations.

¹ Moved by C/Anderson seconded by C/Majerus, and carried to approve to appoint Commissioner Drotos as the 2020 Goodhue County Board Chairman.

C/Drotos asked for nominations for the 2020 Goodhue County Board Vice Chairman.

C/Majerus nominated C/Nesseth for the 2020 Goodhue County Board Vice Chairman. C/Flanders seconded the nomination.

C/Drotos asked three times if there were any further nominations for Vice Chair.

² Moved by C/Majerus, seconded by C/Flanders, and moved to approve to appoint Commissioner Nesseth as the 2020 Goodhue County Board Vice Chairman.

C/Drotos asked if there were any disclosures of interest. There were none.

³ Moved by C/Majerus, seconded by C/Anderson, and carried to approve the December 17, 2019, County Board Minutes.

⁴ Moved by C/Nesseth, seconded by C/Majerus, and carried to approve the amended January 7, 2020, County Board Agenda as amended:

Administrator Arneson requested to add the approval to appoint a new Driver's License Agent for the City of Cannon Falls due to a retirement as number 5 on the consent agenda.

⁵ Moved by C/Majerus, seconded by C/Flanders, and carried to approve the following items on the consent agenda:

1. Approve 2020-2021 Ballot Board.
2. Approve Authorization to Set Bid Dates.
3. Approve the promotion for the position of Patrol Captain.
4. Approve the 2020 Mileage Reimbursement Rate.
5. Approve to appoint Cassie Zimmer as the Deputy Registrar and Driver's License Agent for the City of Cannon Falls.

COUNTY ADMINISTRATOR'S DIRECTOR'S REPORT

Establish County Board Meeting Dates for 2020. Minnesota Statutes 13D.04 outline the requirements for notice of public meetings. This statute requires that "a schedule of the regular meetings of a public body shall be kept on file at its primary offices." Staff recommended the Board set the time and location for all of its regularly scheduled meetings for 2020. Once the board approves the meeting dates, all dates are published on the county calendar on the front page of the website.

⁶ Moved by C/Anderson, seconded by C/Flanders, and carried to approve that the county board meet on the first Tuesday of each month at 5:00 p.m. and the third Tuesday of each month at 9:00 a.m. in the County Board Room, Government Center, Red Wing with the exception of July and August. The Board will meet on July 1 at the Cannon Valley Fair and August 13 at the Goodhue County Fair. In addition the first meeting in May will be in Kenyon at 9:00 a.m. and the March 3 and November 3 meetings would start at 9:00 a.m. due to election

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
JANUARY 7, 2020**

requirements.

C/Majerus requested this item be on the agenda for the county board workshop.

Goodhue County's 2020 Official County Newspaper. Staff recommended the Board open the sealed bid from the Republican Eagle. Upon inspection and approval, staff recommended the designation of the Republican Eagle as the County's Official Publication for 2020.

Administrator Arneson opened the sealed bid. The rates for 2020 are as follows and represented approximately a 1% increase over the 2019 rates:

1st insertion: \$2.81 per line or \$25.29 per inch
Subsequent insertions: \$2.03 per line or \$18.31 per inch

⁷ Moved by C/Majerus, seconded by C/Anderson, and carried to approve to name the Republican Eagle as the County's Official Publication for 2020 at the following rates:

1st insertion: \$2.81 per line or \$25.29 per inch
Subsequent insertions: \$2.03 per line or \$18.31 per inch

2020 Committee Structure. C/Nesseth commented that he was interested in participating in the Red Wing Ignite board. Staff will pass on the information to Red Wing Ignite.

⁸ Moved by C/Majerus, seconded by C/Anderson, and carried to approve that the 2020 Committee Structure.

HUMAN RESOURCE DIRECTOR'S REPORT

2020 Elected Official Salary. Staff recommended the board set the salary for the County Attorney and the Sheriff.

⁹ Moved by C/Anderson, seconded by C/Majerus, and carried to approve to set the County Attorney's 2020 Salary at grade 90, step 9 at \$140,483.20 and the Sheriff at Grade 90, step 10 at \$146,556.80.

FINANCE DIRECTOR'S REPORT

Pine Island TIF District. The City of Pine Island will be conducting a public hearing on January 21, 2020 at 7:00 p.m. to receive public comment on the establishment of a proposed TIF District. Staff did not see any issues with the proposed TIF. This item was for information only.

PUBLIC WORK'S DIRECTOR'S REPORT

PUBLIC HEARING for Solid Waste Designation. Greg Isakson reviewed the process the county has been working on for over a decade for the solid waste designation. It was discovered that a state statute required notice period concerning the public hearing was only advertised for one week, when the requirement is two weeks. Staff recommended the board restart the solid waste designation process and conduct another public hearing on February 18, 2020.

Allan Muller, West Ave, Red Wing requested that the meeting not be held on February 18 because he would be out of town.

C/Anderson made a motion to approve staff recommendation to hold a public hearing for the solid waste designation at the regularly scheduled county board meeting on February 18, 2020, and encouraged anyone who could not attend provide their comments to the county board ahead of time. C/Drotos seconded the motion.

C/Drotos questioned if pushing the meeting out an additional two weeks would detriment the process. Mr. Isakson stated that it would push out the entire process by two weeks.

C/Majerus felt it made more sense to conduct the public hearing at an evening meeting. C/Flanders agreed that an evening meeting might make it easier for the public to attend.

C/Anderson withdrew his motion to schedule a public hearing for the solid waste designation at the regularly scheduled

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
JANUARY 7, 2020**

county board meeting on February 18, 2020. C/Drotos withdrew his second to the motion.

- ¹⁰ Moved by C/Anderson, seconded by C/Majerus, and carried to approve to set the public hearing date for the solid waste designation on Tuesday, March 3, 2020 at 5:00 p.m.

Administrator Arneson commented that the March 3 board meeting needs to be a day meeting due to the presidential primary. The board could hold the meeting during the day or go back to the original staff recommendation.

- ¹¹ Moved by C/Anderson, seconded by C/Majerus, and carried to rescind the motion to set the public hearing date for the solid waste designation on Tuesday March 3, 2020 at 5:00 p.m.

- ¹² Moved by C/Anderson, seconded by C/Majerus, and carried to rescind the motion to approve to set the public hearing date for the solid waste designation on Tuesday February 18, 2020 at 5:00 p.m.

Review and Approve the County Claims

- ¹³ Moved by C/Majerus, seconded by C/Nesseth, and carried to approve to pay the County claims in the amount of 01-General Revenue \$375,601.21, 03-Public Works \$83,406.95, 11- Human Service Fund \$16,320.72, 21-ISTS \$00, 25- EDA \$10,135.63, 30-Capital Improvement \$00, 31-Capital Equipment \$00, 34-Capital Equipment \$169,272.69, 35-Debt Services \$00, 40-County Ditch \$00, 61-Waste Management \$17,476.50, 62-Recycling Center \$00, 63-HHW \$00, 72-Other Agency Funds \$140,157.81, 81-Settlement \$1,825.77, in the total amount of \$814,197.28.

COMMITTEE REPORTS:

C/Drotos	<ul style="list-style-type: none"> Attended Treatment Court.
C/Nesseth	<ul style="list-style-type: none"> Zumbro Watershed Meeting.
C/Anderson	<ul style="list-style-type: none">
C/Majerus	<ul style="list-style-type: none">
C/Safe	<ul style="list-style-type: none">
Administrator Arneson	<ul style="list-style-type: none">

New Business.

Refugee Resettlement. C/Majerus requested the board vote on the refugee resettlement issue that had been previously discussed at the Committee of the Whole meeting.

C/Majerus clarified that a YES vote on this issue reaffirms the consensus of the Committee of the Whole meeting that staff will send a letter stating that Goodhue County would continue on with the current process and consent to initial refugee resettlement in Goodhue County until withdrawn.

- ¹⁴ Moved by C/Majerus, seconded by C/Nesseth, and carried (3-2-0) with C/Majerus and C/Nesseth dissenting to approve option 1: to send a letter stating that Goodhue County would continue on with the current process and consent to initial refugee resettlement in Goodhue County until withdrawn.

- ¹⁵ Moved by C/Anderson, seconded by C/Majerus, and carried to approve to adjourn the January 7, 2020, County Board Meeting.

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN
JANUARY 7, 2020**

SCOTT O. ARNESON
COUNTY ADMINISTRATOR

PAUL DROTOS, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

MINUTE

1. Approved to Appoint Paul Drotos as the 2020 Board Chair. (Motion carried 5-0)
2. Approved to Appoint Barney Nesseth as the 2020 County Board Vice Chair. (Motion carried 5-0)
3. Approved the December 17, 2019 County Board Meeting Minutes. (Motion carried 5-0)
4. Approved the January 7, 2020 County Board Meeting Agenda as amended. (Motion carried 5-0)
5. Approved the Consent Agenda. (Motion carried 5-0)
6. Approved the 2020 County Board Meeting dates. (Motion carried 5-0)
7. Approved to name the Republican Eagle as the 2020 Official Publication. (Motion carried 5-0)
8. Approved the 2020 Committee Structure. (Motion carried 5-0)
9. Approved the 2020 Elected Official Salaries. (Motion carried 5-0)
10. Approved to conduct a public hearing on March 3, 2020 for the solid waste designation. (Motion carried 5-0)
11. Approved to rescind the motion to conduct a public hearing on March 3, 2020 for the solid waste designation. (Motion carried 5-0)
12. Approved to conduct a public hearing at 5:00 p.m. on February 18, 2020 for the solid waste designation. (Motion carried 5-0)
13. Approved the County Claims. (Motion carried 5-0)
14. Approved option 1 of the staff report regarding refugee resettlement in Goodhue County. (Motion carried 3-2-0)
15. Approved to adjourn the January 7, 2020 County Board Meeting. (Motion carried 5-0)



Office of the

Goodhue County Sheriff

430 West 6th Street • Red Wing, MN 55066

Marty Kelly

Adult Detention Center
651-267-2804

Law Enforcement Center
Business Hours 651-267-2600
After Hours 651-385-3155

Fax Number
651-267-2679

Date: January 14, 2020

To: Goodhue County Board of Commissioners

From: Kristine Holst, Sheriff Accountant

Re: FY2020-FY2021 Snowmobile Safety Enforcement Grant Amendment

Report Summary

Attached is a Contract Amendment to the FY2020-FY2021 Snowmobile Safety Enforcement Grant. This original grant was approved by the Goodhue County Board of Commissioners on November 19, 2019.

Background

This amendment does not change our award amount; rather the need for the amendment is due to new language involving the effective dates under the terms of the contract. Due to a legislative change this past session, the effective date of this grant is now the date of the appropriation versus upon completion of all signature like years past.

Recommendation

Approve the FY2020-FY2021 Snowmobile Safety Enforcement Grant Amendment.

Amendment # 1 for Grant Contract # 168586

Contract Start Date:	<u>07/01/2019</u>	Total Contract Amount:	<u>\$9,796.00</u>
Original Contract Expiration Date:	<u>06/30/2021</u>	Original Contract:	<u>\$9,796.00</u>
Current Contract Expiration Date:	<u>NA</u>	Previous Amendment(s) Total:	<u>NA</u>
Requested Contract Expiration Date:	<u>NA</u>	This Amendment:	<u>NA</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources (“State”) and **Goodhue County Sheriff's Office, 430 West Sixth Street, Red Wing, MN 55066** (“Grantee”).

Recitals

1. The State has a grant contract with the Grantee identified as Contract Number 168586 (“Original Grant Contract”) to provide reimbursement grants to counties to cover costs related to labor and equipment in the enforcement of snowmobile enforcement laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes, in the manner described in the Grantee’s Proposed Budget.
2. GRANT IS BEING AMENDED TO correct editing errors found in the original contract after the contract was executed.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

Grant Contract Amendment

REVISION 1. Clause 1. “**Recitals Section**” is amended as follows:

1. Under Minn. Stat. ~~84.024~~ 84.026, the State is empowered to enter into this grant.

REVISION 2. Clause 4. “**Recitals Section**” is amended to add:

4. This grant agreement is made in accordance with the provisions in Minn. Stat §84.83 Subd. 3 (3) and (4).

REVISION 3. Clause 1. “**Term of Grant Contract**” is amended as follows:

- 1.1 **Effective date:** July 1, 2019, ~~or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later.~~ Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

- 1.4 Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2019 are eligible for reimbursement unless otherwise provided.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05

Signed: _____

Date: _____

SWIFT Contract Number: 168586

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative



Goodhue County Grant Form

Grant Information

Grant Award: \$4,898 per year for 2 years = \$9,796

Name of Grant: Snowmobile Safety Enforcement Grant

Sponsoring Agency: Minnesota Department of Natural Resources

Grant Period: 7/1/19-6/30/21

Department Information

Department: Sheriff's Office

Primary Contact Person: Sergeant Jordan Winberg

Phone number: 651-267-2852

Purpose:

Snowmobile grant funds are provided to cover costs related to labor and equipment in the enforcement of off highway vehicle laws, rules and regulations, as well as holding staff training in the same, and providing local youth training classes.

Restrictions:

These funds can ONLY be used for purposes stated above.

X Reimbursement Payment up front Match (\$ or in-kind)

Website Address: www.dnr.state.mn.us

CFDA # (if Federal Grant): N/A

Date sent to Administration: 11/12/19

Board Approval Date (for office use only): _____



Brian J. Anderson
County Auditor/Treasurer
Goodhue County Finance & Taxpayer Services

Brian.Anderson@co.goodhue.mn.us
509 W. Fifth Street
Red Wing, MN 55066
Phone (651) 385-3040

TO: Board of Commissioners

FROM: Brian Anderson, Finance Director
Kelly Bolin, Finance Controller

RE: 2020 Federal Recreational Trail Program Equipment Grant
Minnesota Department of Natural Resources / Red Wing Riverview Riders

DATE: January 21, 2020

SUMMARY

The Red Wing Riverview Riders (the Riders) snowmobile club is seeking County sponsorship for an equipment grant offered through the Minnesota Department of Natural Resources (the DNR).

BACKGROUND

The Riders are applying for a grant to purchase new snowmobile trail maintenance equipment. The equipment would be used to maintain 72 miles of snowmobile trails located in Goodhue County.

The County would not incur any additional expenses under this sponsorship. The County's role would be limited to receiving the funds from the DNR, disbursing those same funds to the Riders, and ensuring the Riders meet any grant compliance and reporting requirements. This arrangement would be similar to the management of the annual DNR trail maintenance grant-in-aid program, under which the County receives the funding from the DNR and distributes it to the various snowmobile clubs in installments, based upon verification of trail maintenance benchmarks.

RECOMMENDATION

Finance is requesting the Board pass a resolution to be the sponsor and pass-through agent of the 2020 Federal Recreational Trail Program Equipment grant being offered by the Minnesota Department of Natural Resources. Draft resolution is attached.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W. 4th Street
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

BARNEY NESSETH
3rd District
41595 County 8 Blvd.
Zumbrota, MN 55992

JASON MAJERUS
4th District
39111 County 2 Blvd.
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Road
Red Wing, MN 55066

BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA

Date: 21 January 2020

RESOLUTION APPROVING GOODHUE COUNTY'S APPLICATION TO SPONSOR AND ACT
AS FISCAL AGENT FOR GRANT TO PURCHASE SNOWMOBILE TRAIL MAINTENANCE
EQUIPMENT.

WHEREAS, Goodhue County supports the grant application for purchase of snowmobile grooming equipment for the 72-mile Goodhue County snowmobile trail system, made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program; and

WHEREAS, the 25% grant cost-matching requirements have been met by the intended final grant recipient, the Red Wing Riverview Riders; now, therefore,

BE IT RESOLVED, if the grant application is successful and Goodhue County is awarded a grant by the Minnesota Department of Natural Resources, Goodhue County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Goodhue County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement; and

BE IT FURTHER RESOLVED, the County authorizes the Auditor/Treasurer to serve as the fiscal agent for the above referenced project.

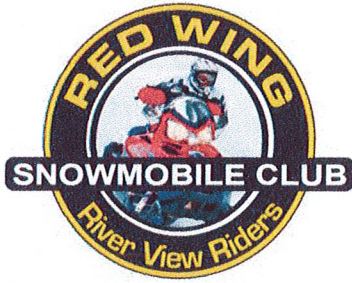
State of Minnesota
County of Goodhue

Anderson Yes ___ No ___
Nesseth Yes ___ No ___
Majerus Yes ___ No ___
Drotos Yes ___ No ___
Flanders Yes ___ No ___

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County commissioners, Goodhue County, Minnesota at their session held on the 21st day of January 2020, no on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this
21st day of January 2020.

Scott Arneson
County Administrator



January 3rd, 2020

Ref: 2020 Federal Equipment Grant

To whom it may concern:

The Red Wing Riverview Riders would like to thank all involved to consider us for this equipment grant. This grant is being applied for in hopes that we can receive assistance in the purchase of a newer Sno Cat. Our present Sno Cat is 18 years old and does not have the features needed for the terrain in southeastern Minnesota. The trails we maintain are ever changing, so in order to keep trails alive we have had to cut several hill roads into steep terrain. This has caused traction issues with our present Cat forcing us to spend hours winching it up the hill or trying to back it down the hill road and finish grooming another day. We have determined that a Cat with longer tracks and locking differentials are essential for us to groom trails safely and efficiently.

If approved for this grant, our club as well as the community will benefit greatly.

Thanks for your consideration,

Gregg Diercks, President

Bill Simmons, VP

Randy Williamson, Treasurer

Patrick Peters, Secretary

Red Wing Riverview Riders

PO Box 348

Red Wing, MN 55066



FEDERAL RECREATIONAL TRAIL PROGRAM

2020 Equipment Grant Application

INSTRUCTIONS

Delete this page before submitting Application



Before completing this application read and study the program manual, all information on the program website, and these instructions.

APPLICATION DUE DATE: February 28, 2020

COMPLETING THE APPLICATION:

- Carefully review the Project Eligibility section of the program manual to understand the different requirements and eligible expenditures.
- **Equipment purchases at or above \$75,000 require a 50% secured cash match and those purchases below \$75,000 require a 25% secured cash match.**
- Type all responses within the blank boxes associated with each question. Do not type your answers in the same box as the question. For location and site maps, you may insert these as separate pages immediately following each question.
- Replace the sample resolution page with the actual approved resolution.
- DO NOT change the format of this document.
- Respond to all of the required questions and provide all required documents, including those outlined in the Attachment Checklist. Failure to complete the application appropriately will mean that the project will not be considered for funding.
- Please keep answers as brief and concise as possible. Answers should focus on the project for which the funds will be utilized.

HOW TO SUBMIT THE APPLICATION:

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal email box. Submitting to any other email will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation email should arrive within one business day after you have submitted your application.** Each email is opened to insure the files are readable and then followed with a confirmation email. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application please contact the program staff below.

GENERAL INFORMATION:

This is a very competitive program. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by February 3, 2020 if you would like staff to provide comments. For assistance, please contact:

Daniel Golner, Grant Coordinator
daniel.golner@state.mn.us
(651) 259-5599



FEDERAL RECREATIONAL TRAIL PROGRAM 2020 Equipment Grant Application

Project #	
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1) GENERAL CONTACT INFORMATION:

Grant Applicant (Unit of Government Required):	Goodhue County, Mn
Contact Person:	Brian Anderson
Contact Title:	Finance Director
Mailing Address:	509 W 5 th St Red Wing, MN. 55066
Phone:	651-385-3043
Email address:	brian.anderson@co.goodhue.mn.us
<i>If the project has a trail club, organization, or project partner, please include below:</i>	
Organization/Club Name:	Red Wing Riverview Riders
Contact Person:	Gregg Diercks
Contact Title:	Trails Coordinator
Mailing Address:	1404 Hillside Dr Red Wing, MN. 55066
Phone:	651-388-6591
Email address:	westendsportsrw@gmail.com

2) GENERAL PROJECT INFORMATION:

Project Name:	Tucker Sno Cat
Project Summary <i>(30 words or less):</i>	To purchase a 2013(or similar) Model 2000 Tucker Terra Sno Cat for grooming 72 miles of snowmobile trails in Goodhue County.
Project Completion Date:	12/01/2020
Trail Name:	Red Wing Trails
Website with Trail Info:	None

3) FINANCIAL INFORMATION:

Grant Request:	\$75,000	Source of Cash Match (describe below in the box next to \$ amount):	Are match funds secured? (Yes/No)	Grant-in-Aid Funds (Yes/No)
Matching Funds (25% match required for purchases <\$75k; = or > \$75k, match is 50%):	\$24,000	Trade value on 2002 Tucker Terra Sno Cat	Yes	
	\$64,414.15	Cash on hand		Yes
	\$			
Total Purchase Cost:	\$163,414.15	(Grant Request + Matching Funds must = Total Purchase Cost)		
If this project has received federal funding through the Enhancements Program or Transportation Alternative Program, please indicate which year the project is programmed for construction?				FFY:

4) PURCHASE LOCATION:

County Equipment will be Located:	Goodhue County
State Legislative (House) District:	21A
State Senate District:	21
State House Representative: (name)	Barb Haley
State Senator: (name)	Michael Goggin
Congressional District:	2nd

5) RECREATIONAL USES FOR EQUIPMENT PURCHASE:

5A) Indicate the existing or proposed uses of the trail under primary use and the secondary recreation uses which will directly benefit from the proposed equipment purchase:		
Primary Use	Secondary Use	
	X	Walking/Hiking
		Bicycling
		Mountain Bicycling
		Horseback Riding
		Cross-Country Skiing
		In-Line Skating
X		Snowmobiling
		ATV Riding
		Off-Highway Motorcycling
		Off-Road Vehicles (4x4, Jeep, etc.)
		Other (specify):
<p>5B) Describe/Justify how each of the above identified primary and/or secondary trail user groups will benefit from the project. Response required for each identified use above. Letters of support attached to this application for both primary and secondary usage strongly encouraged. See manual for secondary usage criteria.</p> <p>*Primary use is to maintain and groom 72 miles of snowmobile trails in Goodhue County which includes shred walking trails along Highway 61 and County Rd 21 in Red Wing.</p> <p>*Secondary use includes walking and hiking on the groomed trails.</p>		

6) EQUIPMENT PURCHASE DESCRIPTION:

Provide a description sufficient enough to understand the purchase. Provide specifications of the equipment for which you are seeking assistance. Include make and model of equipment, as well as an invoice showing estimate of cost as an attachment (see attachment checklist). Use the box below.

2013(or similar) Model 2000 Tucker Terra Sno Cat that will be used to pull our drag for trail grooming.

The significant difference between our present Sno Cat and the proposed purchase is age, longer tracks and locking differentials for increased traction.

1778 VT Rt 105W
Newport VT 05855
802-334-7779



1890 Highway 8
Monico WI 54501
952-888-7372

FORMAL PROPOSAL

RED WING RIVERVIEW RIDERS
PO BOX 348
RED WING, MN 55066

Date 1/7/2020
Contact GREGG DIERCKS
Phone
Email westendsportsrw@gmail.com
Quote # 12297

NET 30

THIS QUOTATION IS FOR A: 2013 TRACK VEHICLE MODEL 2000E-26-6-173 RUBBER TRACK

Item	DESCRIPTION	TOTAL
VTU2013R679	2013 TUCKER-TERRA 2 PASSENGER REGULAR CAB: -MODEL 2000E-26-6-173 -S/N: 2013R679 -APPROXIMATELY 3,000 ENGINE HOURS -173 HP 6.7 Liter 6-CYL Tier 4i Cummins Engine -Allison 2500 Automatic 4-Speed Transmission -Cushman Transfer Case -Spicer 80 Differential (4.10:1 Ratio) -Tucker 8' 6-Way U-Blade w/ Ripper Teeth -Raised Height 5 Wheel 200" Carrier -Rear Window Wiper & Defroster -Door Map Pockets -Trailer Plug Wire -100 Gallon Fuel Tank -Side Step For Refueling -Rearview Mirror with Temp and Compass -Rotating Beacon & Brush Guard -Spring Loaded Pintle Hitch -Trailer Plug Wire ***Vehicle will be available Mid-late February***	155,100.37
NT10-241	AIR LOCKER DIFFERENTIALS	7,084.18
Trucking/Delivery	TRUCKING/DELIVERY FROM TRACK, WI TO RED WING, MN	1,229.60
	SUBTOTAL	163,414.15
VEHICLE DISCOUNT-TSC	AMOUNT ALLOWED FOR 2002 TUCKER 2000 TRADE-IN	-24,000.00

SALES / GST TAX (0.0%)

\$0.00

TOTAL

\$139,414.15

Signing below signifies you are in agreement with the Terms and Conditions of this Formal Proposal.

PROPOSED BY:

PAUL TETREAU, TRACK INC. EAST 802 673 9329

ACCEPTED BY:

7) EQUIPMENT PURCHASE COST BREAKDOWN:

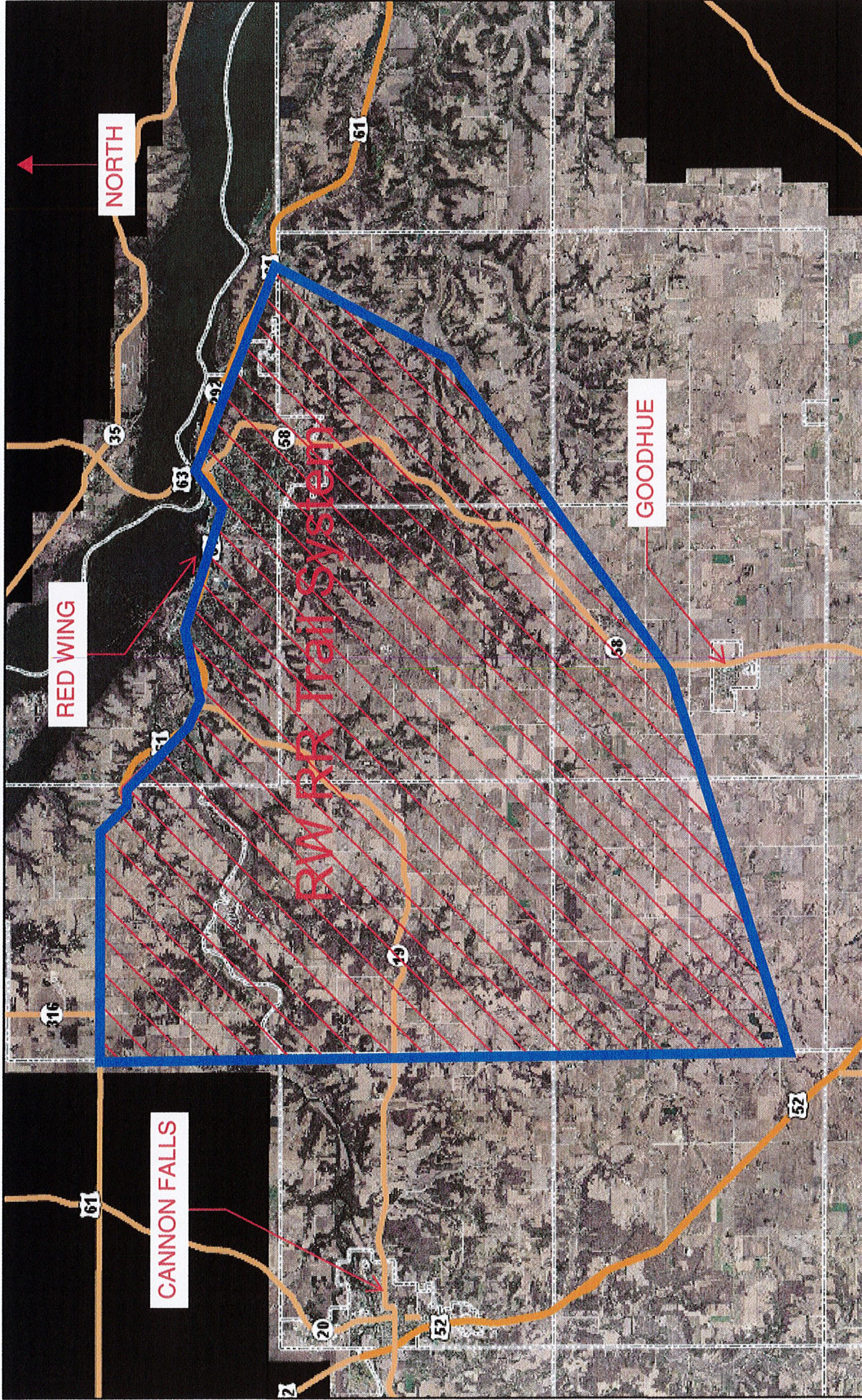
Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the purchase, the total estimated cost and the expected purchase date for each piece of equipment. Add or delete rows in the text boxes below as appropriate.

Equipment Name	Description	Estimated Cost	Expected Purchase Date
Tucker Sno Cat	2013(or similar) Model 2000 Tucker Terra Sno Cat	\$163,414.15	12/01/2020
Total		\$163,414.15	12/01/2020

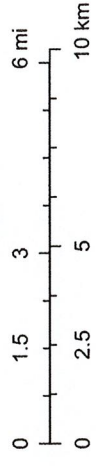
8) EQUIPMENT WORK AREA LOCATION MAP:

It is important for reviewers to have an idea of where in the state and/or your region the purchase being proposed will be utilized. This map is to be 8 ½ X 11 in size ONLY, **in color** and able to show where the purchase will generally be utilized within the state or region. So typically the scale of this map is large. Insert the map here.

ArcGIS WebMap



1:192,000



January 9, 2020

- Township or Other Roads
- State Highway
- Major Roads 307,200
- US Highway
- Municipal Boundary
- ESRI Major Roads

9) CURRENT ABILITY TO MAINTAIN TRAILS:

9A) If within the Grant-in-Aid Program, how many miles of trail are groomed / maintained AND how much GIA funding was awarded in the most recent year? Use the box below.

*We currently have 59.9 miles of Grant in Aid program. In the 2019/2020 season the club is to be awarded \$17,391.00

9B) Provide the following information for each piece of grooming / maintenance equipment you presently own. Use the boxes below.

Description of equipment (type, make, model, year manufactured):	Total operating hours for each piece of grooming/ maintenance equipment you presently own:	Condition of each piece of equipment and estimated value:
2002 Tucker Terra Sno Cat	2845	Good Condition Estimated Value \$45,000
1998 Arrowhead drag		Good Condition Estimated Value \$5,000

9C) Does your club/organization maintain trails not in the GIA Program, and if so, how many miles? Are any trails maintained through contracts (other than GIA), and if so, how many miles? Use the box below.

*We have 12 miles of club trails that are maintained, groomed and unfunded.

10) EVIDENCE OF APPLICANT CAPABILITY:

Demonstrate your ability to complete the purchase, subsequently operate and maintain it, and protect the equipment after purchase. Specifically provide evidence of successful and timely completion of other such purchases. Discuss where and how the equipment will be housed. Use the box below.

- *Cash on hand and trade value of our current Sno Cat and cash flow from Grant in Aid
- *Red Wing Riverview Riders maintains a healthy membership of active volunteers to operate and maintain the Sno Cat. Members do the majority of repairs and maintenance to save on labor expenses.
- *Grant in Aid funds will be used for operation and maintenance costs.
- *Applied for and received a grant for an 80' bridge in 2010. The project was completed on time and on budget.
- *Applied for and received a grant in June of 2015 and completed the purchase in December 2015 for our current Sno Cat.
- *Tucker Sno Cat will be garaged at a members business. Heated facilities are available from several members for maintenance.

11) PUBLIC NEED FOR AND BENEFIT OF PURCHASE:

Why should this project be funded? What safety concerns will be addressed with this project? Is there urgency to move ahead with this project now, and what consequences are looming? Demonstrate the benefit from this purchase compared to the total cost? How many people would be expected to use the trail maintained with this equipment over the course of one year? Use the box below.

*The funding of this equipment is an essential aid to help bring the cost of equipment down and make it more affordable. Making large annual bank payments would diminish what money we have for trail maintenance.

*If funded, this purchase would significantly improve our ability to groom our trails and hill roads without sliding off the trail or getting stuck.

*We feel there is urgency to move forward as the upgraded features we are in need of, would eliminate hours of winching and backing down trails which are a safety concern for our operators and snowmobilers.

*Benefits include a safe and efficient grooming system.

Public safety would also benefit as the Sno Cat could be used to perform rescues in snow emergencies if called upon by local officials.

*In a normal season we can expect thousands of snowmobilers to visit our trail system. We have a lot of out of town traffic that visit Goodhue County trails. Gas stations, bars, restaurants, and motels love the additional business this sport brings. Having good trails for our visitors to enjoy is a top priority.

12) CONTEXT OF PURCHASE IN A WIDER PLAN:

Demonstrate compatibility with local/area/state trail plans, and compatibility with plans guiding management of trail systems, etc. What relationship does the proposed purchase have to other outdoor recreation facilities and trails? Use the box below.

*We maintain parts of two state corridor trails in our system along with a shared walking trail in Red Wing. Our trail joins four other clubs' trails. In the event of equipment failure, the County Trails Association has a plan in place to help other clubs get their trails groomed.

*The relationship this purchase will have is a newer more capable piece of equipment to help out if other clubs or local authorities are in need of assistance.

13) IDENTIFY ADVERSE IMPACTS THAT MIGHT BE REALIZED AS A RESULT OF PURCHASE:

Will the purchase result in increased use? What possible conflict situation may arise? Use the box below.

* Yes, trail miles have increased slightly, but efficiency and safety will definitely be improved.

* The only real conflict we can see, would be the possibility of increased use because of the machines added capability.

ATTACHMENT CHECKLIST

REQUIRED ATTACHMENTS (All attachments MUST be 8 ½ by 11 ONLY)	
	<p>Attachment A – Required Certifications The first signature block is to be signed by the proper authority for the grant applicant (Unit of Government). A representative of the trail organization or club that is purchasing the equipment should sign the second section. If the proposed purchase will primarily be utilized public land that is not under the jurisdiction of the applicant, the proper authority must sign the final section in order to assure that they are both aware and supportive of the project.</p>
	<p>Attachment B – Resolution Supporting Application The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility or trail will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant. If the applicant is awarded, <u>all three items must be mentioned in the resolution in order to accept the grant.</u></p>
	<p>Attachment C – Estimated Value/Cost Invoice If there is a specific piece of equipment that is being proposed for purchase, please contact the appropriate equipment vendor and obtain an estimate of cost sheet.</p>
ADDITIONAL ATTACHMENTS (if applicable)	
	<p>Attachment D – Letters of Support Letters of support are an important factor for reviewers when selecting projects. There should be an effort to solicit letters from specific groups that will derive a direct benefit from the project, especially from the primary and secondary user groups you identify in Question 5. The applicant is also welcome to provide letters of support from all other sources as well. There is no limit on how many letters may be submitted, and diversity is favorable</p>
	<p>Attachment E – Grant-in-Aid Award Letter If the applicant or partnering trail association is receiving funding from one of the DNR grant-in-aid programs (snowmobile, cross-country ski, all-terrain vehicle, off-highway motorcycle, or off-road vehicles), typically the recipients are notified by the DNR, Parks and Trails Area Supervisor with an award letter. Copy the letter and provide as Attachment E if applicable.</p>

Attachment A – REQUIRED CERTIFICATIONS

Complete the Required Certifications form below with original signatures.

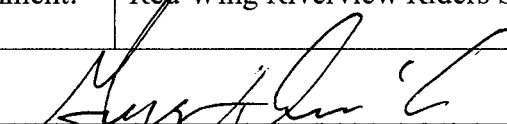
For Grant Applicants:

“I hereby certify that all of the information provided in this application is true and accurate to the best of my knowledge. I recognize that in the event of the proposed project being funded, this document will be used as an addendum to the agreement between the sponsoring unit of government and the state to guide project scope and reimbursement. I also acknowledge that all work must be completed by **June 30, 2021**, and no reimbursement will be sought for an in-house labor services and/or to meet existing payroll.”

Name:	Scott O. Arneson	Title:	County Administrator
Unit of Government:	Goodhue County, MN		
Signature:		Date:	

For Trail and Park Administrators (if applicable):

“I substantially agree that the proposed trail related project will be mutually beneficial to the local community, as well as to the goals and purposes for which this recreation unit was established. I will cooperate in its provision if the project proposal should be funded.”

Name:	Gregg Diercks	Title:	Trails Coordinator
Unit of Government:	Red Wing Riverview Riders Snowmobile Club		
Signature:		Date:	11/10/2020

For All Administrators of Public Lands Crossed/Utilized in the Proposed Linkage

(Required only if the proposed project will utilize public land that is not under the jurisdiction of the grant applicant):

“I preliminarily agree with plans to develop the proposed trail related project on land administered by my agency, and I will cooperate in seeking more formal authorization in the event the project proposal is authorized for reimbursement.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



Gregory Isakson, P.E.
Public Works Director/County Engineer

2140 Pioneer Road
Red Wing, MN 55066
PHONE 651.385.3025
www.co.goodhue.mn.us

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 21 Jan 20 County Board Meeting - **Consent Agenda**
FINAL - Request approval of Contract CP 025-014-001 Centerline Pipes including a change order adding CSAH 14 centerline pipes from CSAH 30 - CSAH 9.

Date: 15 Jan 20

Summary

It is requested that the County Board approve the attached resolution to accept and approve final payment disbursement of contract CP 025-014-001 Centerline Pipes including a change order adding CSAH 14 centerline pipes from CSAH 30 - CSAH 9.

Background

This contract was for the replacement of centerline pipes on CSAH 14 in advance of a bituminous resurfacing project scheduled for the 2020 construction season. The contractor for this project was Fitzgerald Excavating and Trucking Inc., of Goodhue, MN.

The original contract was to replace and repair centerline culverts on CSAH 14 between CSAH 9 and TH 52. On 13 Aug 19 the County Board approved additional work to perform the same type of work to the centerline pipes on CSAH 14 between CSAH 30 and CSAH 9. The estimate to complete the additional work was \$67,236.00.

Work commenced on 19 Jun 19 and was completed on 27 Sep 19. The original contract amount was \$235,532.50; revised contract amount was \$299,250.50. Final payment to the contractor is \$14,776.45. The completed revised contract amount of \$295,528.94 is 1.2% less than the revised contract amount.

Alternatives

➤ None.

Recommendations

It is the recommendation of staff that the County Board approves the attached resolution and finalizes this contract.

**BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA**

Date: 21 January 2020

WHEREAS, Contract No. 01401, CP 025-014-001 Centerline Pipes, has in all things been completed, and the County Board being fully advised in the premises; and,

WHEREAS, documentation for the project has been finalized, and final payment to the contractor, Fitzgerald Excavating and Trucking Inc. is \$14,776.45;

NOW, THEREFORE, BE IT RESOLVED, that the Goodhue County Board of Commissioners does hereby accept said completed project for and on behalf of the County of Goodhue and authorize final payment as specified herein.

State of Minnesota
County of Goodhue

Anderson	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Drotos	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Majerus	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Nesseth	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Flanders	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Goodhue County, Minnesota at their session held on the 21st day of January 2020, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 21st day of January 2020.

Scott Arneson
County Administrator

2020 Agreement State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the “County,” and the **City of Bellechester**, hereinafter referred to as the “City.”

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

Article I

The County agrees to provide, through the Land Use Management Department of Goodhue County, State Building Code administration services within the boundaries of the City to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such State Building Code administration services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law, and shall not include services normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous city ordinances.
 2. The standard of performance, the method of providing State Building Code administration services, and other matters incident to the performance of the services under this Agreement, including personnel to be employed, shall be determined by the Director of the Land Use Management Department of the County.
-

3. The City shall, by ordinance, adopt the latest Minnesota Building Code and all referenced documents contained within.
4. Under this Agreement, the City Clerk will receive all applications for building permits within the City as required by existing laws, codes, and ordinances.
5. All applications for permits, which require a conditional use permit, a variance to existing ordinances, or other local approval or action, shall be referred to the Governing Body of the City, together with recommendations as appropriate, for action by the Governing Body.
6. Following City approval per all local rules, regulations and ordinances, the permit application and related submittals shall be forward to the Building Official of the County, who shall examine all such applications and appropriate submittals to determine compliance with the State Building Code.
7. Under this Agreement, the Building Official, or designee, of the County will provide plan review services as necessary in all instances where such plan review is mandatory by existing laws, codes, or ordinances.
8. The Building Official, or designee, of the County shall provide all job-site inspections of projects under permits as required by the State Building Code, as well as all such special inspections as shall be deemed necessary in order to insure compliance with existing laws, and upon completion of each project shall issue a Certificate of Occupancy where required.
9. The City Clerk shall collect, receipt for, disburse, and maintain records of all fees and charges collected incident to the administration of the State Building Code contained herein, according to the Schedule of Fees and Charges agreed to by both parties.

Article II

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. Fees and charges shall be due and payable upon permit approval, and shall be collected by the City Clerk from the applicant for said permit.
2.
 - A) The Building Official may authorize refunding of any fee which was erroneously paid or collected.
 - B) The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the State Building Code.
 - C) The Building Official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
3. The base Building Permit Fee shall be determined by the Goodhue County Fee Schedule.

4. When the Building Official requires a plan or other data, a Plan Review Fee shall be incurred and paid with the permit fee. Said Plan Review Fee shall be 40% of the base Building Permit Fee for residential occupancies. The Plan Review Fee for all non-residential occupancies shall be 65% of the base Building Permit Fee.
5. The building permit valuation shall be determined by the Building Official.
6. A) Where work for which a permit is required is started, or proceeded with, prior to obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

B) An investigation fee as referenced in the County Fee Schedule shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.
8. At the discretion of the Building Official, an additional charge in accordance with the Goodhue County Fee Schedule may be required in such instances where repeated violations of the Building Codes and Ordinances make necessary an excessive number of reinspections in order to insure compliance with the provision of said codes and ordinances. Such charges shall be payable by the permittee prior to the issuance of the Certificate of Occupancy.

Article III

The parties hereto further agree as follows:

1. The City agrees that in payment for the State Building Code administration services contained herein, the City shall remit quarterly to the County out of the fees and charges collected pursuant to this agreement during the previous quarter, eighty percent (80%) of all building permit fees and penalties, and one hundred percent (100%) of all plan review fees and all building permit surcharges required by law to be remitted to the State of Minnesota.
2. The Building Official of the County shall account for and forward to the State of Minnesota, all building permit surcharge monies required by law.
3. The City shall not assume, under this agreement, any liability for the direct payment of any salary, wage, or other compensation to any County employee performing State Building Code administration service to the City.
4. Except as otherwise specified herein, the City shall not, under this Agreement, be obligated to, or responsible for, or liable for compensation or indemnity to, any County employee performing State Building Code administration services to the City for injury or sickness arising out of said employment, and the County agrees to hold harmless the City against any such claim.

Article IV

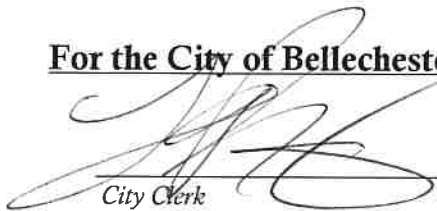
The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.
2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.
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4. Unless sooner terminated as provided for herein, this Agreement shall be effective for the calendar year specified by the Agreement.
5. This agreement shall be self-renewing for additional one-year periods. At the option of the City, the Agreement may be terminated with no less than a ninety-day notice in writing to the Board of Commissioners of Goodhue County, Minnesota. Should the County desire to terminate the Agreement they shall provide no less than ninety days' notice in writing to the Governing Body of the City. The County shall annually review and adjust as necessary fees and charges to insure that such charges and fees do not exceed the actual cost of providing the service. Any change to the fees and charges shall be reflected in the County Fee Schedule.
6. It is understood that this Agreement contains the entire agreement between the County and the City and that no statement, promises, or inducements, made by any party hereto, or officer, agent, or employee of either party hereto which is not contained in this written Agreement shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon. It is expressly understood between the parties hereto, that this understanding will be considered in interpreting the provisions of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to, or striking, any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain, and insure that the purpose of this Agreement, and any change to the original provisions of this Agreement, mutually acceptable shall be written and attached to this Agreement. As provided above, any such revision, addition, or deletion, will only apply to the provision revised, added, or deleted, and the remainder of this Agreement shall remain in full force and effect.

7. The effective date of this Agreement is January 1, 2020, and its expiration date is December 31, 2020, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

For the City of Bellechester, Minnesota:



City Clerk



Mayor

11-12-19

Date

11/12/19

Date

For Goodhue County, Minnesota:

County Administrator

County Board Chair

Date

Date

2020 Agreement State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the “County,” and the **City of Cannon Falls**, hereinafter referred to as the “City.”

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

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-

3. The City shall, by ordinance, adopt the latest Minnesota Building Code and all referenced documents contained within.
4. Under this Agreement, the City Clerk will receive all applications for building permits within the City as required by existing laws, codes, and ordinances.
5. All applications for permits, which require a conditional use permit, a variance to existing ordinances, or other local approval or action, shall be referred to the Governing Body of the City, together with recommendations as appropriate, for action by the Governing Body.
6. Following City approval per all local rules, regulations and ordinances, the permit application and related submittals shall be forward to the Building Official of the County, who shall examine all such applications and appropriate submittals to determine compliance with the State Building Code.
7. Under this Agreement, the Building Official, or designee, of the County will provide plan review services as necessary in all instances where such plan review is mandatory by existing laws, codes, or ordinances.
8. The Building Official, or designee, of the County shall provide all job-site inspections of projects under permits as required by the State Building Code, as well as all such special inspections as shall be deemed necessary in order to insure compliance with existing laws, and upon completion of each project shall issue a Certificate of Occupancy where required.
9. The City Clerk shall collect, receipt for, disburse, and maintain records of all fees and charges collected incident to the administration of the State Building Code contained herein, according to the Schedule of Fees and Charges agreed to by both parties.

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5. The building permit valuation shall be determined by the Building Official.
6. A) Where work for which a permit is required is started, or proceeded with, prior to obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

B) An investigation fee as referenced in the County Fee Schedule shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.
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Article III

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2. The Building Official of the County shall account for and forward to the State of Minnesota, all building permit surcharge monies required by law.
3. The City shall not assume, under this agreement, any liability for the direct payment of any salary, wage, or other compensation to any County employee performing State Building Code administration service to the City.
4. Except as otherwise specified herein, the City shall not, under this Agreement, be obligated to, or responsible for, or liable for compensation or indemnity to, any County employee performing State Building Code administration services to the City for injury or sickness arising out of said employment, and the County agrees to hold harmless the City against any such claim.

Article IV

The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.
2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.
3. The City, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the County or of any officer, agent, or employee of the County; and the County agrees to hold the City, its officers, its agents, and its employees, harmless from any intentional or negligent act of the County, or of any officer, agent, or employee of the County; and the County agrees to defend the City, its officers, its agents or its employees, from any claim for damages resulting from the negligent, or intentional act of the County, or of any officer, agent or employee of the County.
4. The City's and County's duty to indemnify and hold harmless the other is subject to the limitations, immunities and defenses available to municipalities in Minnesota Statutes Chapter 466 and any other applicable law.
5. Unless sooner terminated as provided for herein, this Agreement shall be effective for the calendar year specified by the Agreement.
6. This agreement shall be self-renewing for additional one-year periods. At the option of the City, the Agreement may be terminated with no less than a ninety-day notice in writing to the Board of Commissioners of Goodhue County, Minnesota. Should the County desire to terminate the Agreement they shall provide no less than ninety days notice in writing to the Governing Body of the City. The County shall annually review and adjust as necessary fees and charges to insure that such charges and fees do not exceed the actual cost of providing the service. Any change to the fees and charges shall be reflected in the County Fee Schedule.

7. It is understood that this Agreement contains the entire agreement between the County and the City and that no statement, promises, or inducements, made by any party hereto, or officer, agent, or employee of either party hereto which is not contained in this written Agreement shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon. It is expressly understood between the parties hereto, that this understanding will be considered in interpreting the provisions of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to, or striking, any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain, and insure that the purpose of this Agreement, and any change to the original provisions of this Agreement, mutually acceptable shall be written and attached to this Agreement. As provided above, any such revision, addition, or deletion, will only apply to the provision revised, added, or deleted, and the remainder of this Agreement shall remain in full force and effect.

8. The effective date of this Agreement is January 1, 2020, and its expiration date is December 31, 2020, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

For the City of Cannon Falls, Minnesota:

Dave Murray
City Administrator

1-7-20
Date

John Attkhoff
Mayor

1-7-20
Date

For Goodhue County, Minnesota:

County Administrator

County Board Chair

Date

Date

2020 Agreement State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the “County,” and the **City of Dennison**, hereinafter referred to as the “City.”

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

Article I

The County agrees to provide, through the Land Use Management Department of Goodhue County, State Building Code administration services within the boundaries of the City to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such State Building Code administration services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law, and shall not include services normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous city ordinances.
 2. The standard of performance, the method of providing State Building Code administration services, and other matters incident to the performance of the services under this Agreement, including personnel to be employed, shall be determined by the Director of the Land Use Management Department of the County.
-

3. The City shall, by ordinance, adopt the latest Minnesota Building Code and all referenced documents contained within.
4. Under this Agreement, the City Clerk will receive all applications for building permits within the City as required by existing laws, codes, and ordinances.
5. All applications for permits, which require a conditional use permit, a variance to existing ordinances, or other local approval or action, shall be referred to the Governing Body of the City, together with recommendations as appropriate, for action by the Governing Body.
6. Following City approval per all local rules, regulations and ordinances, the permit application and related submittals shall be forward to the Building Official of the County, who shall examine all such applications and appropriate submittals to determine compliance with the State Building Code.
7. Under this Agreement, the Building Official, or designee, of the County will provide plan review services as necessary in all instances where such plan review is mandatory by existing laws, codes, or ordinances.
8. The Building Official, or designee, of the County shall provide all job-site inspections of projects under permits as required by the State Building Code, as well as all such special inspections as shall be deemed necessary in order to insure compliance with existing laws, and upon completion of each project shall issue a Certificate of Occupancy where required.
9. The City Clerk shall collect, receipt for, disburse, and maintain records of all fees and charges collected incident to the administration of the State Building Code contained herein, according to the Schedule of Fees and Charges agreed to by both parties.

Article II

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. Fees and charges shall be due and payable upon permit approval, and shall be collected by the City Clerk from the applicant for said permit.
2.
 - A) The Building Official may authorize refunding of any fee which was erroneously paid or collected.
 - B) The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the State Building Code.
 - C) The Building Official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
3. The base Building Permit Fee shall be determined by the Goodhue County Fee Schedule.

4. When the Building Official requires a plan or other data, a Plan Review Fee shall be incurred and paid with the permit fee. Said Plan Review Fee shall be 40% of the base Building Permit Fee for residential occupancies. The Plan Review Fee for all non-residential occupancies shall be 65% of the base Building Permit Fee.
5. The building permit valuation shall be determined by the Building Official.
6. A) Where work for which a permit is required is started, or proceeded with, prior to obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

B) An investigation fee as referenced in the County Fee Schedule shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.
8. At the discretion of the Building Official, an additional charge in accordance with the Goodhue County Fee Schedule may be required in such instances where repeated violations of the Building Codes and Ordinances make necessary an excessive number of reinspections in order to insure compliance with the provision of said codes and ordinances. Such charges shall be payable by the permittee prior to the issuance of the Certificate of Occupancy.

Article III

The parties hereto further agree as follows:

1. The City agrees that in payment for the State Building Code administration services contained herein, the City shall remit quarterly to the County out of the fees and charges collected pursuant to this agreement during the previous quarter, eighty percent (80%) of all building permit fees and penalties, and one hundred percent (100%) of all plan review fees and all building permit surcharges required by law to be remitted to the State of Minnesota.
2. The Building Official of the County shall account for and forward to the State of Minnesota, all building permit surcharge monies required by law.
3. The City shall not assume, under this agreement, any liability for the direct payment of any salary, wage, or other compensation to any County employee performing State Building Code administration service to the City.
4. Except as otherwise specified herein, the City shall not, under this Agreement, be obligated to, or responsible for, or liable for compensation or indemnity to, any County employee performing State Building Code administration services to the City for injury or sickness arising out of said employment, and the County agrees to hold harmless the City against any such claim.

Article IV

The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.
2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.
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5. This agreement shall be self-renewing for additional one-year periods. At the option of the City, the Agreement may be terminated with no less than a ninety-day notice in writing to the Board of Commissioners of Goodhue County, Minnesota. Should the County desire to terminate the Agreement they shall provide no less than ninety days notice in writing to the Governing Body of the City. The County shall annually review and adjust as necessary fees and charges to insure that such charges and fees do not exceed the actual cost of providing the service. Any change to the fees and charges shall be reflected in the County Fee Schedule.
6. It is understood that this Agreement contains the entire agreement between the County and the City and that no statement, promises, or inducements, made by any party hereto, or officer, agent, or employee of either party hereto which is not contained in this written Agreement shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon. It is expressly understood between the parties hereto, that this understanding will be considered in interpreting the provisions of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to, or striking, any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain, and insure that the purpose of this Agreement, and any change to the original provisions of this Agreement, mutually acceptable shall be written and attached to this Agreement. As provided above, any such revision, addition, or deletion, will only apply to the provision revised, added, or deleted, and the remainder of this Agreement shall remain in full force and effect.

7. The effective date of this Agreement is January 1, 2020, and its expiration date is December 31, 2020, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

For the City of Dennison, Minnesota:

Jessica Page
City Clerk

11-7-19
Date

[Signature]
Mayor

11-7-19
Date

For Goodhue County, Minnesota:

County Administrator

County Board Chair

Date

Date

2020 Agreement State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the “County,” and the **City of Goodhue**, hereinafter referred to as the “City.”

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

Article I

The County agrees to provide, through the Land Use Management Department of Goodhue County, State Building Code administration services within the boundaries of the City to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such State Building Code administration services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law, and shall not include services normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous city ordinances.
 2. The standard of performance, the method of providing State Building Code administration services, and other matters incident to the performance of the services under this Agreement, including personnel to be employed, shall be determined by the Director of the Land Use Management Department of the County.
-

3. The City shall, by ordinance, adopt the latest Minnesota Building Code and all referenced documents contained within.
4. Under this Agreement, the City Clerk will receive all applications for building permits within the City as required by existing laws, codes, and ordinances.
5. All applications for permits, which require a conditional use permit, a variance to existing ordinances, or other local approval or action, shall be referred to the Governing Body of the City, together with recommendations as appropriate, for action by the Governing Body.
6. Following City approval per all local rules, regulations and ordinances, the permit application and related submittals shall be forward to the Building Official of the County, who shall examine all such applications and appropriate submittals to determine compliance with the State Building Code.
7. Under this Agreement, the Building Official, or designee, of the County will provide plan review services as necessary in all instances where such plan review is mandatory by existing laws, codes, or ordinances.
8. The Building Official, or designee, of the County shall provide all job-site inspections of projects under permits as required by the State Building Code, as well as all such special inspections as shall be deemed necessary in order to insure compliance with existing laws, and upon completion of each project shall issue a Certificate of Occupancy where required.
9. The City Clerk shall collect, receipt for, disburse, and maintain records of all fees and charges collected incident to the administration of the State Building Code contained herein, according to the Schedule of Fees and Charges agreed to by both parties.

Article II

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. Fees and charges shall be due and payable upon permit approval, and shall be collected by the City Clerk from the applicant for said permit.
2.
 - A) The Building Official may authorize refunding of any fee which was erroneously paid or collected.
 - B) The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the State Building Code.
 - C) The Building Official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
3. The base Building Permit Fee shall be determined by the Goodhue County Fee Schedule.

4. When the Building Official requires a plan or other data, a Plan Review Fee shall be incurred and paid with the permit fee. Said Plan Review Fee shall be 40% of the base Building Permit Fee for residential occupancies. The Plan Review Fee for all non-residential occupancies shall be 65% of the base Building Permit Fee.
5. The building permit valuation shall be determined by the Building Official.
6. A) Where work for which a permit is required is started, or proceeded with, prior to obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

B) An investigation fee as referenced in the County Fee Schedule shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.
8. At the discretion of the Building Official, an additional charge in accordance with the Goodhue County Fee Schedule may be required in such instances where repeated violations of the Building Codes and Ordinances make necessary an excessive number of reinspections in order to insure compliance with the provision of said codes and ordinances. Such charges shall be payable by the permittee prior to the issuance of the Certificate of Occupancy.

Article III

The parties hereto further agree as follows:

1. The City agrees that in payment for the State Building Code administration services contained herein, the City shall remit quarterly to the County out of the fees and charges collected pursuant to this agreement during the previous quarter, eighty percent (80%) of all building permit fees and penalties, and one hundred percent (100%) of all plan review fees and all building permit surcharges required by law to be remitted to the State of Minnesota.
2. The Building Official of the County shall account for and forward to the State of Minnesota, all building permit surcharge monies required by law.
3. The City shall not assume, under this agreement, any liability for the direct payment of any salary, wage, or other compensation to any County employee performing State Building Code administration service to the City.
4. Except as otherwise specified herein, the City shall not, under this Agreement, be obligated to, or responsible for, or liable for compensation or indemnity to, any County employee performing State Building Code administration services to the City for injury or sickness arising out of said employment, and the County agrees to hold harmless the City against any such claim.

Article IV

The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.
2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.
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5. This agreement shall be self-renewing for additional one-year periods. At the option of the City, the Agreement may be terminated with no less than a ninety-day notice in writing to the Board of Commissioners of Goodhue County, Minnesota. Should the County desire to terminate the Agreement they shall provide no less than ninety days notice in writing to the Governing Body of the City. The County shall annually review and adjust as necessary fees and charges to insure that such charges and fees do not exceed the actual cost of providing the service. Any change to the fees and charges shall be reflected in the County Fee Schedule.
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7. The effective date of this Agreement is January 1, 2020, and its expiration date is December 31, 2020, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

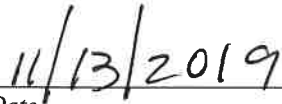
For the City of Goodhue, Minnesota:



City Clerk



Mayor



Date



Date

For Goodhue County, Minnesota:

County Administrator

County Board Chair

Date

Date

2020 Agreement State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the “County,” and the **City of Kenyon**, hereinafter referred to as the “City.”

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

Article I

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The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

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Article III

The parties hereto further agree as follows:

1. The City agrees that in payment for the State Building Code administration services contained herein, the City shall remit quarterly to the County out of the fees and charges collected pursuant to this agreement during the previous quarter, eighty percent (80%) of all building permit fees and penalties, and one hundred percent (100%) of all plan review fees and all building permit surcharges required by law to be remitted to the State of Minnesota.
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Article IV

The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.
2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.
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7. The effective date of this Agreement is January 1, 2020, and its expiration date is December 31, 2020, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

For the City of Kenyon, Minnesota:

Mark R. Uhl
City Administrator

Douglas Henke
Mayor

12-12-2019
Date

12-12-19
Date

For Goodhue County, Minnesota:

County Administrator

County Board Chair

Date

Date

2020 Agreement State Building Code Administration

This agreement is made and entered into by and between the County of Goodhue, hereinafter referred to as the “County,” and the **City of Wanamingo**, hereinafter referred to as the “City.”

Witnesseth

WHEREAS, the City is desirous of contracting with the County for the performance of the hereinafter described State Building Code administration and duties within its boundaries by the Land Use Management Department of the County; and

WHEREAS, the County is agreeable and desirous of rendering such State Building Code administration services on the terms and the conditions hereinafter set forth; and

WHEREAS, such contracts are authorized and provided by Section 471.59 of the Minnesota State Statutes;

NOW, THEREFORE, pursuant to the terms of the aforesaid Statute and any amendments and revisions subsequent thereto, and in consideration of the mutual promises contained herein, it is mutually agreed between the County and the City as follows:

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 2. The standard of performance, the method of providing State Building Code administration services, and other matters incident to the performance of the services under this Agreement, including personnel to be employed, shall be determined by the Director of the Land Use Management Department of the County.
-

3. The City shall, by ordinance, adopt the latest Minnesota Building Code and all referenced documents contained within.
4. Under this Agreement, the City Clerk will receive all applications for building permits within the City as required by existing laws, codes, and ordinances.
5. All applications for permits, which require a conditional use permit, a variance to existing ordinances, or other local approval or action, shall be referred to the Governing Body of the City, together with recommendations as appropriate, for action by the Governing Body.
6. Following City approval per all local rules, regulations and ordinances, the permit application and related submittals shall be forward to the Building Official of the County, who shall examine all such applications and appropriate submittals to determine compliance with the State Building Code.
7. Under this Agreement, the Building Official, or designee, of the County will provide plan review services as necessary in all instances where such plan review is mandatory by existing laws, codes, or ordinances.
8. The Building Official, or designee, of the County shall provide all job-site inspections of projects under permits as required by the State Building Code, as well as all such special inspections as shall be deemed necessary in order to insure compliance with existing laws, and upon completion of each project shall issue a Certificate of Occupancy where required.
9. The City Clerk shall collect, receipt for, disburse, and maintain records of all fees and charges collected incident to the administration of the State Building Code contained herein, according to the Schedule of Fees and Charges agreed to by both parties.

Article II

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. Fees and charges shall be due and payable upon permit approval, and shall be collected by the City Clerk from the applicant for said permit.
2.
 - A) The Building Official may authorize refunding of any fee which was erroneously paid or collected.
 - B) The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the State Building Code.
 - C) The Building Official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
3. The base Building Permit Fee shall be determined by the Goodhue County Fee Schedule.

4. When the Building Official requires a plan or other data, a Plan Review Fee shall be incurred and paid with the permit fee. Said Plan Review Fee shall be 40% of the base Building Permit Fee for residential occupancies. The Plan Review Fee for all non-residential occupancies shall be 65% of the base Building Permit Fee.
5. The building permit valuation shall be determined by the Building Official.
6. A) Where work for which a permit is required is started, or proceeded with, prior to obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

B) An investigation fee as referenced in the County Fee Schedule shall be collected and is in addition to the required permit fees, but it may not exceed the permit fee.
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.
8. At the discretion of the Building Official, an additional charge in accordance with the Goodhue County Fee Schedule may be required in such instances where repeated violations of the Building Codes and Ordinances make necessary an excessive number of re-inspections in order to insure compliance with the provision of said codes and ordinances. Such charges shall be payable by the permittee prior to the issuance of the Certificate of Occupancy.

Article III

The parties hereto further agree as follows:

1. The City agrees that in payment for the State Building Code administration services contained herein, the City shall remit quarterly to the County out of the fees and charges collected pursuant to this agreement during the previous quarter, eighty percent (80%) of all building permit fees and penalties, and one hundred percent (100%) of all plan review fees and all building permit surcharges required by law to be remitted to the State of Minnesota.
2. The Building Official of the County shall account for and forward to the State of Minnesota, all building permit surcharge monies required by law.
3. The City shall not assume, under this agreement, any liability for the direct payment of any salary, wage, or other compensation to any County employee performing State Building Code administration service to the City.
4. Except as otherwise specified herein, the City shall not, under this Agreement, be obligated to, or responsible for, or liable for compensation or indemnity to, any County employee performing State Building Code administration services to the City for injury or sickness arising out of said employment, and the County agrees to hold harmless the City against any such claim.

Article IV

The parties hereto, the County and the City, further agree as follow:

1. The City, its officers, agents, and employees, will cooperate with and assist the County in the orderly performance of services listed herein.
2. The County, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to hold the County, its officers, its agents, and its employees harmless from any intentional or negligent act of the City, or of any officer, agent, or employee of the City; and the City agrees to defend the County, its officers, its agents, or its employees, from any claim for damages resulting from the negligent act of the City, or of any officer, agent or employee of the City.
3. The City, its officers, its agents, and its employees, shall not assume to be liable for any intentional or negligent act of the County or of any officer, agent, or employee of the County; and the County agrees to hold the City, its officers, its agents, and its employees, harmless from any intentional or negligent act of the County, or of any officer, agent, or employee of the County; and the County agrees to defend the City, its officers, its agents or its employees, from any claim for damages resulting from the negligent, or intentional act of the County, or of any officer, agent or employee of the County.
4. Unless sooner terminated as provided for herein, this Agreement shall be effective for the calendar year specified by the Agreement.
5. This agreement shall be self-renewing for additional one-year periods. At the option of the City, the Agreement may be terminated with no less than a ninety-day notice in writing to the Board of Commissioners of Goodhue County, Minnesota. Should the County desire to terminate the Agreement they shall provide no less than ninety days notice in writing to the Governing Body of the City. The County shall annually review and adjust as necessary fees and charges to insure that such charges and fees do not exceed the actual cost of providing the service. Any change to the fees and charges shall be reflected in the County Fee Schedule.
6. It is understood that this Agreement contains the entire agreement between the County and the City and that no statement, promises, or inducements, made by any party hereto, or officer, agent, or employee of either party hereto which is not contained in this written Agreement shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon. It is expressly understood between the parties hereto, that this understanding will be considered in interpreting the provisions of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to, or striking, any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain, and insure that the purpose of this Agreement, and any change to the original provisions of this Agreement, mutually acceptable shall be written and attached to this Agreement. As provided above, any such revision, addition, or deletion, will only apply to the provision revised, added, or deleted, and the remainder of this Agreement shall remain in full force and effect.

7. The effective date of this Agreement is January 1, 2020, and its expiration date is December 31, 2020, at which time it shall be automatically renewed unless terminated or altered by operation of law or by terms of the Agreement.

Attest

For the City of Wanamingo, Minnesota:



City Administrator

11/18/2019

Date



Mayor

11/18/2019

Date

For Goodhue County, Minnesota:

County Administrator

County Board Chair

Date

Date



Melissa Cushing
Goodhue County Human Resource Director
Goodhue County

Melissa.cushing@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Office (651) 385.3031
Fax -- (651) 267.4872

TO: Goodhue County Commissioners
FROM: Melissa Cushing, Human Resource Director
DATE: January 21, 2020
RE: 2020 – 2022 Teamsters Contract

Attached to this memo is the proposed 2020 – 2022 Teamsters union contract. I have received the signature pages signed by the Union Business Agent, Union President and the Union Steward.

We recommend the Board sign the attached contract.

LABOR AGREEMENT
between

COUNTY OF GOODHUE
and

**GENERAL DRIVERS, HELPERS, WAREHOUSEMEN AND
INSIDE EMPLOYEES, LOCAL NO. 160**

JANUARY 1, 2020 - DECEMBER 31, 2022

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LABOR AGREEMENT
between
GOODHUE COUNTY
and
GENERAL DRIVERS, HELPERS, WAREHOUSEMEN AND
INSIDE EMPLOYEES, LOCAL NO. 160

ARTICLE 1 - PURPOSE OF AGREEMENT

This AGREEMENT is entered into as of January 1, 2020 between THE COUNTY OF GOODHUE, hereinafter called the EMPLOYER, and the GENERAL DRIVERS, HELPERS, WAREHOUSEMEN AND INSIDE EMPLOYEES, LOCAL NO. 160, hereinafter called the UNION.

It is the intent and purpose of this AGREEMENT to:

- 1.1 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application; and
- 1.2 Place in written form the parties agreement upon terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2 – RECOGNITION

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative, under Minnesota Statutes, Section 179.71, Subdivision 3, for all employees of the GOODHUE COUNTY PUBLIC WORKS DEPARTMENT in the following job classifications:

ROAD FOREMAN
MAINTENANCE WORKER
MECHANIC
HIGHWAY SIGN TECHNICIAN

- 2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 - DEFINITIONS

- 3.1 **UNION:** The General Drivers, Helpers, Warehousemen and Inside Employees, Local No. 160.
- 3.2 **UNION MEMBER:** A member of the General Drivers, Helpers, Warehousemen and Inside Employees, Local No. 160.
- 3.3 **EMPLOYEE:** A member of the exclusively recognized bargaining unit.

- 3.4 **DEPARTMENT:** The Goodhue County Public Works Department.
- 3.5 **EMPLOYER:** The County of Goodhue.
- 3.6 **DEPARTMENT HEAD:** The Director of Goodhue County Public Works Department.
- 3.7 **UNION OFFICER:** Officer elected or appointed by the General Drivers, Helpers, Warehousemen and Inside Employees, Local No. 160.
- 3.8 **OVERTIME:** Work performed at the express authorization of the EMPLOYER in excess of the employee's scheduled shift.
- 3.9 **SCHEDULED SHIFT:** A consecutive work period including rest breaks and a lunch break.
- 3.10 **STRIKE:** Concerted action in failing to report for duty, slow-down, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.
- 3.11 **IMMEDIATE FAMILY:** The employee's mother, father, brother, sister, spouse, son or daughter, mother- or father-in-law, or ward in the employee's household, including grandparents.

ARTICLE 4 - EMPLOYER SECURITY

The UNION agrees that during the life of this AGREEMENT that the UNION will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the EMPLOYER.

ARTICLE 5 - EMPLOYER AUTHORITY

- 5.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 6 - UNION SECURITY

- 6.1** The EMPLOYER shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly UNION dues. Such monies shall be remitted as directed by the UNION.
- 6.2** The UNION may designate employees from the bargaining unit to act as a steward and an alternate and shall inform the EMPLOYER in writing of such choice and changes in the position of steward and/or alternate.
- 6.3** The EMPLOYER shall make space available on the employee bulletin board for posting UNION notice(s) and announcements(s).
- 6.4** The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this Article.

ARTICLE 7 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURES

7.1 Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

7.2 Union Representation

The EMPLOYER will recognize REPRESENTATIVES designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this ARTICLE. The UNION shall notify the EMPLOYER in writing of the names of such UNION REPRESENTATIVES and of their successors when so designated as provided by Section 6.2 of this AGREEMENT.

7.3 Processing of a Grievance

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the Employees and shall therefore be accomplished during normal working hours only when consistent with such Employee duties and responsibilities. The aggrieved Employee and a UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided that the Employee and the UNION Representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

7.4 **Procedure**

Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the EMPLOYER. The EMPLOYER-designated Step 1 representative will discuss and give an answer to such Step 1 grievance within (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 3 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 3 answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 by the UNION within ten (10) calendar days following the EMPLOYER-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the UNION shall be submitted within thirty (30) calendar days of receipt of EMPLOYER-designated representative's final answer arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the State of Minnesota Bureau of Mediation Services. Any grievance not submitted for arbitration within thirty (30) calendar days of receipt of EMPLOYER-designated representative's final answer shall be considered waived.

7.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION providing that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

7.6 Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION in each step.

7.7 Choice of Remedy

If, as a result of the written EMPLOYER response in Step 3 the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of ARTICLE 7, or a procedure such as: Civil Service, Veteran's Preference, or Fair Employment. If appealed to any procedure other than Step 4 of ARTICLE 7 the grievance is not subject to the arbitration procedure as provided in Step 4 of ARTICLE 7. The aggrieved employee shall indicate in writing which procedure is to be utilized -- Step 4 of ARTICLE 7 or another appeal procedure -- and shall give a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of ARTICLE 7.

ARTICLE 8 - SAVINGS CLAUSE

This AGREEMENT is subject to the laws of the United States, the State of Minnesota and the County of Goodhue. In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or federal or state administrative ruling or regulation, such provisions shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated in the written request of either party.

ARTICLE 9 - SENIORITY

- 9.1** Seniority shall be determined by the employee's length of continuous employment with the Public Works Department and posted in an appropriate location. Seniority rosters may be maintained by the County Public Works Director on the basis of time in grade and time in specific classifications.
- 9.2** During the one (1) year probationary period a newly hired or rehired employee may be discharged at the sole discretion of the EMPLOYER. During the probationary period a promoted or reassigned employee may be replaced in his previous position at the sole discretion of the EMPLOYER.
- 9.3** A reduction of work force will be accomplished on the basis of seniority. Employees shall be recalled from lay off on the basis of seniority. An employee on lay off shall have an opportunity to return to work within two years of the time of his lay off before any new employee is hired.
- 9.4** Senior employees will be given preference with regard to transfer and promotions when the job relevant qualifications of employees are equal.
- 9.5** Employees shall not establish seniority rights until the employee has been employed sixty (60) calendar days, and then the employee shall be placed on the seniority list as of the first day of employment.
- 9.6** Employees classified as "Temporary Employees" employed during the months of April through November, shall not accumulate seniority during this employment but shall be entitled to recall the following year. Full-time employees will be given preference over temporary employees regarding job assignments requiring the operation of trucks and heavy equipment.
- 9.7** Seniority lists shall be posted in each of the County garages. All regular full-time openings shall be posted. The senior qualified employees shall have first preference on the job as provided below:

All employees in order of their seniority standing are eligible to accept or reject

this job for a trial period of thirty (30) calendar days without jeopardizing their present or future seniority standing. The EMPLOYER shall determine the qualification of this employee to handle the job.

ARTICLE 10 - DISCIPLINE

- 10.1** The EMPLOYER will discipline employees for just cause only. Discipline will be one or more of the following forms:
- a) oral reprimand;
 - b) written reprimand;
 - c) suspension;
 - d) demotion; or
 - e) discharge.
- 10.2** Suspensions, demotions and discharges will be in written form.
- 10.3** Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.
- 10.4** Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 10.5** Discharges will be preceded by a five (5) day suspension without pay.
- 10.6** Employees subject to discipline will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a representative of their choosing at such questioning.
- 10.7** Grievances relating to this ARTICLE shall be initiated by the UNION in Step 3 of the grievance procedure under ARTICLE 7.

ARTICLE 11 - WORK SCHEDULE

- 11.1** The normal work day for full-time employees shall be eight (8) hours.
- 11.2** The normal work week for full-time employees will be forty (40) hours Monday through Friday.
- 11.3** Service to the public may require the establishment of regular and/or temporary work shifts for employees other than the normal work day/week. When practicable the County will give affected employees a twenty-four (24) hour advance notice of the establishment of work days/weeks different than the employees' normal working schedule. In the event that work is required because of unusual circumstances such as (but not limited to) fire,

flood, snow, sleet, or breakdown of equipment or facilities, no advance notice need be given.

ARTICLE 12 - OVERTIME

- 12.1** Full-time employees will be compensated in cash or compensatory time at one and one-half (1 1/2) times the employee's regular base pay rate for all hours worked in excess of the employee's scheduled work shift, all hours worked between 6:00 p.m. and 7:00 a.m., and all hours worked on Saturdays, Sundays and holidays. A five-hour minimum shall apply to Saturdays, Sundays and holidays. Employees will be allowed to accrue up to 120 hours of compensatory time from January 1st through May 31st. As of June 1 each year, compensatory time balances must be reduced to a maximum of 80 hours. Compensatory time up to a maximum of eighty (80) hours earned but not used will be carried over to the next year.
- 12.2** Overtime will be distributed in the following order by classification, location and seniority as equally as practicable except for duties where a specialist is required. Scheduled overtime shall be posted. This requirement does not alleviate the obligation under 12.6
- 12.3** Overtime refused by employees will for record purposes under Section 12.2 be considered as unpaid overtime worked.
- 12.4** For the purpose of computing overtime compensation overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.5** Overtime will be calculated to the nearest fifteen (15) minutes.
- 12.6** Employees have the obligation to work overtime or call backs if requested by the EMPLOYER unless unusual circumstances prevent the employee from so working.

ARTICLE 13 - CALL BACK TIME

An employee who is called to duty during their scheduled off-duty time shall receive a minimum of five (5) hours' pay at one and one-half (1 1/2) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the five (5) hour minimum.

ARTICLE 14 - FUNERAL LEAVE

- A.** Employees shall be allowed three (3) work days with pay for funeral leave in the event of a death in the employee's immediate family, including grandparents and grandchildren.
- B.** Employees shall be allowed one (1) work day with pay for funeral leave in the event of the death of an employee's brother-in-law, sister-in-law, uncle, aunt, niece, nephew or the uncle, aunt, niece, nephew or the grandparent of the

employee's spouse. If time beyond the one (1) work day is required, the employee may be allowed up to two (2) days of sick leave, based on the approval of the Department Head or County Administrator.

- C. If the employee is requested to be a pallbearer, the employee shall be granted eight (8) hours off with pay per calendar year.

ARTICLE 15 - SICK LEAVE

- 15.1** Full-time employees shall earn paid sick leave at the rate of eight (8) hours for each full month worked.
- 15.2** Earned sick leave may be accumulated to a maximum of nine hundred sixty (960) hours.
- 15.3** Accumulated paid sick leave may be approved for paid employee absences for the following reasons:
- 15.3.1** Because of employee illness or injury which prevents the employee from performing job duties and responsibilities.
- 15.3.2** Because of serious illness or death in the employee's immediate family.
- 15.4** The County Public Works Director, at their discretion, may require a doctor's certificate showing the nature of any injury or illness.
- 15.5** Sick leave shall be granted for dental or medical appointments, up to eight (8) hours shall be permitted.
- 15.6** If an employee takes time off for sickness or death in the immediate family, they shall be paid for the time taken off according to his hourly wage rate and taken from accumulated sick leave.
- 15.7** If an employee is injured after they have worked on the job for a period of five (5) hours or longer, they shall be paid by the County for the day so injured. If the employee has worked less than five (5) hours, they shall be paid for four (4) hours and four (4) hours shall be charged to the sick leave credit of the employee.
- 15.8** Sick leave conversion plan:
- Employee must have a balance of 400 hours of sick leave before they can convert any sick leave to vacation.
 - The requests for conversion need to be turned into the Administration Department and appropriate department head by January 15th and July 15th of each year.
 - A maximum of 40 hours of vacation can be earned each year as a result of this conversion plan.
 - The limits of 240 hours of vacation and 80 hours compensation time will not change.

- The ratio of sick leave to vacation hours will be set at 3:1, so a maximum of 120 hours of sick leave can be converted to 40 hours of vacation each year.
- This will not be a mandatory program, rather optional to individual employees.

ARTICLE 16 - VACATION LEAVE

16.1 New employees may use accrued vacation after six months of employment.

16.2 Eligibility and Allowance – Full-time employees hired shall earn:

0 - 2 years	6 working hours per month.
3 - 5 years	8 working hours per month.
6 - 9 years	10 working hours per month.
10 - 14 years	12 working hours per month.
15 - years and over	14 working hours per month.

- 16.3** The rate of vacation pay shall be the employee’s regular straight-time rate of pay in effect for the employee’s regular job on the regular workday immediately preceding the employee’s vacation period.
- 16.4** The number of employees entitled to be off on vacation at any one time shall be limited to the classifications and geographic locations necessary to maintain continuous service.
- 16.5** Vacation hours may accumulate to a maximum of 240 hours.
- 16.6** All employees, upon retirement or termination, shall be entitled to the accumulated vacation pay.
- 16.7** Full-time employees may use up to four (4) one-half (1/2) day periods of earned vacation provided the minimum needs of the department as determined by the Department Head are met.

ARTICLE 17 - INSURANCE – HEALTH AND LIFE

- 17.1** Health Savings Account (HSA) medical insurance will be available to all eligible employees. The EMPLOYER’S annual contribution to an employee’s HSA account will be in an amount equal to 50% of the deductible and shall be made every payroll period in an equivalent amount.
- 17.2** The EMPLOYER will pay the monthly premium for full-time employees for individual group medical life insurance coverage and pay for sixty percent (60%) of the cost of the employee's dependent EMPLOYER group health premium.

- 17.3 The employee shall have the option of insuring the employee's family by paying the additional cost of the premium.
- 17.4 The EMPLOYER will pay the monthly premium for \$40,000 life insurance for employees who work 20 hours per week or more.
- 17.5 In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes or fines for the Employer.

ARTICLE 18 - HOLIDAYS

- 18.1 The employees shall be granted leave of absence with regular pay on the following legal holidays:

New Year's Day	January 1
Martin Luther King	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 - One full day to be observed on the workday preceding the workday on which Christmas Day, December 25th is observed.
Christmas Day	December 25

- 18.2 Provided, when New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on Sunday, the following Monday shall be observed as the holiday.
- 18.3 Provided, when New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on Saturday, the preceding Friday shall be observed as the holiday.

ARTICLE 19 - INJURY ON DUTY

In the event of an accident on the job, an employee shall be paid for a ninety (90) work day period an amount equal to the difference between any compensation which he may receive and their normal salary during the same period.

ARTICLE 20 - SEVERANCE PAY

All permanent employees upon retirement or termination shall be entitled to sixty (60%) percent of the unused sick leave as severance pay. Employees discharged for just cause shall not receive their accrued sick leave.

ARTICLE 21 - JURY DUTY

In the event an employee is called for jury duty, they shall be reimbursed in the amount equal to the difference between their compensation as a juror and what they would otherwise have earned as an employee hereunder.

ARTICLE 22 - MILITARY LEAVE

Any employee called for military service for compulsory military training, shall not lose their job or seniority standing by reason thereof, and any employee hired in their place during his absence shall be so informed.

ARTICLE 23 - NON-DISCRIMINATION

Both the EMPLOYER and the UNION agree to apply the terms and conditions established by this AGREEMENT to employees equally without regard to, or discrimination for or against, any individual because of race, color, creed, sex, age or membership in the UNION.

ARTICLE 24 - LEAVE OF ABSENCE

Leave of absence without pay may be granted to an employee not to exceed ninety (90) days during any calendar year without seniority loss, for illness or other valid reasons, provided however, that the employee will not be granted such leave of absence for the purpose of engaging in or seeking other gainful employment.

ARTICLE 25 - WAGES

25.1 Employees shall be paid according to attached Appendix A.

CLASSIFICATION	GRADE
Maintenance Worker	81
Mechanic	82
Road Foreman	83

Employees will be placed on the wage schedule based on the following standards:

1. Employees will participate in an annual performance evaluation on or about the employee's anniversary date with the immediate supervisor or department head, and must also receive satisfactory rating of performance criteria as outlined by the department head prior to any adjustment in wages

Employees will be evaluated by the EMPLOYER for Step placement based on the Employer's Step Placement System and placed on the appropriate Step of the above schedule.

2. Determinations by the EMPLOYER concerning individual employee performance and placement on the salary schedule outlined above will be subject to Steps 1, 2, and 3 of the Grievance process stipulated by the Labor Agreement in ARTICLE VII but not subject to arbitration as provided for in Step 4. In lieu of Step 4, the UNION may elect to file for mediation with the Minnesota Bureau of Mediation Services.

25.2 Employees assigned by the EMPLOYER to work with oil, chloride, spray painting, sand blasting, crack sealing, and equipment repair tasks as defined by the EMPLOYER, will be paid fifty cents (.50 cents) per hour over the employee's regular rate of pay for hours so assigned. Employees assigned by the Employer to weed spraying will be paid \$1.00 per hour over the employee's regular rate of pay for hours spent spraying chemicals to eliminate weeds.

ARTICLE 26 – SAFETY APPAREL ALLOWANCE

EMPLOYEEES shall receive five hundred ten dollars (\$510) for the following safety clothing items on a pro rata basis:

- ANSI approved prescription safety eye wear
- ANSI approved general purpose safety (hard toed) boots
- Safety vests meeting current MMUTCD, ANSI and OSHA requirements for working in the Road Right of Way.
- Safety apparel including shirts, jackets, etc meeting current MMUTCD, ANSI and OSHA requirements for working in the Road Right of Way.
- Gloves
- Chain Saw Boot socks

EMPLOYEEES are required to use the above safety apparel items in performing job duties for the Public Works department as specified in the Goodhue County Public Works Safety Policy. The safety apparel allowance is to be used for the purchase of these items above.

The EMPLOYER shall provide the following safety apparel as required:

- Cut-resistant chain saw boots
- Chaps
- Ear protection

- Hard hats
- Non-prescription safety glasses/goggles
- Face shields

The County will pay each member the safety apparel allowance designated above on or about December 31st of each year.

New employees will be paid 50% of the safety apparel allowance upon hiring and the other 50% after six months of employment.

ARTICLE 27 - WAIVER

26.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

26.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 28 - DURATION

The contract shall be in full force and effect from January 1, 2020 to and including December 31, 2022 and shall continue in full force and effect from year to year thereafter unless written notice of desire to change or modify this agreement is served by either party ninety days prior to the annual date of expiration.

FOR GOODHUE COUNTY

Paul Drotos, Board Chair

Scott Arneson, Administrator

Date

**FOR GENERAL DRIVERS, HELPERS,
WAREHOUSEMEN AND INSIDE
EMPLOYEES, LOCAL NO. 120**

John Chappuis, Business Agent

Tom Erickson, President Teamsters Local 120

Doug Earnest, Steward

Date

APPENDIX A

WAGE SCHEDULE –12/31/2019 – 12/28/20

2.75%

Grade	1	2	3	4	5	6	7	8	9	10	11	12
81	21.14	22.19	23.26	24.30	25.37	26.45	27.47	28.03	28.56	29.09	29.66	30.28
82	23.44	24.60	25.77	26.94	28.13	29.29	30.44	31.07	31.63	32.20	32.86	33.49
83	26.04	27.31	28.63	29.93	31.19	32.51	33.82	34.48	35.14	35.76	36.49	37.21

WAGE SCHEDULE –12/29/20 – 12/26/21

2.50%

Grade	1	2	3	4	5	6	7	8	9	10	11	12
81	21.67	22.74	23.84	24.91	26.00	27.11	28.16	28.73	29.27	29.82	30.40	31.04
82	24.03	25.22	26.41	27.61	28.83	30.02	31.20	31.85	32.42	33.01	33.68	34.33
83	26.69	27.99	29.35	30.68	31.97	33.32	34.67	35.34	36.02	36.65	37.40	38.14

WAGE SCHEDULE –12/27/21 – 12/25/22

2.25%

Grade	1	2	3	4	5	6	7	8	9	10	11	12
81	22.16	23.25	24.38	25.47	26.59	27.72	28.79	29.38	29.93	30.49	31.08	31.74
82	24.57	25.79	27.00	28.23	29.48	30.70	31.90	32.57	33.15	33.75	34.44	35.10
83	27.29	28.62	30.01	31.37	32.69	34.07	35.45	36.14	36.83	37.47	38.24	39.00

**LETTER OF UNDERSTANDING
BETWEEN
GOODHUE COUNTY
AND
TEAMSTERS 120**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Teamsters 120.

WHEREAS, the EMPLOYER and Teamsters 120 are parties to a collective bargaining agreement; and

WHEREAS, the parties have expressed a desire to add a Minimum Value Plan health insurance (hereinafter MVP) beginning January 1, 2020.

NOW, THEREFORE, the parties hereto have executed this Letter of Understanding as follows:

MINIMUM VALUE PLAN OR COMPARABLE PLAN HEALTH INSURANCE

1. The MVP, or a comparable plan, will be available to all eligible employees.
2. The EMPLOYER'S annual contribution into an employee's HSA account will be in the amount equal to 50% of the MVP or comparable plan deductible.
3. The EMPLOYER will pay the monthly premium for full-time employees for individual group medical coverage. The EMPLOYER will pay for 60% of the cost of the employee's monthly dependent Employer group medical insurance premium.
4. The employee shall have the option of insuring dependents by paying the additional cost of the premium.

DURATION

This Letter of Understanding shall remain in effect until December 31, 2022.

COMPLETE AGREEMENT

This Letter of Understanding represents the complete and total agreement between the parties regarding the Minimum Value Plan or comparable plan Health Insurance.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this 21st day of January, 2020.

John Chappuis, Business Agent

County Board Chair

Tom Erickson, President Teamsters Local 120

Scott Arneson, Administrator

Doug Earnest, Steward

**LETTER OF UNDERSTANDING
BETWEEN
GOODHUE COUNTY AND TEAMSTERS 120**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Teamsters 120.

WHEREAS, the EMPLOYER and Teamsters 120 are parties to a collective bargaining agreement; and

WHEREAS, the EMPLOYER has placed a priority on sharing resources in order to better meet the needs of the County and its citizens; and

WHEREAS, the EMPLOYER requires greater flexibility in making seasonal work assignments to cover higher workloads with snow plowing and recycling center duties.

NOW, THEREFORE, the parties hereto have executed this Letter of Understanding as follows:

SNOW PLOW AND RECYCLING CENTER OPERATIONS

1. This agreement is effective for three years from January 1, 2020 through December 31, 2022. For the duration of this program, the provisions of this Letter of Understanding supersede collective bargaining agreement language.
2. AFSCME bargaining unit employees may be assigned to perform snow removal, ice control and other activities that are work performed primarily by employees in the bargaining unit represented by the Teamsters.
3. A preference will be given to Teamsters unit employees for any overtime call-in.
4. Teamster unit employees who volunteer to work in the Recycling Center would remain under the rules of the existing bargaining unit in which they belong for compensation.
5. Employees participating in this program will be given additional training and support so they are able to perform the work at the Recycling Center.
6. Employees participating in this program will be supervised by their current supervisor but will be expected to be assigned work and/or take direction by another supervisor or lead worker.
7. Employees participating in this program will receive an additional \$.50 per hour while performing duties at the Recycling Center.

DURATION

This Letter of Understanding shall remain in effect until December 31, 2022. If either party wishes to terminate this Letter of Understanding before December 31, 2022, the parties will meet to discuss the reasons for termination.

COMPLETE AGREEMENT

This Letter of Understanding represents the complete and total agreement between the parties regarding the Snow Plow and Recycling Center Operations.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this _____ day of _____, 2020.

County Board Chair

John Chappuis, Business Agent

Scott Arneson, Administrator

Tom Erickson, President Teamsters Local 120

Doug Earnest, Steward



**GOODHUE COUNTY
OFFICE OF EMERGENCY MANAGEMENT**

430 WEST SIXTH STREET
RED WING, MN 55066

January 15, 2020

To: Honorable Goodhue County Commissioners &
Scott Arneson, Administrator

From: Diane Richter-Biwer, Director 

**Subject: 2019 Emergency Management Performance Grant (EMPG) Contract
A-EMPG-2017-GOODHUCO-027
Effective Date 01/01/2019 - Expiration Date 1/31/2020**

Background:

Each year Goodhue County Office of Emergency Management is eligible for a federal EMPG contract that is administered through the State of MN Department of Public Safety, Homeland Security Emergency Management (HSEM). This grant is designed to assist the County Emergency Management in complying with federal planning and response requirements. The amount of the grant is based on the population of the county.

Current Situation:

The attached EMPG agreement is for the federal fiscal year; January 1, 2019 through January 31, 2020. This contract will reimburse Goodhue County up to \$31,995. EMPG is a matching grant, OEM needs to spend \$63,990. In order to be reimbursed the full amount of the grant.

Usually the EMPG grant is ready for signature by the County Board in August/September, the 2019 Grants were delayed for many months due to unforeseen issues at the State of MN. The time period of the grant has been extended into 2020 to give Emergency Managers time to process the necessary paperwork to submit for reimbursement.

Recommendations:

I recommend that the Goodhue County Board pass a resolution accepting the Federal EMPG contract. Place the appropriate signature on the Grant Agreement as marked. Return the completed contract to OEM for it to be returned to the State of MN, HSEM. Let me know if you have any questions.



Goodhue County Grant Form

Application Acceptance

Grant Information

Grant Award: \$31,995.00
Name of Grant: A-EMPG-2019-GOODHUCO-027
Sponsoring Agency: MN DEPT. OF PUBLIC SAFETY
HOMELAND SECURITY & EMERGENCY MANAGEMENT
Grant Period: 01/01/2019 - 01/31/2020

Department Information

Department: GOODHUE COUNTY SHERIFF'S OFFICE
OFFICE OF EMERGENCY MANAGEMENT
Primary Contact Person: Phone number: DIANE RICHTER-BIWER
651-267-2639

Purpose: Perform and accomplish such purposes and activities as specified in the Grantee's approved 2019 Emergency Management Performance Grant Application. To support the Emergency Management program.

Restrictions:

Reimbursement Payment up front Match (\$ or in-kind)

Website Address:
CFDA # (if Federal Grant):
Date sent to Administration:

Board Approval Date (for office use only): _____



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	Grant Program: 2019 Emergency Management Performance Grant Grant Agreement No.: A-EMPG-2019-GOODHUCO-027
Grantee: Goodhue County 509 West 5 th Street Red Wing, MN 55066-2540	Grant Agreement Term: Effective Date: 01/01/2019 Expiration Date: 01/31/2020
Grantee’s Authorized Representative: Goodhue County Sheriff’s Office ATTN: Sheriff Marty Kelly 430 West 6 th Street Red Wing, MN 55066-2475 Phone: 651-267-2702 E-mail: marty.kelly@co.goodhue.mn.us	Grant Agreement Amount: Original Agreement \$ 31,995.00 Matching Requirement \$ 31,995.00
State’s Authorized Representative: Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA 97.042 FAIN: EMC-2019-EP-00002 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2019 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2019 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/egrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the



matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-EMPG-2019-GOODHUCO-027 / PO# 3000064271

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

2019 (EMPG) Emergency Management Performance Grant

Organization:
Goodhue County

Budget Summary (Report)

EXHIBIT A
A-EMPG-2019-GOODHUCO-027

EMPG		
Budget Category	Award	Match
Planning		
Salary	\$29,717.50	\$29,717.50
Weather Alerts (Code Red)	\$2,277.50	\$2,277.50
Total	\$31,995.00	\$31,995.00
Total	\$31,995.00	\$31,995.00
Allocation	\$31,995.00	\$31,995.00
Balance	\$0.00	\$0.00

GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



Gregory Isakson, P.E.
Public Works Director/County Engineer

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

2140 Pioneer Road
Red Wing, MN 55066
PHONE 651.385.3025
FAX 651.267.4883
www.co.goodhue.mn.us

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 21 Jan 20 County Board Meeting
Updated County Highway Construction Program

Date: 14 Jan 20

Summary

It is requested that the County Board approve the attached Five Year County Highway Construction program.

Background

This Highway Construction program is based off the last approved Five Year County Highway Construction program approved by the Board on 16 Apr 19.

The program contains several paving projects but the year and scope of those projects can change as the pavement condition continues to deteriorate; and new projects may need to be advanced should their conditions warrant such.

Specific revisions to the current program include:

2020 Program.

- **Move CSAH 24 - South East Collector - North:** Due to a lack of progress with Right of Way acquisition, this project has been moved from 2020 to 2021.
- **Add CR 23 - Cement Stabilization (TH 56 - CSAH 1)**

2021 Program.

- **Add CSAH 24 - South East Collector - North** from 2020.
- **Add Br. L0521** which was programmed in 2019 (if State Bridge Bond Funds were available, but they were not)

2022 Program. No Change

2023 Program.

- **Add Br. 25516** on CSAH 8 due deterioration of the structure.
- **Add Br. 25502** which was programmed in 2021. Br. L0521 was moved into 2021 since State Bridge Bond Funds were not available for Br. L0521 in 2019, therefore Br. 25502 was moved back into 2023.

2024 Program.

- Add CSAH 2 - Concrete (CSAH 5 - TH 61)
- Add CSAH 6 - Concrete (CSAH 1 - TH 19)
- Add 100th Ave. - Concrete (CSAH 9 - CSAH 1)

Alternatives

- Revise the program.
- Approve the Five Year Highway Construction program as presented, allowing staff to present the program to the public and prepare plans to deliver projects for construction.

Recommendations

It is the recommendation of staff that the Board discuss and approve the attached Five Year Highway Construction program so staff can work to deliver those projects.

2020 - 2024 PROPOSED 5-YEAR COUNTY ROAD PROGRAM

YEAR	ROAD #	TYPE OF PROJECT	TERMINI	LENGTH	EST COST	FUNDING
2020	CSAH 6	GRADING	TH 58 - 435TH STREET	1.3	\$1,755,000	
	CSAH 14	SURFACING	FDR (CSAH 30 - TH 52)	12.4	\$4,340,000	
	3rd Avenue	REHAB BR L5391	CANNON FALLS		\$2,300,000	
	CSAH 21	SURFACING (CONC)	CONCRETE PVMT (HIGH SCHOOL - TH 61)	4.4	\$4,000,000	
	CR 23	CEMENT STABILIZATION	TH 56 - CSAH 1	4.8	\$1,000,000	
	CSAH 64	SURFACING	MILL & FILL (CITY OF GOODHUE)	0.7	\$300,000	
TOTAL 2020 PROJECT COSTS					\$13,695,000	
					EST STATE AID	\$3,739,615
					MUNICIPAL	\$900,000
					LOCAL	\$1,700,000
					LOST	\$1,400,000
					FEDERAL	\$2,300,000
					EST BALANCE FWD	\$4,455,294
						\$14,494,909
2021	CSAH 6	SURFACING (CONC)	INITIAL PAVEMENT (TH 58 - 435TH STREET)	1.3	\$1,950,000	
	CSAH 8	NEW INTERCHANGE	INTERCHANGE AT TH 52		\$2,000,000	
	CSAH 14	GRADING & DISCONNECT	TH 52 - CSAH 24		\$4,900,000	
	CSAH 17	SURFACING	WEST LIM CANNON FALLS - TH 20	0.5	\$175,000	
	CSAH 24	GRADING	CSAH 25 - TH 19	1.1	\$3,400,000	
	CR 44	REPLACE BR L0521	(State Bridge Bond \$\$\$ If Available)		\$860,000	
TOTAL 2021 PROJECT COSTS					\$13,285,000	
					EST STATE AID	\$3,739,615
					MUNICIPAL	\$925,000
					LOCAL	\$1,900,000
					LOST	\$6,900,000
					BONDING	\$860,000
						\$14,324,615
2022	CSAH 9	SURFACING	FDR (CSAH 2 TO ECL)	5.4	\$1,890,000	
	CSAH 24	SURFACING	FDR (CSAH 9 - BR)	6.0	\$2,100,000	
	CR 57	REPLACE BR L0546	(Federal \$\$\$)		\$610,000	
TOTAL 2022 PROJECT COSTS					\$4,600,000	
					EST STATE AID	\$3,739,615
					LOCAL	\$2,100,000
					LOST	\$2,900,000
					FEDERAL	\$488,000
						\$9,227,615
2023	CSAH 2	GRADING	CSAH 5 - TH 61	4.8	\$6,480,000	
	CSAH 7	SURFACING	FDR (TH 19 - WELCH)	5.6	\$1,960,000	
	CSAH 8	SURFACING	FDR (CSAH 1 - TH 57)	4.4	\$1,540,000	
	100TH AVE	GRADING	CSAH 9 - CSAH 1	1.8	\$2,430,000	
	CSAH 8	REPLACE BR 25516	(State Bridge Bond \$\$\$ If Available)		\$625,000	
	CR 45	REPLACE BR 25502	(State Bridge Bond \$\$\$ If Available)		\$550,000	
TOTAL 2023 PROJECT COSTS					\$13,585,000	
					EST STATE AID	\$3,739,615
					LOCAL	\$2,100,000
					LOST	\$2,900,000
					BONDING	\$1,175,000
						\$9,914,615
2024	CSAH 2	SURFACING (CONC)	INITIAL PAVEMENT (CSAH 5 - TH 61)	4.8	\$3,600,000	
	CSAH 6	SURFACING (CONC)	CONCRETE PVMT (CSAH 1 - TH 19)	4.9	\$3,675,000	
	100TH AVE	SURFACING (CONC)	INITIAL PAVEMENT CSAH 9 - CSAH 1	1.8	\$1,350,000	
TOTAL 2024 PROJECT COSTS					\$8,625,000	
					EST STATE AID	\$3,739,615
					LOCAL	\$2,100,000
					LOST	\$2,900,000
						\$8,739,615

GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



Gregory Isakson, P.E.
Public Works Director/County Engineer

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www.co.goodhue.mn.us

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 21 Jan 2020 County Board Meeting
Five Year Bridge Program

Date: 15 Jan 2020

Summary

It is requested that the County Board approve the updated Five Year Bridge Construction Program.

Background

This update to the Bridge Construction Program is based on the last Five Year Bridge Program approved by the Board on 22 Jan 19. Five of the structures on that list were replaced in 2019, so five new bridges have been added to this current list. Of those, it is important to note that bridge #25516 on CSAH 8 is moved to 2023 because of recently increased deterioration. Also, my office applied for federal funding for the replacement of City of Pine Island bridge #L2510 and should know soon whether those funds are approved.

This program plans for the replacement of four bridges per year. However, we have been averaging two to three per year over the past decade, so the program is still aggressive and we know where we would concentrate our efforts if additional funding were available.

Alternatives

- Approve the proposed Five Year Bridge Program as presented.
- First modify and then approve the proposed Five Year Bridge Program.

Recommendations

It is the recommendation of staff to approve the 2020 Five Year Bridge Program as presented.

2020 Bridge Replacement Priority List				
Bridge	Agency	Location	Estimate	Year
L5391	City of CF	3 rd Avenue	\$2,300,000	2020
R0004	Roscoe	170 th Avenue Way	\$310,000	
L0623	Leon	90 th Avenue	\$150,000	
L0574	Florence	Hill Avenue	\$295,000	
L0521	County	CR 44	\$860,000	2021
L0698	Wanamingo	63 rd Avenue	\$265,000	
L0736	Cherry Grove	460 th Street	\$160,000	
L5948	Cherry Grove	110 th Avenue	\$255,000	
L0546	County	CR 57	\$650,000	2022
L8937	Holden	20 th Avenue	\$150,000	
L0618	Featherstone	325 th Street	\$215,000	
L0624	Wanamingo	90 th Avenue	\$215,000	
25516	County	CSAH 8	\$625,000	2023
L0701	Zumbrota	400 th Avenue	\$250,000	
25502	County	CR 45	\$550,000	
L0549	Welch	Welch Trail	\$275,000	
L0679	Goodhue	370 th Street	\$350,000	2024
L2510	City of Pine Island	511 th Street	\$500,000	
L0740	Pine Island	195 th Avenue	\$375,000	
L0612	Vasa	325 th Street	\$275,000	

**BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA**

Date: 21 Jan 2020

WHEREAS: Goodhue County is required to submit a Bridge Replacement Priority List to the State for these projects to be eligible for Town Bridge Funds and/or State Bridge Bonding Funds.

NOW, THEREFORE, BE IT RESOLVED that the Goodhue County Board of Commissioners approves the Bridge Replacement Priority List as presented below.

BE IT FURTHER RESOLVED, that the bridges will be replaced as funding is available.

2020 Bridge Replacement Priority List				
Bridge	Agency	Location	Estimate	Year
L5391	City of CF	3 rd Avenue	\$2,300,000	2020
R0004	Roscoe	170 th Avenue Way	\$310,000	
L0623	Leon	90 th Avenue	\$150,000	
L0574	Florence	Hill Avenue	\$295,000	
L0521	County	CR 44	\$860,000	2021
L0698	Wanamingo	63 rd Avenue	\$265,000	
L0736	Cherry Grove	460 th Street	\$160,000	
L5948	Cherry Grove	110 th Avenue	\$255,000	
L0546	County	CR 57	\$650,000	2022
L8937	Holden	20 th Avenue	\$150,000	
L0618	Featherstone	325 th Street	\$215,000	
L0624	Wanamingo	90 th Avenue	\$215,000	
25516	County	CSAH 8	\$625,000	2023
L0701	Zumbrota	400 th Avenue	\$250,000	
25502	County	CR 45	\$550,000	
L0549	Welch	Welch Trail	\$275,000	
L0679	Goodhue	370 th Street	\$350,000	2024
L2510	City of Pine Island	511 th Street	\$500,000	
L0740	Pine Island	195 th Avenue	\$375,000	
L0612	Vasa	325 th Street	\$275,000	

State of Minnesota
County of Goodhue

Majerus Yes ___ No ___
 Flanders Yes ___ No ___
 Drotos Yes ___ No ___
 Nesseth Yes ___ No ___
 Anderson Yes ___ No ___

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Goodhue County, Minnesota at their session held on the 21st day of January, 2020, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 21st day of January, 2020.

 Scott Arneson
 County Administrator



Brian J. Anderson
Director of Finance and Tax Payer Services
Goodhue County Finance & Taxpayer Services

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509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032

TO: County Board of Commissioners
FROM: Brian J. Anderson, Director of Finance and Tax Payer Services
SUBJECT: 2020 Goodhue County Financial Policies Approval
DATE: January 7th, 2020

BACKGROUND

On January 22, 2019, the Finance Department presented a plan to the Committee of the Whole for updating the County's Financial Policies. As part of this plan, the Finance Department committed to presenting a majority of the new/revised financial policies to the Board for review and approval which occurred on June 4th, 2019. Although no changes have been made to Goodhue County's Financial Policies, a new Board member has been elected and staff feels that it would be timely of another approval by the new County Board.

DISCUSSION

As part of this process in 2019, seven policies have been revised or newly drafted and are included in the attached Financial Policies Manual: Fixed Assets, Capital Planning, Investments, Debt Management, Fund Balance, Purchasing and Federal Procurement.

Policies included in this Manual have superseded previous similar stand-alone policy versions. Any stand-alone policies not included in the Manual will remain in effect until such time they are revised and included in an updated version of the Manual and presented to the Board for approval.

RECOMMENDATION

The Finance Department recommends that the Goodhue County Financial Policies be adopted by the Goodhue County Board for implementation the day of approval.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 West 4th Street
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

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Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Rd
Red Wing, MN 55066



FINANCIAL POLICIES



Adopted: October 4, 2005
Amended: January 7, 2020

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

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Introduction

These financial policies set forth the basic framework for the overall fiscal management of Goodhue County. With ever changing circumstances and conditions, these policies assist the decision-making process of the County Board and the administration of County affairs. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices which have guided the County in the past and have helped maintain financial stability over the years. These policies shall be reviewed biannually and changed when authorized by County Board action.

FIXED ASSET POLICY

1. Purpose

The purpose of this policy is to ensure that the County's assets are properly recorded, maintained, controlled and accounted for.

2. Scope

This policy applies to all capitalized assets and certain non-capitalized assets.

Capital assets are items that have a useful life of greater than one year and have an initial cost of at least \$5,000. Specific criteria for different asset capital asset classes are listed below.

Certain assets that do not meet these criteria must also be tracked because of their sensitive nature or to meet insurance coverage requirements. Examples include computers and firearms. Additional information on these assets can be found in the Capital Planning policy.

3. Capital Asset Criteria

For reporting purposes, assets are grouped into several categories, by similarities in asset characteristics, costs to be included and useful lives. Assets are depreciated for a period of between 3 and 75 years, depending on asset category and asset type. In general, the cost of an asset includes all initial costs directly identifiable to an asset that are required to put the asset into service and are incurred after the decision to purchase or construct the asset was determined to be probable. Costs incurred subsequent to the initial purchase/construction of an asset are capitalized only if the costs significantly improve the utility of the asset, by significantly extending its useful life of by increasing that asset's effectiveness or efficiency. Expenditures for routine repair and maintenance should be expensed. Donated assets are recorded at acquisition cost as of the date of donation.

Equipment – includes furniture, equipment and vehicles. Cost includes initial purchase price, including delivery, taxes and set-up expenses.

Buildings & Building Improvements – either purchased or constructed. If purchased, cost is the purchase price, including all closing costs. Renovation costs (either as part of the original building or as a separate building asset) could also be included if these costs are necessary to get the building ready for use. If constructed, see CIP section for cost details. Building improvements would include ramps, structural modifications due to changes in code requirements and significant remodeling of space in the structure.

Infrastructure – includes public infrastructure such as roads and bridges. See CIP section for cost details. Additionally, bridge construction costs should include approach, signage, sidewalk and lighting costs. Costs for road or bridge overlays are not capitalizable and should be expensed unless the overlay provides a significant extension in the road or bridge's useful life or if it significantly increases the usefulness or utility of the road or bridge.

Construction in Progress – used to track and collect costs of multi-year projects. Includes all constructions costs, including design, engineering, materials purchased and contractor payments. Costs are moved to the appropriate asset category once the project is substantially completed and the asset is put into service. Only costs incurred after the project is considered probable should be capitalized – costs such as feasibility studies and costs to determine final site location should be expensed.

Land – costs include purchase price, including appraisal fees, closing fees and legal expenses. Costs also include other expenses necessary to get the land ready for use, such as structure demolition and site cleanup.

Land Improvements – examples include trails and parking lots. See CIP section for cost descriptions.

Right-of-Way – permanent easements or deeded property. Costs include those described under Land, and can also include relocation fees.

Software – includes internally-developed software and significantly developed external software (for example, a multi-year project to design, customize and test a financial software package specific for the needs of the County). Allowable costs include the purchase of any software (not a license – this is expensed) and any application development-related costs incurred after the project/purchase has become probable. Costs incurred after the software is in service are not capitalized – e.g. training.

4. Additions

Purchased assets are added when they are paid for, as this reasonably approximates when they are put into service. Constructed, or project, assets are recorded on the date they are substantially completed, that is, when they are considered usable. Unlike with purchased assets, all costs may not have actually been paid for at the time a constructed asset is recorded.

5. Disposals

When an asset is no longer being used by the County, it should be disposed of. Disposal may be warranted due to obsolescence, trade-in for a newer asset, theft, or unrepairable damage. Disposal can take place via several methods, including discarding and sale. Any sales of disposed assets should be done through public auction and proceeds from those sales should be deposited in the fund from which the items were originally purchased. Board approval is required prior to placing an item into public auction. All asset disposals must be reported to the Finance department and should include the asset description, tag # (if applicable), disposal date and amount of any proceeds (sales, insurance, etc.).

6. Impairments

Capital assets that experience significant and unexpected loss of service utility – but not total destruction – are considered to be impaired. Impaired assets are reasonably expected to be put back into service – they are not permanently disabled. Impairment can occur due to such things as serious physical damage or technological/regulatory developments. Costs incurred to restore the asset's previous service capacity should be capitalized and added to the loss-adjusted value of the existing asset.

7. Transfers

When an asset is transferred from the original purchasing department to another department, this transaction should be recorded in the County's asset management system. All transfers should be reported to the Finance department. Accurate asset location information is important for the periodic inventory verification process.

8. Leased Assets

Under current accounting guidance, certain leased equipment/facilities may require capitalization. Criteria for capitalization include least term/length, lease renewal options, lease payment amounts and the characteristics of the item being leased. Under new accounting rules that are effective for fiscal year 2020, the actual leased asset will no longer be accounted for; instead an intangible asset that represents the right to use the leased asset will be recorded. Departments should contact Finance if a new lease is being considered.

9. Depreciation & Useful Lives

All capital assets will be depreciated using the straight-line method, with the following useful life ranges for each category. If an asset is put into service or disposed of mid-month, depreciation will be recorded for the entire first/last month (whole month approach). Land and Right-of-Way assets have indefinite lives; Construction-in-Progress assets are not yet in service – both categories are not depreciated.

Asset Class	Useful Life (years)
Equipment	3 – 20
Land Improvements	5 – 20
Buildings	25 – 50
Building Improvements	20 – 50
Infrastructure	25 – 75
Land	Not depreciated (Indefinite life)
Right-of-Way (ROW)	Not depreciated (Indefinite life)
Construction-in-Progress (CIP)	Not depreciated

10. Inventory

All capital assets should be tagged with an identifying number unless the asset does not permit affixing such a tag. This applies mainly to equipment items. Periodic inventory/physical counts will be conducted to ensure that all capital assets exist, are in usable condition and are reported in the correct department. The existence/condition of building and infrastructure assets should be reviewed periodically by departments as part of the capital planning process.

11. Reporting

Capital assets and associated accumulated depreciation are reported in the Statement of Net Assets. Depreciable assets are reported separately from non-depreciable assets (land, CIP, ROW). Depreciation expense is reported in the specific function to which the associated asset

relates, on the Statement of Activities. As part of the reporting process, Finance will provide an asset listing to departments at least annually to review for accuracy and completeness.

12. Responsibilities

Finance

- Maintain policies/procedures to ensure integrity of fixed asset information
- Coordinate periodic inventory
- Process all updates in RAM (Real Asset Management) – adds, deletes, transfers
- Prepare all financial statements and audit schedules

Departments

- Ensure that all assets are utilized only for appropriate public use
- Accurate/timely submission of payment documents and other asset addition information
- Submission of asset impairment/disposal information
- Participate/assist in periodic physical inventory

IT

- RAM functionality/updates

CAPITAL PLANNING POLICY

1. Purpose

A properly prepared capital plan is essential to the future health of an organization and continued delivery to services to citizens and businesses. Goodhue County will prepare and adopt a comprehensive, fiscally sustainable, Five-Year Capital Plan to ensure effective management of a smooth process of capital assets. A prudent Capital Plan identifies and prioritized expected needs based on a strategic goals, establishes project scope and costs, details estimated amounts of funding from various sources. This ensures that capital expenditures are well planned and enable the County to add or replace capital items when needed, without requiring significant fluctuation in property tax levy. It is extremely difficult for governments to address the current and long-term needs of their citizens and businesses without a sound multi-year Capital Plan that clearly identifies capital needs, funding options, and operating budget impacts.

2. Scope

This policy applies to all fixed assets as defined in the Fixed Asset policy, as well as certain other items that are either sensitive in nature (computers, firearms) and/or require significant periodic outlays for replacements (sheriff's radios, computers).

The Capital Plan identifies the timing and financing of all capital items including such things as land purchases; road infrastructure and bridges; building replacement and repairs; automobiles; and equipment and technology needs. The Capital Plan outlines the assets and revenue sources to then be incorporated into the General Fund and Capital Fund in order to establish a cohesive budgetary process.

3. Capital Budget

- a. Goodhue County will develop a Five-Year Capital Plan for all capital equipment and improvements and update the Plan annually.
- b. All departments, funds, and funding sources are included in the Five-Year Capital Plan.
- c. All Capital Plan expenditures shall include all fixed assets, as outlined in the Fixed Asset Policy, and improvements in the amount of or equal to \$1,000 with a life expectancy of three years or more regardless of funding source.
- d. As resources are available, the most current year of the Capital Plan will be incorporated into the current year operating budget. Years two through five of the Capital Plan are for planning purposes only and will incorporate anticipated future capital needs due to changes in population, economic base and real estate development.
- e. County staff and administration (The County) will coordinate the development of the Capital Plan with development of the General Fund Budget. Preference would be to address the Capital Plan prior to the adoption of the General Fund in order to meet delivery

times for certain acquisitions. Future operational costs associated with new capital items will be projected and included in operating budget forecasts.

- f. The County will identify the estimated costs and potential funding sources for each capital expenditure proposal before it is submitted to County Board for approval. The operating costs to maintain capital items shall be considered prior to the decision to undertake the capital expenditure.
- g. Capital expenditures will receive a higher priority if they meet at least some of the following criteria:
 - 1. Mandatory Project
 - 2. Maintenance project (approved replacement schedules)
 - 3. Project improves efficiency
 - 4. Broad extent of usage
 - 5. Length of expected useful life
 - 6. Positive effect on operating and maintenance costs
 - 7. Availability of state/federal grants
 - 8. Elimination of hazards (improves public safety)
 - 9. Prior commitments
 - 10. Replacement due to disaster or loss
 - 11. Do not duplicate other public and/or private services or facilities
 - 12. Project provides a new service
- h. Each year, the Capital Plan will be prepared by Finance, working in conjunction with other departments and will be presented to the Management Team for review. The Plan will then be presented to the County Board for approval. Any departures from the current year of the Capital Plan, as incorporated in the approved budget, must be approved following the guidelines in the County's purchasing policy. Changes to subsequent years of the Plan will be addressed when the full Plan is updated and presented to the Board in the following year.

4. Vehicle and Equipment Replacement

- a. The County will project its equipment replacement needs as part of its Capital Plan. Vehicle and equipment replacement is based on several factors including mileage, hours, reliability, maintenance and repair costs, and age.
- b. The Capital Plan provides for the orderly replacement and most cost-effective method to maintain its fleet while minimizing the annual fluctuations in expenditures from the operating funds.
- c. Computer equipment is often below the capitalization threshold but includes items that are sensitive in nature. Therefore, the County will maintain an inventory of computer equipment and update it as part of the Capital Plan.
- d. Other items such as firearms, mobile radios, defibrillators, and Tasers often fall below the capitalization threshold but are purchased in large quantities and are sensitive in nature. Therefore, the County will maintain an inventory of these items and update it as part of the Capital Plan.

- e. The County will attempt to obtain the highest sale value of its used vehicles and equipment. This may be achieved through trade-in, sale, or auction and any proceeds shall be applied to the Capital Fund.
- f. The County understands that to be consistent throughout the County and in an effort to maximize the useful life out of the County's assets, the County will adhere to the following Capital Plan Replacement Schedule Guidelines to the best of its ability. Each item shall be given a classification code in accordance with the Minnesota Counties Intergovernmental Trust valuation. The County understands that not all assets will operate or last through its estimated lifecycle and some pieces will need to be replaced or traded in prior its scheduled time. The County further understands that the following are simply guidelines for budgetary and planning purposes.

Capital Plan Replacement Schedule Guidelines:

Asset Type	Estimated Lifecycle	
	Years	Miles/Hours
Land Purchases & Improvements	Open	
Infrastructure		
Roads	+/- 50	
Bridges	+/- 75	
Trails, Sidewalks, & Curb	15-25	
Buildings		
Concrete Buildings	50	
Maintenance Facilities, Garages, Shops, Barns	30	
Storage Sheds and Shelters	30	
Wood Framed Construction	20	
Office Buildings	20-50	
Building Improvements – determined case by case	20-50	
Parking Lots, Lighting, Landscaping, Fencing, etc.	5-20	
Communication Equipment: Radio Towers	15-20	
HVAC Systems – Heating, Ventilation, Air Conditioning	10-20	
Roofing	10-20	
Elevators	15-20	
Carpet Replacement	5-7	
Electrical and Plumbing	30	
Office Furniture	5-30	
Kitchen Equipment - Appliances	10-15	
Motor Vehicles & Trailers		
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	
Inland Marine – Contractors Equipment		

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.
Skidder	15	2,000 hrs.
Ground Equipment – Mowers, Tractors, Blowers & Attach.	4-10	
Custodial Equipment – Sweeper, Floor Scrubber, Vacuums	12	
Miscellaneous Personal Property Equipment, EM		
Boats	10	
Ballistic Vests (expiration date)	5	
Tasers (expiration date)	5	
Defibrillators (expiration date)	12	
Other Equipment	5-15	
Electronic Data Processing Equipment		
Computers	1-5	
Communications Equipment: Mobile & Portable Radios	10	
Office and Telephone equipment	5-20	

INVESTMENT POLICY

1. Purpose

The purpose of the Investment Policy is to set forth the investment objectives and parameters for the management of public funds of Goodhue County. This investment policy is designed to safeguard all funds on behalf of the County, assure the availability of operating and capital funds when needed, ensure compliance with applicable Minnesota statutes, and to provide a competitive investment return.

2. Scope

The Investment Policy outlines the investing philosophy and practices of Goodhue County and has been developed to serve as a reference point for the management of County assets. It is the policy of the County to implement the Investment Program that invest all financial assets in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands and debt service requirements of the County and conforming to all federal, state and local regulations governing the investment of public funds. Investment portfolio risk will be minimized to ensure that liquidity and marketability are maintained. The County will invest in securities that match the County's cash flow needs and debt service requirements.

3. Prudence

Investments shall be made with judgment and care, under circumstances existing at the time the investment is made, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering probable safety of their capital as well as interest yield to be derived.

The standard of prudence to be used by investment officials shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations. Investment procedures developed by the Finance Department must be complied with by those with access to and management responsibilities for County investments.

4. Management of Investments

Management responsibility for the Investment Program is hereby delegated to the Finance Director, who shall establish written procedures for the operations of the Investment Program consistent with this Investment Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all investment transactions and shall abide by the system of controls to regulate the activities of subordinate officials.

The Finance Director, with assistance from finance department staff, monitors performance of the investment portfolio and ensures that proper internal controls are developed to

safeguard investments assets. Internal Control Procedures shall include reference to: safekeeping, delivery versus payment, investment accounting, Public Securities Association repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

The Investment Program shall be operated in conformance with federal, state, and other legal requirements. Authority to manage the County's investment program is derived from the following:

- Minnesota Statutes 118A, Municipal Funds
- Goodhue County Resolution – Annual Designation of Financial Institutions as Depositories
- The designations within this Policy as adopted.

5. Investment Objectives

The County will attempt to match its investment maturities with anticipated cash flow liquidity demands (static liquidity). Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

The Investment Program will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the County's investment risk constraints and cash flow needs. The County will strive to have at least 92% of its cash funds earning interest. The primary objective of Goodhue County's investment activities shall be:

- a. **Safety** – Safety of principal is of critical importance to the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 1. **Credit Risk** – the risk of loss due to failure of the security issuer or backer, will be minimized by:
 - Limiting investments to the type of securities listed in Section 7 of this investment policy.
 - Diversifying the investment portfolio as outlined in Section 8 so that the impact of potential losses from any type of security or from any one individual issuer will be minimized.
 2. **Interest Rate Risk** – the risk that the market value of securities in the portfolio will fall due to change in market interest rates, will be minimized by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- b. **Liquidity** – The County’s investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements that might reasonably be anticipated. The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds, overnight repo or commercial paper accounts, or local government investment pools which offer same day liquidity for short-term funds.
 - c. **Return on Investment** – The County’s investment portfolio shall be designed with the objective of attaining a market rate return. The core of investments is limited to low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
 - A security with declining credit may be sold early to minimize loss of principal.
 - A security swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

6. Authorized Investment Institutions and Dealers

Goodhue County will conduct investment transactions only with authorized broker/dealers that have met the following criteria:

- a. They act as primary or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1(Uniform Net Capital Rule).
- b. Submit annually to the Finance Director a Minnesota State Auditor Broker Certification Form.

All broker/dealers relationships, providing they meet the above requirements, will be approved by the County Board and maintained at the discretion of the Finance Director. The County will maintain no less than two broker /dealers in order to seek to diversify and allow for comparable quotes on investment transactions.

Goodhue County may enter into contracts with third-party investment advisory firms when their services are deemed to be beneficial to the County’s Investment Program. The contract must be reviewed and approved by the County Board. The advisor must comply with this Investment Policy.

7. Authorized Depositories

Based on the investment objectives as defined in this policy, the County will limit its investments to the following types of securities:

- a. **United States Securities** including bonds, notes, bills, mortgages or other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress. Mortgage-backed securities that are defined as high risk or in certificates of deposit secured by letters of credit issued by federal home loan banks are not permissible investments.
 - General obligation bonds of state or local governments rated A or better by a national bond rating services.
 - Revenue obligations of state or local governments rated AA or better by a national bond rating agency.
 - General obligation bonds of the Minnesota Housing Finance Agency rated A or better by a national bond rating service.
 - General obligations of the Housing Finance Agency of any state rated AA or better and if it includes the moral obligation of the state.
- b. **Certificates of Deposits (Time Deposits)** that are fully insured by the Federal Deposit Insurance Corporation (FDIC).
- c. **Bankers Acceptances** of United States banks, eligible for purchase by the Federal Reserve System, that mature in 270 days or less. Evaluation of the financial strength of the accepting bank is necessary through purchasing acceptances only from banks with a minimum A (very strong bank) rating by a nationally recognized rating agency.
- d. **Commercial Paper** issued by United States corporations or their Canadian subsidiaries that is rated A-1, P-1, or F-1 or better by at least two nationally recognized rating agencies and matures in 270 days or less.
- e. **Money Market Mutual Funds** which are rated Aa or higher, by at least one nationally recognized statistical rating organization, invests in securities with a final maturity no longer than 13 months, are generally government backed and do not have a floating Net Asset Value (NAV).
- f. **The Minnesota Association of Governments Investing for Counties (MAGIC)** is a local government investment pool that is a joint powers entity for the purpose of allowing Minnesota Counties and instrumentalities of Counties to pool their investment funds to seek the highest possible investment yield, while maintaining liquidity and preserving capital.
- g. **Repurchase Agreements** consisting of collateral allowable in Minnesota Statute, section 118A.04, and reverse repurchase agreements may be entered into with any of the following entities:
 - A financial institution qualified as a “depository” of public funds of the government entity.
 - Any other financial institution which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000.

- A primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.
 - A securities broker-dealer licensed pursuant to chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of \$40 million or more, exclusive of subordinated debt.
 - Reverse agreements may only be entered into for a period of 90 days or less and only to meet short-term cash flow needs. In no event may reverse repurchase agreements be entered into for the purpose of generating cash for investments, except as stated in Minnesota Statute, section 118.04, Subd. 3. State and local securities.
- h. **Securities Lending Agreements.** Securities lending agreements, including custody agreements, may be entered into with a financial institution meeting the qualifications of Minnesota Statute, section 118A subdivision 2, clause (1) or (2). Securities lending transactions may be entered into with entities meeting the qualifications of subdivision 2 and the collateral for such transactions shall be restricted to the securities described in section 118A.05 Subd.3 and section 118A.04.
- i. **Guaranteed Investment Contracts.** Agreements or contracts for guaranteed investment contracts may be entered into if they are issued or guaranteed by United States commercial banks, domestic branches of foreign banks, United States insurance companies, or their Canadian subsidiaries, or the domestic affiliates of any of the foregoing. The credit quality of the issuer's or guarantor's short and long-term unsecured debt must be rated in one of the two highest categories by a nationally recognized rating agency. Should the issuer's or guarantor's credit quality be downgraded below "A", the government entity must have withdrawal rights.
- j. **Mortgage-backed Securities,** which include any collateralized mortgage obligations (CMOs) or real estate mortgage investment conduits (REMICs) that pass a three tier Federal Financial Institution Examination Council (FFEIC) stress test which includes the following:
- No average life > 10years.
 - Security may not be shorter than 6 years in a down 300 basis points parallel shift in interest rates nor lengthen more than 4 years in an up 300 basis point shift in rates.
 - Price cannot change more than 17% in a +/- 300 basis point shift.

8. Diversification

The County will substantially reduce the risk of loss by diversifying its investments by investment instrument, type, issuer, and maturity scheduling. A majority of the County's reserve funds will be invested in securities maturing in 5 years or less, with no more than 10% of the County's reserve funds being invested in securities maturing 10 years or more. Portfolio maturities shall be staggered to avoid undue concentration of assets within a specific sector and timeframe. Maturities selected shall provide for stability of income and reasonable liquidity. To comply with the principle of proper financial diversification, the following percentage guidelines are set forth with regard to eligible securities to be used at the time of purchase of each security investment:

a) US Government Obligations	100%
b) US Federal Agency Securities	100%
c) FDIC – Insured Certificates of Deposit	100%
d) MAGIC Funds	50%
e) Municipal Bonds/Other Obligations	40%
f) Commercial Paper	10%
g) Repurchase Agreements	10%
h) Overnight excess cash deposit (sweep)	as needed

9. Safekeeping and Custody of Securities

Investments, contracts, and agreements may be held in safekeeping with:

- a. Any Federal Reserve Bank.
- b. Any bank authorized under the laws of the United States or any state to exercise corporate trust powers including, but not limited to, the bank from which the investment is purchased.
- c. Primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.
- d. A securities broker/dealer licensed under chapter 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission; provided that the government entity's ownership of all securities is evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number, or other distinguishing marks.
- e. The County's ownership of all securities in which the fund is invested should be evidenced by written acknowledgements identifying the securities by:
 - The names of the issuers.
 - The maturity dates.
 - The interest rates.
 - Any serial numbers or other distinguishing marks.

The County may NOT invest in securities that are both uninsured and not registered in the name of the County and are held by either the counterparty or the counterparty's trust department or agent, but not in the name of the County.

10. Collateralization

Collateralization will be required on the following types of investments:

- a. Certificates of Deposits (Time Deposits) / Demand Deposits > \$250,000.
- b. Repurchase agreements (for investments held beyond seven days).
- c. Bank Deposits held over \$250,000 in each institution.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The

underlying securities will be subject to periodic (monthly) market valuations to ensure there is no market exposure.

The County chooses to limit collateral to the authorized forms as follows:

- a. U.S. Government Treasury Bills, Treasury Notes, and Treasury Bonds;
- b. Issues of U.S Government agencies and instrumentalities as quoted by a recognized industry quotation service available to the County;
- c. General obligation securities of any state or local government with taxing powers which is rate "A" or better by a national bond rating agency service, or revenue obligation securities of any state or local government with taxing powers which is rate "AA" or better by a national bond rating service;
- d. Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the banks public debt is rated "AA" or better by Moody's Investors Service, Inc.; or Standard & Poor's Corporation; and
- e. Time deposits that are fully insured by the Federal Deposit Insurance Corporation.

For cash deposits on hand collateral will always be held by an independent third party with whom the entity has a current custodial agreement. Clearly marked evidence of ownership (safekeeping receipt) must be supplied by the entity and retained. Collateralization shall be in the form of specific securities held for the County. The only exceptions are federal Depository Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage. The County may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity. The right of collateral substitution is granted, subject to approval from the Finance Director or their designee.

11. Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall have the Investment Policy and Internal Control Procedures reviewed annually by an independent auditor to assure compliance. The internal controls shall address the following points:

- a. Control of collusion. Collusion is a situation where two or more employees are working in conjunction to defraud the employer.
- b. Separation of transaction authority from accounting and recordkeeping. By separating the person who authorizes the recording of the journal transaction from the person who performs the purchase of the transaction, a separation of duties is achieved.
- c. Custodial safekeeping. Securities purchased from any bank or dealer including appropriate collateral (as defined by State law) may be placed with an independent third party for custodial safekeeping.

- d. Avoidance of physical delivery of securities. Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- e. Clear delegation of authority to subordinate staff members. Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- f. The addition of new accounts to the approved wire and electronic transfer list shall require written authorization of the Finance Director and shall be reviewed by the County Board.
- g. Development of a wire or electronic transfer agreement with the lead bank or third party custodian. This agreement should outline the various controls, security provisions, and delineate responsibilities of each party making and receiving wire or electronic transfers.

12. Reporting

The Finance Director is charged with the responsibility of preparing a quarterly investment report that includes a management summary providing an analysis of the current investment portfolio. The County Board shall meet biannually or as needed to review the following:

- a. Review updates and changes to Investment Policy.
- b. Review the overall County investment activities and current portfolio positions.
- c. Evaluate compliance with the investment policy and all investment guidelines
- d. Review selection and authorization of all broker/dealers used for investment transactions.
- e. Review selection and performance of all third-party contracted asset managers.
- f. Evaluate banking services and depositories.
- g. Consider any other matters related the County's investment and banking program.

The County Board shall review, amend if necessary, and approve the Investment Policy every two years at a minimum or as needed.

13. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from conducting personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall annually disclose to the County Auditor any material financial interests as required by state statute on an annual basis. Officer and employees shall subordinate their personal investment transactions to those of the County, particularly with regard to the time of purchases and sales, and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County.

DEBT MANAGEMENT POLICY

1. Purpose

To provide guidelines for the County to adhere to prior to issuing debt. There are no absolute rules or formulas in determining the level of County debt. Each situation requires a thorough review of the County's debt positions, financial health and economic forecast. In addition, the purpose is to:

- a. Define the role of debt in the County's total financial strategy to avoid using debt in a way that weakens other parts of the financial structure of the County.
- b. Provide for limits on debt to avoid potential pitfalls in servicing the debt.
- c. Maintain a credit rating of A1 or higher. The County currently holds an Aa2 Credit Rating from Moody's Investors Service.

2. Policy

In developing, offering and administering its debt obligations, Goodhue County will adhere to the following guidelines:

- a. The County will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergencies which is beyond the County's control or reasonable ability to forecast.
- b. The County may only use long-term debt financing when all of the following conditions exist:
 1. When non-recurring capital improvements are desired, and
 2. When it can be determined the future citizens will receive a benefit from the improvement, and
 3. When the cost benefit of the expenditure, including interest cost, is positive.
- c. The issuance of long-term debt is generally limited to capital expenditures that cannot be financed from current revenues or resources. Exceptions will usually involve an unforeseen liabilities. For purposes of this policy, current resources are defined as that portion of fund balance in excess of appropriate required reserves and designations.
- d. Every effort will be made to limit the payback period of the bonds or notes for capital related borrowing to the estimate useful life of the capital asset constructed or purchased.
- e. The County will try to keep the average maturity of general obligation bonds at or below ten years.
- f. Total general obligation debt shall not exceed two percent (2%) of the market value of taxable property. According to MN Statutes 475.53, Subd. 1, Limit on debt; debt shall be limited to 3% of the estimated market value.

- g. The Finance Director will inform the County Board of potential debt refinancing which may become possible due to such things as market changes or legislative decisions.
- h. The maintenance of the best possible credit rating shall be a major factor in all financial decisions.
- i. The County will maintain good communications about its financial condition with credit rating agencies.
- j. The County will conservatively project the revenue sources that will be utilized to repay the debt (i.e. taxes for G.O. debt are levied at 105% of the required debt service).
- k. In considering a total debt load beyond \$20,000,000 the County will have a financial analysis performed prior to approving the debt.
- l. Refunding and advance refunding opportunities will be monitored and action taken when determined financially advantageous.
- m. Debt will be issued based on needs identified in the Capital Plan to minimize fluctuations in the annual levy committed to advance and maintain the infrastructure of the County.
- n. The County will follow a policy of full disclosure in the annual Financial Statements and official statement.

FUND BALANCE POLICY

1. Purpose

This policy is to help ensure that the County maintains adequate fund balances to provide the basis for a stable financial environment and to allow the County to provide quality services to its residents. Fund balances as described in this policy will provide working capital for regular ongoing operations and reserves for emergency situations to avoid service disruptions.

2. Scope

This policy applies to all of the County's governmental funds and all types of fund balances.

3. Fund Balance Categories

Non-spendable: Amounts that cannot be spent because the resources the fund balance represents are either not in a spendable form (inventory, prepaid expenses or long-term receivables) or cannot be spent due to legal or contractual requirements (endowment fund principal).

Restricted: Amounts that can only be used for a specific purpose due to restrictions placed on the funds by external parties such as granting agencies, creditors or governmental bodies. Examples include revenues restricted by state statute (e.g. Recorder's Technology Fund), unspent bond proceeds, Sheriff's K-9 donations and treatment court grant funds.

Committed: Funds that can be used only for specific purposes as determined by the County Board of Commissioners. To be classified as committed balances, the purpose restraint must be put in place prior to the end of a fiscal year; the specific amount can be determined at a later date. Rescinding a commitment also requires a formal Board resolution. Examples include amounts set aside for employee vacation balance payouts at termination or debt service, as well as specific general fund balances as set forth in Section 6 of this policy.

Assigned: Amounts that are intended to be used for a specific purpose that are neither restricted nor committed. Fund assignments can be made directly by the Board (formal resolution is not required) or by an official or body to whom the Board has designated the authority to make such assignments. Decisions to assign funds for a particular year can be made at any time, including after the last day of the year (but prior to finalization of audited financial statements).

Unassigned: Remaining fund balance that is spendable, and is not restricted, committed or assigned. Other than target levels of unassigned fund balance as defined in this policy, there are no restrictions on the use of these balances.

4. Fund Types and Fund Balance Categories

The County has three types of funds: general revenue, special revenue and debt service.

The general revenue fund is where the majority of property tax receipts are deposited and is the main operating fund that accounts for all activity not in other funds (e.g. finance and

administration, law enforcement). There are no restrictions upon use of these funds other than those imposed by adoption of the County's annual budget or specific limitations on other funding sources (other than property tax revenues) received into this fund.

Special revenue funds account for activities that are funded by resources that are restricted for use for those specific purposes/activities as well as specifically-levied property tax revenues - e.g. Road and Bridge and Health and Human Services funds.

Positive unassigned balances can exist only in the general fund. By definition, balances in special revenue funds that are not otherwise restricted (non-spendable, restricted or committed) are inherently restricted to the purpose of that fund and are considered to be assigned. Commitments and assignments cannot be negative balances in any fund, nor can commitments or assignments cause a negative unassigned fund balance. Any negative fund balance should be recorded in the unassigned category.

5. Order of Resource Use

When an expenditure is incurred for which both restricted and unrestricted (committed, assigned or unassigned) resources are available, restricted resources will be used first, followed by unrestricted. When multiple types of unrestricted resources are available, committed balances will be used first, followed by assigned, then unassigned.

6. Reserve Balances – Types, Target Levels & Allowable Uses

The County will maintain operating reserves for the general fund and all special revenue funds, several other reserves within the general fund and a debt service fund reserve. All uses of reserves require approval from the Board of Commissioners. Requests to use reserve funds should include a replenishment plan that addresses funding sources and timelines.

General Fund

Operating: At the end of the year, the County will strive to maintain an unassigned fund balance of 35% of the subsequent year's budgeted operating expenditures (including transfers out). In addition to providing working capital prior to receipt of first half tax settlement amounts, allowable uses of these reserves include:

- Avoidance of service disruptions due to short-term unexpected revenue shortfalls or additional expenditures
- Funding for temporary transitional periods during extended economic downturns as expenditure reductions are implemented

Contingency: The County will strive to maintain an emergency reserve balance of 10% of the subsequent year's budgeted operating expenditures (including transfers out), as measured at the end of the fiscal year. This reserve balance is to be used only for unforeseen, rare and catastrophic events that result in significant physical damage or major service disruptions – e.g. flooding, tornado/other storms, terrorist attacks, public health epidemics.

27th Payroll: Through regular incremental amounts included in the annual levy, the County will work to build a balance that approximates the cash payout of one payroll cycle - \$1 million. This balance will be used to fund the payout of the rare occurrence of a 27th payroll period in a fiscal year.

Capital: Based on historical capital spending (adjusted for inflation), the County will maintain a capital reserve balance of \$2.5 million. This reserve will be funded through incremental amounts included in the annual levies and will be used to fund annual capital plan purchases as included in each year's approved budget. Pending review of funding availability, this reserve can also be used for purchase of items not included in the current year capital plan that do not meet the criteria for use of contingency funds.

Special Revenue Funds

For each of its special revenue funds (Road & Bridge, Health & Human Services, Waste Management and Economic Development), the County will strive to maintain an operating reserve balance of 30-40% of the subsequent year's budgeted operating expenditures (including transfers out) as measured at the end of each fiscal year. Balances in the Road & Bridge fund may not be within the target range due to planned projects and will be evaluated as needed to ensure reserves are sufficient. Operating reserves in the special revenue funds have the same allowable uses as the operating reserves in the general fund.

Debt Service Fund

The County will maintain sufficient debt service fund reserves to fund the subsequent year's scheduled principle and interest payments, as well as any principle payments that have been funded in prior or current years but are not due and payable until subsequent years. These reserves will also support the State of Minnesota statutory requirement that available funds for debt service requirements be at 105% of the amounts due in a given year.

7. Funding of Reserves

Initial Funding

- Operating: Operating reserves in all funds are funded through the ongoing surplus of revenues over expenditures or receipt of one-time revenues
- 27th Payroll and Capital: Funded through ongoing incremental amounts included in annual tax levies
- Contingency: Funded in the same manner as operating reserves, but from the General Fund only

Replenishment

- Funding sources: Operating and contingency reserves can be replenished through reduction of recurring operating expenditures or transfer of excess amounts from other categories of reserve balances. The 27th payroll and capital reserves will be replenished through the regular budgeted levy amounts.
- Priority: If multiple reserves are used, Contingency reserves should be replenished first, followed by Capital and 27th payroll (if the levy was reduced/eliminated), then Operating.
- Timeline: Operating reserves should be replenished over a period of one to five years, depending on the amount used. For amounts used down to 35%, replenishment should occur within one year, for amounts used down to 25%, replenishment should occur within five years. Contingency reserves should be replenished over a period of no more than five years.

8. Excess Reserves

Any reserve balances in continued and significant excess of stated policy amounts should be addressed in one of the following manners, with assurance given that resolution is in compliance with any funding restrictions on reserve balance resources:

- Transfer to another existing reserve in the same fund, or a different fund
- Use for one-time expenditure that does not require additional future expense outlays
- Use for one-time expenditures that can reduce future operating costs
- Start-up funds for new programs that are consistent with the County's mission and will have other future revenue funding sources
- Transfer to new reserve type due to changes in circumstances (e.g. lawsuit)

9. Reserve Deficiencies

All reserve balances will be assessed after the close of each fiscal year. Any deficiencies, including a replenishment plan, will be reported to the County Administrator and the Board of Commissioners. The replenishment plan should follow the timelines in the Replenishment section. Deficiencies in the 27th payroll or Capital reserves will be addressed during the annual budget process.

10. Authority

All uses of fund balance reserves must be approved by the County Administrator, with final approval from the Board of Commissioners. Requests to use reserve amounts must include a replenishment plan and be consistent with approved uses as stated in this policy. For regular use of capital reserves (annual capital plan expenditures) and 27th payroll reserves, Board approval will be given through their approval of the County's annual budget.

11. Review

All reserve balances will be reviewed at the end of each fiscal year. Actual ending balances and any replenishment plan (if applicable) will be reported to the board for review and approval. Interim balance reviews may also be done as part of the annual budget process.

In addition, the policy target levels will be reviewed periodically for reasonableness and adequacy as compared to historical revenue/expense activity, historical use of reserves and expected future cash flows. Any changes to policy target amounts will be approved by the Board.

12. Recording Reserves in the Financial Statements

Fund Balances are recorded on the Balance Sheet by category: Non-spendable, Restricted, Committed, Assigned and Unassigned. General fund operating reserves are in the Unassigned category while special revenue fund operating reserves are in the Assigned category. Contingency, Capital and 27th payroll reserves are classified as Committed.

13. Responsibilities

Finance

- Annual review and report to Board of ending fund balance reserve amounts

- Periodic policy and target level review
- Request annual Board approval of other committed and assigned balances
- Present request to use reserve funds to Board

Departments

- Request fund balance commitments and assignments through Finance

County Administrator

- Approve use of reserve requests prior to presentation to Board

Board of Commissioners

- Final approval of reserve use requests
- Approval of other annual fund balance commitments and assignments
- Approval of policy changes
- Approval for plan to resolve reserve balance excesses and deficiencies

PURCHASING POLICY

1. Purpose

The purpose of this policy is to maximize the purchasing value of public funds by ensuring these funds are used in a fiscally responsible manner and in accordance with all applicable State and Federal laws.

2. Scope

This policy applies to all departments and all procurement actions of the County unless superseded by Federal or State law or regulations of other funding sources.

3. Ethical Purchasing

To maintain a fair and open procurement process, the County must be free of both actual and apparent conflicts of interest. All County representatives must adhere to the County's Code of Ethics: <https://www.co.goodhue.mn.us/DocumentCenter/View/9376/Code-of-Ethics---2015?bidId=>

Full and Open Competition

All procurement actions will be conducted in a fair and responsible manner, with all responsible sources being permitted to compete in the purchasing process. Information that is known to be false or not public shall not be disclosed to any potential vendor or other entity by any employee or official responsible for a particular procurement transaction.

Conflict of Interest

No employee or other official shall knowingly use confidential information for personal gain. Personal purchases from County suppliers must be clearly separated from county purchases, must be paid for from personal funds and cannot be made on a county contract.

No County employee, board member or other agent may participate in the analysis, selection and awarding of contracts in which they have a real or apparent financial or other interest in one or more of the potential vendors. Any employee who identifies an actual or potential conflict of interest must immediately disclose that conflict to the Finance department and must ensure they remove themselves from the purchasing process.

Gratuities and Gifts

No County employee, board member or other agent shall ask for or accept gifts, gratuities or favors from any contractor or potential contractor, with the exception of marketing or promotional-type items (pens, notebooks, cups, etc.) of \$25 or less. (MN statute §471.895)

4. General Guidelines

- Dollar limits referenced in this policy apply to the total purchase price of all items in a transaction, before discounts or trade-ins
- Under no condition should orders be split into separate transactions in order to circumvent the approval and processing requirements of this policy

- Availability of funding must be ensured prior to making all purchases
- For any contracts over \$25,000, entities must review and consider the availability of state cooperative contracts prior to pursuing other sources (MN statute §471.345, sub. 15)

5. Quick Reference

This is a **general** guide for determining required approvals and acceptable purchasing methods. Depending on the specific good/service being purchased, the types of funding being used and the existence of other contracts, different requirements may apply (see section 6).

Threshold	Method	Approval
< \$10,000	Direct purchase; formal quotes not required --if practicable, get 2 (informal) quotes (verbal or written)	--Department Head
\$10,000 - \$25,000	Informal quotes (at least 2 if practicable)	--Department Head
\$25,001 - \$50,000	Formal quotes/direct negotiation <or> sealed bids	--Department Head --Finance Director
\$50,000 - \$100,000	Formal quotes/direct negotiation <or> sealed bids	--Department Head --Finance Director --County Administrator --County Board (if deemed appropriate by the County Administrator)
\$100,001 - \$175,000	Formal quotes/direct negotiation <or> sealed bids	--Department Head --Finance Director --County Administrator --County Board
\$175,001 +	Sealed bids	--Department Head --Finance Director --County Administrator --County Board

Note: if there are significant variations from budgeted revenues (under) or expenditures (over) in a given fiscal year, management reserves the right to require approvals at lower thresholds for a specified time period.

6. Separate/Specific Requirements

Capital Plan Items

Items included in the current year capital plan do not require Board approval at the time of purchase if:

- The item is included in the current year capital plan budget, as approved by the Board
- The purchase amount is within 5% (over) the budgeted amount
- The purchase is for an item and not a project (e.g. construction contract); contracts over \$100,000 will still require Board approval

Emergency Purchases

An emergency purchasing situation exists when an unforeseen event occurs that presents a threat to the health, welfare or safety of the County's employees, citizens or other constituents that must be remedied immediately. Note: failure of a department to adequately plan or budget for its operations does not meet these requirements.

Emergency purchases must be referred to the County Administrator or other responsible official prior to making a purchase. Any emergency purchases over \$50,000 must be submitted to the County Board for action/resolution at their next scheduled meeting.

Federal or Other Grant Funding

If any purchasing requirements of grant funding documents conflict with this policy, the requirements in the grant documents supersede this policy. Purchases involving federal funds must comply with the County's Federal Procurement policy (included in this policy manual) as well as any other requirements in the Code of Federal Regulations, Title 2, Part 200, subparts 318-326: https://ecfr.io/Title-02/pt2.1.200#sq2.1.200_1316.sq3.

Health & Human Services

Health and Human Services (HHS) is governed by a separate Board, the majority of which is made up of the regular County Board of Commissioners. Therefore, while HHS is subject to this policy, any Board-level approvals will be made by the separate HHS Board. HHS should notify Finance of any large purchases or contracts for reporting and cash flow management purposes.

Information Technology

For purposes of this policy, the information technology category includes computer hardware and software (including maintenance and programming agreements), information technology consulting and cell phones. All information technology items must be reviewed and approved by the Information Technology Department prior to purchase to ensure the purchases are in compliance with the County's Technology User and Cellular Device policies and to ensure new items are compatible with existing devices, software and network.

Joint/Cooperative Contracts

Purchases made in the following situations are excluded from the competitive bidding/quote process:

- State of Minnesota Cooperative Purchasing Venture (CPV)
<http://www.mmd.admin.state.mn.us/process/contract/CPVContractsList.asp>
- Contracts entered into by other government agencies that were subject to a competitive bid process and that allow (as stipulated by the contract or by separate request/agreement in writing) other government agencies to make purchases under the same terms and conditions.

Leases

All potential leases of a term longer than one year must be evaluated to determine if leasing is the best value for the County's funds (lease vs. buy decision). Per Minnesota Statute §465.71, any lease agreement with a purchase option must contain a statement saying the County "must have the right to terminate a lease-purchase agreement at the end of any fiscal year during its term."

Professional Services

Professional services are specialized services that are typically intellectual in nature. Examples include architectural/engineering, accounting/auditing, legal, financial and other consulting arrangements. These services are often used when specialty services are needed and can be more efficiently and effectively be provided by an outside party or when services are required to be performed by an outside/independent provider (e.g. audit).

Professional services are exempt from formal competitive bid requirements, but departments are encouraged to obtain multiple quotes and/or use request for proposals when practicable. Contracts should be awarded based on best vendor qualifications with the existence of reasonable price. All agreements are subject to the internal approvals as specified in this policy and must be fully approved *before* the start of services.

Sole Source

Contracts may be negotiated and awarded without a full competitive bid or negotiation process if:

- Only a single company can provide the good or service due to the uniqueness or proprietary nature (copyright, patent, etc.) of the good or service <or>
- The full competitive bidding process will provide no advantage (price, etc.) because of the noncompetitive nature of the goods or services being purchased

Because sole source purchasing reduces or eliminates competition, this method should be used infrequently, in specific situations, and only after all other procurement or purchasing methods have been fully evaluated and exhausted.

Departments making sole source purchases must provide written documentation justifying their sole source decision. All sole source purchases are still subject to the internal approvals as defined in this policy.

State-Defined Bid Exceptions

Per Minnesota Statute §471.425 subd. 4a, goods and services procured from the following vendor types are exempt from bidding requirements: economically disadvantaged persons, rehabilitation facilities, small or veteran-owned small business or energy efficiency projects. Any contracts awarded under this category are still subject to the internal approvals as stated in this policy.

Unbudgeted Items

Purchases of items (both capital and operating) not included in the approved and adopted County budget require approvals at lower amount thresholds than budgeted items. Approval of all unbudgeted purchases is subject to availability of budgeted funds and all purchases must follow the purchasing methods as prescribed in this policy.

Threshold	Approval
< \$10,000	--Department Head
\$10,000 - \$24,999	--Department Head --Finance Director
\$25,000 - \$75,000	--Department Head --County Administrator
\$75,001 +	--Department Head --County Administrator --County Board

Note: The County Board designates their specific authority for approval of unbudgeted items in the Recorders Compliance Fund up to \$50,000 to the County Administrator.

Utilities

Because there is no reasonable basis for competitive procurement of these services, utilities are exempt from this purchasing policy.

7. Bidding

Bidding and contract requirements are governed primarily by Minnesota Statute §471.345 – *Uniform Municipal Contracting Law*. Additional information can be found in the following statutes:

- §16C.28 – *Contracts; Award*
- §16C.285 – *Responsible Contractor Requirement Defined*
- §375.21 – *Contracts of County Boards*
- §331A – *Qualified Newspapers*
- §429.041 – *Council Procedure*

Requests for bids must be advertised in a qualified legal newspaper of the County and/or via an approved alternative method for a period of two weeks (three weeks for construction/repair of roads, bridges and buildings) prior to the bid opening date.

For all construction contracts of \$50,000 or more, contractors must meet certain minimum requirements, including, but not limited to: compliance with state workman's compensation and unemployment insurance laws, authority to conduct business in Minnesota and compliance with federal wage and hour requirements.

Opening of bids must be performed publicly, at a publicly stated time and place. Bid results should be tabulated and the contract awarded to the lowest responsive and responsible bidder (see section 8 below).

8. Awarding a contract

Contracts should be awarded to the lowest responsive and responsible bidder.

- **Responsiveness**: the degree to which the vendor met the specifications set in the bid request. Some examples that could indicate non-responsiveness include offering a product or service different than requested, not following specified bid procedures or submitting information after the bid deadline.
- **Responsibility**: the extent to which the vendor can reasonably be expected to fulfill the terms of an awarded contracts. Considerations include integrity, compliance with public policy, record of past performance and financial and technical resources. (See also MN Statute §16C.285).

Minnesota Statute 16C.28 allows for awards to be made based on a "best value" basis for construction, alteration, improvement or repair work. "Best value" considers price, along with other vendor criteria such as quality and timeliness of performance on previous projects, ability to minimize change orders and stay within budget, and technical skills/abilities of personnel, when making the decision to award.

9. Policy Violations

The County will not be responsible for any purchase or agreement to purchase made by a County employee or official who did not comply with the terms of this purchasing policy. Any such purchase or agreement to purchase will be considered null and void and will be considered a personal liability of the employee or official.

10. Responsibilities

Departments

- Management of procurement actions within policy and operating budget
- Maintain oversight of department contracts to ensure contractors perform within accepted terms and specifications of agreements
- Accurate coding of invoices and timely submission of invoices to Finance to ensure prompt payment/acceptance of discounts/avoidance of late fees

Finance

- Director approve purchases as defined in this policy
- Assist departments as needed
- Process invoice payments in timely manner
- Maintain policy
- Enforce policy

County Administrator

- Approve purchases as defined in this policy
- Recommend purchases to Board of Commissioners as deemed appropriate

Board of Commissioners

- Approve purchases as defined in this policy
- Approve policy revisions
- Final approval of annual operating budget

FEDERAL PROCUREMENT POLICY

1. Purpose

The purpose of this policy is to ensure that goods and services purchased for the performance of a federal grant or award are obtained in a cost-effective manner and in compliance with federal regulations.

2. Scope

This policy applies to anyone (“Buyer”) authorized to procure, initiate, and/or approve purchases paid with federal funds (grant/award) at Goodhue County. This policy is also subject to the Goodhue County Purchasing policy (included in this policy manual). If there are any conflicts between this policy and the Purchasing policy, this policy supersedes.

3. Responsibilities

The Buyer is responsible for determining whether a purchase is allowable under the terms of the federal grant or award and will ensure purchases are in accordance with this policy as well as the County’s Purchasing Policy. The Buyer will also serve as the final repository for purchase transaction records specific to federal funds for a minimum of three (3) years. Any exceptions to this policy must be approved in writing by the County Administrator.

4. Rules of Conduct / Code of Ethics

As representatives of Goodhue County, all officers, employees or agents are expected to adhere to the County’s Rules of Conduct/Code of Ethics:

<https://www.co.goodhue.mn.us/DocumentCenter/View/9376/Code-of-Ethics---2015?bidId=>

5. Process Overview

To promote compliance with Federal regulations, the County requires buyers to perform a cost/price analysis when making purchases under federal grants when over the Simplified Acquisition Threshold (SAT) of \$150,000. For purchases under the SAT, the buyer should make a determination as to reasonableness of the cost; these purchases are still subject to the remainder of this policy, process and its procedures.

Before beginning vendor selection, buyers should be sure that they have a clear and accurate description of the requirements for the material, product or service being acquired so that a fair and equitable comparison of price and/or cost can be made.

Buyers shall avoid purchasing unnecessary items. All vendor bids, proposals and quotations must be evaluated on the basis of product quality, technical compliance with specifications, total cost and the vendor’s acceptance of the County’s terms and conditions.

6. Detailed Process and Procedures

This is a brief summary of the guidelines that need to be followed when procuring goods and services with Federal funds. The governing document for these guidelines is the Code of Federal

Regulations (CFR), Section 200. It is the responsibility of the Buyer to adhere to this policy and all of the requirements included in CFR §200.

Additional responsibilities occur when a sub-recipient is involved in carrying out part of a federal award program, as compared to a contractor. The Buyer must determine if a vendor is a contractor or sub-recipient of Goodhue County before accepting any proposal. To document this determination, the buyer should complete the checklist in the appendix. If the Buyer determines that the vendor is a sub-recipient, then the sub-recipient Risk Assessment Tool in the appendix must be completed.

A. Methods of Procurement Under a Federal Award (CFR §200.320)

- Micro-Purchases (\$1 - \$3,500)
 - No quotations needed if price is reasonable
 - Equitable distributions among qualified suppliers
 - Department head (or designee) signs invoices for payment
- Small Purchases (\$3,501 - \$100,000)
 - Price or rate quotations must be solicited from at least two (2) qualified sources
 - No cost or price analysis needed
 - Follow County Purchasing policy for required approvals
- Sealed Bids (\$100,001 +)
 - Lowest reasonable price is determined by looking at all factors in combination (time, quality, price, stability, reputation, etc.) This is the preferred method for procuring construction
 - Request for bids must be publicly solicited from at least two (2) qualified sources
 - In order for sealed bidding to be feasible, refer to conditions in §200.320(c)(1)
 - Follow County Purchasing policy for required approvals
- Competitive Proposals (\$100,001 +, used when conditions are not appropriate for the use of sealed bids)
 - Request for proposals must be solicited from at least two (2) qualified sources
 - If this method is used, the conditions in §200.320(d) apply
- Non-Competitive Proposals
 - Procurement through solicitation of proposal from only one source. May be used when one or more of the circumstances in §200.320(f) apply

B. General Standards for Federal Procurement (CFR §200.318)

- It is the County's responsibility to ensure contractors are performing in accordance with the terms, conditions and specifications of their contracts. Contracts should only be awarded to responsible contractors who have the ability to perform successfully under the terms and conditions of the procurement.

- To reduce costs, the use of value engineering clauses is encouraged for large projects, such as construction.
- Consideration should be given to make the most economical procurements possible. Avoid acquisition of unnecessary or duplicative items and analyze the value of a lease versus a purchase when applicable.
- The County is encouraged to enter into cooperative agreements, agreements with other entities when appropriate or use common or shared goods and services to promote a cost-effective use of shared services. Also, the use of Federal excess and surplus property in lieu of purchasing new is encouraged when feasible.
- The following records must be maintained to detail the history of the procurement: reason for the method of procurement, selection of contract type, contractor selection or rejection, along with bids or quotes and basis for contract price.
- Time and materials type contract may be used only after it is determined there is no other suitable contract and if the contract includes a ceiling price that the contractor exceeds at its own risk. If this contract is used a high degree of oversight is required to ensure the contractor is using efficient methods and effective cost controls.
- The County is responsible for the settlement of all contractual and administrative issues arising out of the procurements, which include, but are not limited to: source evaluation, protests, disputes and claims.

C. Competition (CFR §200.319 and §200.321)

Per federal regulations, Goodhue County must engage in full and open competition for all procurement transactions. Records that sufficiently detail the history of all procurements, including small purchases, must be kept on file by the Buyer.

Contractors that draft specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded from competing for procurements.

Some examples of situations considered to be restrictive of competition include:

- Placing unreasonable requirements on firms for them to qualify to do business with the County
- Requiring unnecessary experience and excessive bonds
- Noncompetitive pricing practices and contracts
- Organizational conflicts of interest
- Specifying only a “brand name” instead of allowing “an equal” product to be offered
- Any arbitrary action in the procurement process

In addition, the County must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preferences, or for state licensing law (§200.319).

The Buyer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus firms are used when possible (§200.321). A directory of those targeted groups is available on the State of Minnesota – Office of State Procurement website: <http://www.mmd.admin.state.mn.us/process/search/>. A list of persons, firms or products which are used in acquiring goods and services must be kept current and include enough sources to ensure free and open competition.

All procurements under a federal award must ensure that all solicitations have the following:

- Clear and accurate description of the technical requirements for the material, product or service to be procured
- Identification of all requirements which the potential vendors must fulfill and all other factors to be used in evaluating bids or proposals.

D. Procurement of Recovered Materials (CFR §200.322)

When a purchase of a single item or a quantity of functionally equivalent items purchased in a preceding fiscal year exceeds \$10,000, the County must comply with §6002 of the Solid Waste Disposal Act. The requirements of §6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) CFR §40.247 that contain the highest percentage of recovered materials practicable, procuring solid waste management services in a manner that maximized energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

E. Cost and Price Analysis (CFR §CFR 200.323)

- Every procurement action in excess of the Simplified Acquisition Threshold (SAT) of \$150,000, including contract modifications, must have a cost or price analysis. The County must make independent estimates before receiving bids or proposals.
- Profit must be negotiated as a separate element of price for each contract in which there is no price competition and in all cases where cost analysis is performed.
- For information on costs or prices based on estimated costs for contracts, refer to CFR §200.400.
- The cost plus a percentage of cost and percentage of construction costs methods of contracting are not allowed.

See Appendix for further details.

F. Suspension and Debarment (CFR §200.212 and §180.300)

The Buyer will review all federal grant transactions and potential contractors to verify that purchases will not be made nor contracts awarded to contractors that are on the Debarment or Suspension list supplied by the federal government. This list is available here: <https://www.sam.gov/SAM/>. All results of searches should be attached to the procurement documentation as verification the search was performed. All purchases also require the contractor to certify in writing that they have not been suspended or disbarred from doing business with any federal agency.

G. Federal Awarding Agency or Pass-Through Entity Review (CFR §200.324)

The County must make available, upon request from the federal awarding agency or pass-through entity, technical specifications, pre-procurement review and all other documents related to the proposed procurements.

H. Bonding Requirements (CFR §200.325)

The Buyer must ensure that the both the Federal and the County interests are protected.

For construction or facility improvement contracts or subcontracts exceeding the SAT of \$150,000, the minimum requirements are as follows:

- A bid guarantee from each bidder equivalent to five (5) percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check or other negotiable instrument accompanying a bid as assurance that a bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the contractor for 100 percent of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- A payment bond on the part of the contractor for 100 percent of the contract price. A payment bond is one executed in connection with a contract to ensure payment as required by law to all persons supplying labor and material in execution of the work provided by the contract.

I. Contract Provisions (CFR §200.326)

The County will include the following provisions, as applicable, in all contracts (including those for small purchases) with contractors and for sub-awards:

- Remedies: All contracts in excess of the small purchase threshold fixed at 41 U.S.C. §403.11 (currently at \$150,000) shall contain contractual provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract terms.
- Termination: All contracts in excess of \$10,000 shall contain suitable provisions for termination by the County, including the manner by which

terminations shall be effective and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.

- Equal Employment Opportunity: All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Related to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR §60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."
- Davis-Bacon Act, as amended (40 U.S.C. §3141-3148): When required by federal program legislation, all construction contracts of more than \$2,000 awarded by the County and its sub-recipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §276a to a-7) as supplemented by Department of Labor regulations (29 CFR §5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction.") Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of the County to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The County shall report all suspected or reported violations to the federal awarding agency.
- Contract Work Hours and Safety Standards (40 U.S.C. §327-333): Where applicable, all contracts awarded by the County in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. §3702 and 3704, as supplemented by Department of Labor regulations (29 CFR §5). Under 40 U.S.C. §3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of U.S.C. §3704 are applicable to construction work and provide that no laborer or mechanic can be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available in the open market, or contracts for transportation or transmission of intelligence.
- Rights to Inventions Made Under a Contract or Agreement: Contracts or agreements for the performance of experimental, developmental or research work shall provide for the rights of the Federal Government and the County in any resulting invention in accordance with 37 CFR §401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms

Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Clean Air Act (42 U.S.C. §7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. §1251-1387), as amended: Contracts and sub-awards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and Federal Water Pollution Control Act, as amended by 33 U.S.C. §1251 et seq). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- Debarment and Suspension (E.O’s 12549 and 12689): For all contracts, the County shall obtain from the contractor a certification that neither the contractor nor any of its principal employees or subcontractors is listed on the Excluded Parties list in SAM.
- Byrd Anti-Lobbying Amendment (31 U.S.C. §1352): For all contracts or sub-grants of \$100,000 or more, the County shall obtain from the contractor or sub-grantee a certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an officer or employee of Congress, in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. §1352. Likewise, since each tier provides such certifications to the tier above, the County shall provide such certifications in all situations in which the County is a sub-recipient of a grant of \$100,000 or more.

7. Appendix

Determination of Sub-recipient or Contractor (Vendor)

These links are for two examples of checklists to help determine whether a potential contractor is a sub-recipient or a vendor:

- <https://ojp.gov/training/pdfs/Subrecipient-Procure-cklist-B.pdf>
- https://research.jhu.edu/jhura/wp-content/uploads/sites/2/2017/11/Sub-Determination-Form_11012017.pdf

Sub-recipient Risk Assessment

These links are for examples of risk assessment forms/questionnaires:

- <https://www.wisconsin.edu/financial-administration/grant-accounting/subrecipient-risk-assessment/>
- https://financialservices.wustl.edu/wp-content/uploads/2016/03/SPA_WP_SubrecipientMonitoringRiskAssessmentPolicy_v2.0-1.pdf

Cost and Price Analysis

Some form of price or cost analysis should be performed in connection with every procurement action, regardless of whether the organization is a vendor or sub-recipient. The form and degree of analysis, however, are dependent on the particular subcontract or purchase and the pricing situation. Determination price reasonableness through price or cost analysis is required even though the procurement is source directed by the contracting officer of the sponsoring agency.

In some purchases, price analysis alone will be sufficient; in others, price analysis will be used to corroborate the conclusions arrived at through cost analysis. The form and degree of analysis are dependent on facts surrounding a particular subcontracting or purchasing situation. The scope of price analysis performed and the particular techniques used will depend on whether or not cost analysis is done, as well as on such factors as type of product or service, dollar value, purchase method, and extent of competition. The words “vendor” and “subcontractor” used herein are interchangeable.

- **Price Analysis:** This is the process of deciding if the asking price for a product or service is fair and reasonable, without examining the specific cost and profit calculations the vendor used in arriving at the price. It is basically a process of comparing the price with known indicators of reasonableness. When adequate price competition does not exist, some other form of analysis is required. Some reasons that could affect adequate price competition are: specifications not definitive, tolerances are restrictive or production capacity limits those eligible to bid. Examples of other forms or price analysis information include:
 - Analysis of previous prices paid
 - Comparison of a vendor’s price with the in-house estimate
 - Comparison of quotations or published price lists from multiple vendors
 - Comparisons with GSA prices
- **Cost Analysis:** This is the element-by-element examination of the estimated or actual cost of contract performance to determine the probable cost to the vendor. The goal is to form an opinion on whether the proposed costs are in line with what reasonable economical and efficient performance should cost. Cost or pricing data, which should be provided by the subcontractor, are the means for conduction cost analysis. Such data provide factual information about the costs that the subcontractor says may be incurred in performing the contract. Cost analysis should be performed in those situations where price analysis does not yield a fair and reasonable price and where cost data are required in accordance with prime contract clauses.

Cost analysis techniques are used to break down a contractor’s cost or pricing data so as to verify and evaluate each component. Some of the cost elements examined for necessity and reasonableness are material costs, labor costs, equipment and overhead. These costs can be compared with actual costs previously incurred for similar work, the cost or pricing data received from other vendors and dependent cost estimate breakdowns.

Goodhue County Land Use Management

Goodhue County Government Center | 509 West Fifth Street | Red Wing, Minnesota 55066

Lisa M. Hanni, L.S. Director



County Surveyor / Recorder

Building | Planning | Zoning
Telephone: 651.385.3104
Fax: 651.385.3106

Environmental Health | Land Surveying | GIS
Telephone: 651.385.3223
Fax: 651.385.3098

To: County Board
From: Land Use Management
Meeting Date: January 21, 2020
Report date: January 16, 2020

CONSIDER: Beccah Risdall (Applicant)/ David Mohn (Owner)

Parcel 34.011.0100. 29212 Orchard Road, Red Wing, MN 55066. Part of the E 1/2 of the NE 1/4 and Part of the E 1/2 of the SE 1/4 Sect 11 TWP 112 R14 in Hay Creek Township. A2 Zoned District.

Application Information:

Applicant(s): Beccah Risdall (Applicant)/ David Mohn (Owner)

Address of zoning request: 29212 Orchard Road, Red Wing, MN 55066

Parcel(s): 34.011.0100

Abbreviated Legal Description: Part of the E 1/2 of the NE 1/4 and Part of the E 1/2 of the SE 1/4 Sect 11 TWP 112 R14 in Hay Creek Township

Township Information: Hay Creek Township endorsed acknowledgment of the requests noting the Applicant met with the Township and there were “no concerns with the plans as presented.”

Zoning District: A2 (General Agriculture District)

Attachments and links:

Application and submitted Project Summary

Site Map(s)

January 13, 2020 DRAFT Planning Commission meeting minutes

Article 11 Section 30: Non-Ag Uses Associated with Agritourism

Article 11 Section 13: Bed and Breakfast Inns

Goodhue County Zoning Ordinance: <http://www.co.goodhue.mn.us/DocumentCenter/View/2428>

Background:

The Applicant (Beccah Risdall) has an agreement to purchase the subject property from the current owners (David & Mary Mohn). Historically a farmstead, the 81.74-acre property currently supports a mix of commercial and agricultural uses including a registered feedlot, cropland, short-term rental (“Air B&B”), and a Farm Winery.

The Applicant intends to continue the existing agricultural uses, including the Farm Winery upon purchase of the property. She would also like to expand the commercial uses on the site by constructing a wedding and event center and establishing the existing home as a Bed and Breakfast Inn. The proposal includes both the adaptive re-use of existing structures as well as the construction of new facilities to support wedding events and ceremonies for up to 300 guests.

Goodhue County zoning standards require a Conditional Use Permit (CUP) be obtained prior to the establishment of a Bed & Breakfast Inn or Non-Ag Uses Associated with Agri-tourism (Wedding/Event Centers) in the A2 District (General Agriculture).

A separate CUP approval is required for each of the proposed uses.

Goodhue County Zoning Ordinance: Article 4 Conditional/Interim Uses

No CUP/IUP shall be recommended by the County Planning Commission unless said Commission specifies facts in their findings for each case which establish the proposed CUP/IUP will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, will not substantially diminish and impair property values within the

immediate vicinity, will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant to the area, that adequate measures have been, or will be, taken to provide utilities, access roads, drainage, and other necessary facilities, to provide sufficient off-street parking and loading space, to control offensive odor, fumes, dust, noise, and vibration so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

1. CUP for a Non-Agricultural Use Associated with Agri-tourism (Wedding and Event Center)

CUP request to establish a Wedding and Event Center with a proposed maximum occupancy of 300 guests.

Project Summary:

Property Information:

- The subject parcel comprises 81.74 acres. In addition to a registered feedlot and pastureland, the property has a vineyard and permitted Farm Winery that the Applicant intends to continue operating. There is also an existing dwelling on the property currently used as a short-term rental property. *Goodhue County does not regulate short-term rental of residential properties.*
- The property is zoned A2 (General Agriculture District) and is bordered by A2 zoned districts on all sides. Adjacent land uses include undeveloped woodlands, low-density residential and row-crop agriculture.
- Access to the site is located off of Orchard Road (gravel surface) on the west side of the property. Orchard Road connects to Flower Valley Road/CTY 21 BLVD (paved surface) approximately a half-mile north of the site. Flower Valley Road accesses US HWY 61 approximately 1.5 miles northeast and State HWY 58 approximately 3.0 miles west of the site.
- There are approximately 41-acres of tillable land that is used for corn/soybean production which the Applicant plans to continue leasing as cropland.
- A portion of the property is covered by steep terrain most of which is classified as Bluffland. Any development proposed in these areas will be subject to Goodhue County Bluffland protection regulations. The property is also transected by an intermittent stream (field dry-run). Though not classified as shoreland or floodplain, development near this water feature should be carefully reviewed to prevent future water quality or erosion issues.

Wedding/Event Operations:

- In addition to hosting indoor and outdoor weddings and ceremonies, the Applicant is proposing to utilize the facilities to host a variety of events including educational classes (winemaking, organic gardening, farm-to-table dinners), craft fairs, community pizza nights, conferences, and corporate dinners.
- The Applicant is proposing a maximum capacity of up to 300 guests for events and wedding ceremonies but anticipates the average event size will be closer to 125 guests.
- The Applicant is planning “phase” growth over time beginning with the construction of a new event barn in early 2020 and hosting the first events beginning in the summer of 2020.

The Applicant’s 4-year growth projections are as follows:

Weddings: 50 events in 2020, 80 events in 2021, 100 events in 2022 and eventually attaining an anticipated operational capacity of 138 events per year.

Corporate parties/gatherings: 4 events in 2020, 8 events in 2021, 10 events in 2022 and 12 events in 2023. These events would likely occur in wintertime during the wedding “off-season.”

Farm-to-table dinners: 1 event in 2020, 2 events in 2021, 3 events in 2022 and 4 events in 2023. These events would likely be held Monday through Wednesday during the fall and winter.

Educational classes/retreats: 1 event in 2020, 3 events in 2021, 4 events in 2022 and 5 events in 2023. These events would likely be held from November through May.

Community pizza night: Starting in 2021 the Applicant would like to host a once per month pizza night on Tuesday or Wednesday evenings from 5:00 PM to 8:00 PM. An outdoor pizza oven

would be made available for guest use, but participants would be required to bring their own pizza supplies.

- Facility hours of operation are proposed to be year-round Sunday through Thursday from 8:00 AM to 10:00 PM; Fridays and Saturdays from 8:00 AM to 12:00 AM (midnight). *GCZO Article 11, section 30 was amended in November 2018 to allow inside activities to conclude no later than 12:00 AM if approved through the CUP process (previously 10:00 PM).*
- The majority of events would occur on weekends during the wedding season from April through October. Event bookings would be offered year-round as the “new barn” will provide climate-controlled space.
- The Applicant anticipates the need for approximately 4 employees to assist with landscaping, preparation, and guest assistance. Additional employees may be needed depending on the scale of the event.

Facilities:

- The Applicant is proposing to construct a 50ft x 100ft (5,000 sq ft) single-story year-round indoor reception barn with a planned capacity of up to 300 guests. This “new barn” would be climate-controlled and would provide restroom facilities, catering prep space, a bar area, and reception space and would function as the primary event facility for the property.

The “new barn” is planned to be constructed northwest of the existing “old barn.” An existing pole shed currently sited in this location is planned to be moved elsewhere on the property to provide equipment storage space.

- The existing 70ft x 35ft two-story “old barn” would be restored and mainly serve to host craft fairs and educational classes. The main level of the barn would also host indoor wedding ceremonies and the lower level would provide an indoor bar area as needed during times of inclement weather.
- The existing two-story farmhouse is proposed to be converted to a Bed and Breakfast Inn to provide a space for overnight stays for up to 7 guests. The main level of the house would also serve as a space for the bride and bridesmaids to get ready during wedding events. *No overnight stays are allowed in conjunction with a “Non-Agricultural Uses Associated with Agritourism” therefore a separate CUP will need to be issued that would allow use of the house for overnight stays by event guests.*
- An existing climate-controlled “Quonset hut” with a bar, ADA compliant bathroom, caterers sinks, and wine tasting room would continue to serve as the wine tasting room for the existing Farm Winery operation but would also be used to provide a space for the groomsmen to get ready during wedding events.
- Outdoor wedding ceremonies will either be held next to the vineyard (south of the house) or on a “valley outlook” area northeast of the buildings.
- Other supporting facilities include an outdoor pavilion and fire pit area that would be used for events as well as a chicken coop, horse barn, and lean-to that would continue to be used to raise horses, chickens, ducks, donkeys, cows, and goats.
- The Applicant plans to hire engineers/architects to evaluate the existing barn for Minnesota building code compliance and structural integrity. Any necessary renovations will be reviewed as required by Goodhue County Building Department staff to ensure compliance with Minnesota building code regulations and issuance of required building permits. All new buildings will require a Building Permit from Goodhue County.

Traffic/Parking:

- Traffic will be generated with the request. Event-related traffic is generally “one-way” as guests typically will arrive around the same time at the start of the event and then gradually filter out as the day progresses. The driveway approach has safe lines-of-sight in both directions for traffic entering and exiting onto Orchard Road.

There is potential for dust to be generated on Orchard Road during events. There are 3 nearby dwellings that could be impacted. The Applicant is proposing to treat the gravel road as necessary

to prevent dust from becoming a nuisance to event guests and neighboring property owners. The PAC should consider if a mandatory dust mitigation condition is warranted at this time.

- The local transportation network appears capable of supporting the request without negatively impacting traffic flow or safety along the access routes. Adequate emergency service vehicle access appears available to support the site.
- On-site traffic will be directed to a proposed parking area south of the main driveway access. There are multiple turnaround areas for larger vehicles, shuttles, and buses to safely circulate through the property. The Applicant is proposing to install a new driveway off of Orchard Road to access the proposed parking area. She will need to work with Hay Creek Township (road authority) to obtain any required permits. A roadway could be constructed to the parking area using the existing driveway access if a new access point is denied by the Township.
- The proposed gravel-surfaced parking area would provide 102 parking stalls including handicap and van accessible spaces. There is ample room on the property to accommodate additional parking in the future if needed.
- Parking attendants will be employed to direct traffic and fill the parking lot in an orderly manner. A golf cart will be available to shuttle guests in need of assistance from the parking lot to the buildings.

Pursuant to GCZO Article 11, section 16, the Zoning Administrator has determined minimum off-street parking provisions shall be one parking space for every 4 guests. A minimum of 75 off-street parking spaces is required for this facility at a maximum occupancy of 300 guests.

- GCZO Article 11 section 30 stipulates parking areas shall be setback 40 feet from property lines. The applicant's proposed parking areas satisfy all setback and screening requirements.

Utilities:

- The existing dwelling is served by an individual Subsurface Sewage Treatment Systems (SSTS). The Quonset building is served by a separated septic system. Both existing septic systems have received current certificates of compliance, however, they will need to be evaluated by a septic professional prior to establishing the proposed uses to determine if upgrades are needed to address the change of use of the associated buildings.
- The applicant is proposing to construct a new ADA compliant bathroom within the "new barn" which will be served by a new SSTS that is anticipated to be installed to the north in the vacant pasture area.

Sanitation plans will require review and approval by Goodhue County Environmental Health staff prior to commencing the operation of the Wedding and Event Center or issuance of necessary Building Permits. Goodhue County Sanitarian, Ben Hoyt, offered the following comment regarding the proposal"

"The wedding facility will require a new septic system and operating permit to ensure septic compliance. The full design should be completed and the septic permit should be applied for prior to construction or change of use of the property."

- Solid waste disposal services will be provided locally. Any hazardous materials or fluids generated shall be properly disposed of.

Safety:

- All food and/or liquor offered during events will be prepared and catered by appropriately licensed professionals.
- Event staff will be present on-site during events to ensure guest safety and security.
- The Applicant will employ a security guard during events to maintain a safe environment for guests and neighbors.
- Existing dusk-to-dawn yard lighting and exterior security lighting provide lighting for guest safety. The "new barn" will have downward projecting lights to minimize off-site light exposure. Walking paths and parking areas will also be lit with downward projecting lights for guest safety

and security.

- No overnight stays or camping activities are proposed or allowed with this CUP request.

Noise:

- Noise generated during events will occur mainly in the courtyard setting between the buildings and within the “new barn.” Event music will be contained within the new barn which will be a year-round insulated building to minimize off-site impacts. Only acoustic music will be allowed outside of the barn during wedding ceremonies.
- Distance, existing vegetation, and topography will further reduce off-site noise impacts during events.
- There are 6 homes within a half-mile radius of the site. The nearest homes are approximately 1,000 feet south of the site (Marcus Witt, Michael Chorney).

Signage:

- The Applicant is proposing to install an exterior monument sign at the property entrance. Temporary signage will be used as needed to direct traffic and help guests navigate the property. *The Applicant must consult with the appropriate road authority prior to placing any signage in public Rights-of-Way. All signage must follow the requirements of GCZO Art. 11 Sect. 17.*

Landscaping/Drainage:

- Slopes range from 2-10% in the event areas. The majority of the property drains north via dry runs towards Bullard Creek.
- Minimal landscaping work will be needed with the exception of some grading/filling to establish the proposed gravel parking area. Parking area runoff should not be directed toward the existing septic systems and drainage best management practices should be implemented as necessary to prevent erosion. Grading and filling activities will be reviewed for conformance with Goodhue County Zoning requirements. A gravel parking lot will be added past the driveway at the end of a field. Trees will be planted to screen the parking area from the road, if necessary. A landscaper will be hired to add some flower gardens for decorative purposes.

PAC Findings of Fact:

1. The proposed Wedding Barn and Event Center does not appear injurious to the use and enjoyment of properties in the immediate vicinity for uses already permitted, nor would it substantially diminish and impair property values in the immediate vicinity. The site is substantially isolated from neighboring dwellings by distance and topography to minimize off-site impacts and the majority of event activities will take place indoors to prevent off-site impacts.
2. The Wedding Barn and Event Center is not anticipated to impede the normal and orderly development and improvement of surrounding vacant property for uses predominant to the area. The use is proposed to meet all development standards of the Goodhue County Zoning Ordinance and the majority of the operations will be confined within the existing and proposed structures. The use, as proposed, appears compatible with existing adjacent land uses.
3. A review of the applicants submitted project summary indicates adequate utilities, access roads, drainage, and other necessary facilities are available or will be installed to accommodate the proposed use.
4. The submitted plans identify means to provide sufficient off-street parking and loading space to serve the proposed use and meet the Goodhue County Zoning Ordinance’s parking requirements.
5. The Wedding Barn and Event Center will be conducted primarily within the existing and proposed structures to prevent and control offensive odor, fumes, noise, and vibration so that none of these will constitute a nuisance. The applicant’s lighting plans appear capable of controlling lights in such a manner that no disturbance to neighboring properties will result. There is potential for dust to be generated by event traffic along Orchard Road. A limited number of dwellings exist in the immediate vicinity of the primary access routes. The Applicant is proposing to treat the gravel road as necessary to prevent dust from becoming a nuisance to event guests and neighboring property owners. It may be necessary to mandate dust mitigation

measures in the future if issues arise.

PAC Recommendation:

The Planning Advisory Commission recommends the County Board

- adopt the staff report into the record;
- adopt the findings of fact;
- accept the application, testimony, exhibits, and other evidence presented into the record; and

APPROVE the request from Beccah Risdall (Applicant) and David Mohn (Owner) to establish a Wedding and Event Center. Subject to the following conditions:

1. Activities shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP.
2. Hours of operation shall be year-round Sunday through Thursday from 8:00 AM to 10:00 PM; Fridays and Saturdays from 8:00 AM to 12:00 AM (midnight);
3. Events shall not exceed 300 guests;
4. On-street event parking shall be prohibited;
5. Use of the property by event guests for overnight stays shall require issuance of a separate CUP/IUP;
6. Security personnel shall be present at all events that alcohol is served;
7. All exterior signage located on the property must follow Goodhue County Zoning Ordinance Article 11 section 17 (Sign Regulations). The applicant shall consult the appropriate road authority prior to placing signs located within road Right-of-Way;
8. Applicant shall obtain Building Permit approvals for use of existing structures from the Goodhue County Building Permits Department prior to establishing the use;
9. Applicants shall work with Goodhue County Environmental Health to develop and implement a plan to provide adequate sanitary facilities for guest use;
10. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations;
11. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, section 30 Non-Agricultural Uses Associated with Agricultural Tourism; Goodhue County SSTS Ordinance; and Article 22 A2, General Agriculture District.

2. **CUP for a Bed and Breakfast Inn**

CUP request to establish a Bed and Breakfast Inn with a proposed maximum occupancy of 7 guests.

Project Summary:

Property Information:

- The subject parcel comprises 81.74 acres. In addition to a registered feedlot and pastureland, the property has a vineyard and permitted Farm Winery that the Applicant intends to continue operating.
- There is an existing dwelling on the property currently used as a “short-term rental” home. *Goodhue County does not regulate short-term rental of residential properties.*
The dwelling will not be the Applicant’s primary residence and will be exclusively used as a Bed and Breakfast Inn.
- The property is zoned A2 (General Agriculture District) and is bordered by A2 zoned districts on all sides. Adjacent land uses include undeveloped woodlands, low-density residential and row-crop agriculture.
- Access to the site is located off of Orchard Road (gravel surface) on the west side of the property. Orchard Road connects to Flower Valley Road/CTY 21 BLVD (paved surface) approximately a half-mile north of the site. Flower Valley Road accesses US HWY 61 approximately 1.5 miles northeast and State HWY 58 approximately 3.0 miles west of the site.

Bed and Breakfast Inn Operations:

- The existing home has three bedrooms that will provide space for up to 7 overnight guests. The existing kitchen would be made available for guests to prepare their own breakfast or they may have food catered in.
- The business would be operated by the Applicant with the assistance of 1 employee.
- The existing dwelling will need to be reviewed by the Goodhue County Building Department to ensure compliance with Minnesota building code regulations prior to establishing the use.
- Hours of operation are proposed to be year-round, 7 days per week. Guests will typically check-in at 3:00 PM on the evening of their stay and check out around 11:00 AM on the day of their departure.

It is anticipated that most guests will book their stay on weekends and in conjunction with other planned events on the property.

- Pursuant to GCZO Article 11, section 16, the Zoning Administrator has determined minimum off-street parking provisions shall be one parking space per guest room plus 2 additional parking spaces for management/service personnel. A minimum of 5 off-street parking spaces is required for this facility.

Ample room exists on-site to fulfill off-street parking requirements.

- An existing compliant septic system serves the dwelling. Goodhue County Sanitarian, Ben Hoyt, noted that though it is compliant, the existing septic system will need to be evaluated by a septic professional prior to establishing the use to verify it can accommodate the proposed change in use.
- Solid waste disposal bins and removal services will be provided by a local professional business.
- The Applicant is proposing to install an exterior monument sign at the property entrance. *The Applicant must consult with the appropriate road authority prior to placing any signage in public Rights-of-Way. All signage must follow the requirements of GCZO Art. 11 Sect. 17.*
- The home has existing porch and yard “dusk to dawn” exterior lighting. No additional lighting is proposed.
- All food and/or liquor offered to guests will be prepared and catered by appropriately licensed professionals.

PAC Findings of Fact:

1. The proposed Bed and Breakfast Inn does not appear injurious to the use and enjoyment of properties in the immediate vicinity for uses already permitted, nor would it substantially diminish and impair property values in the immediate vicinity. The use has been similarly established and operating as a short-term rental home since 2014 without any record of conflicts with existing residential uses in the area.
2. The Bed and Breakfast Inn is not anticipated to impede the normal and orderly development and improvement of surrounding vacant property for uses predominant to the area. The use is proposed to meet all development standards of the Goodhue County Zoning Ordinance and the majority of the operations will be confined within the existing structure. The use, as proposed, appears compatible with existing adjacent land uses.
3. A review of the Applicant's submitted project summary indicates adequate utilities, access roads, drainage, and other necessary facilities are available or will be installed to accommodate the proposed use.
4. The submitted plans identify means to provide sufficient off-street parking and loading space to serve the proposed use and meet the Goodhue County Zoning Ordinance's parking requirements.
5. The Bed and Breakfast Inn will be conducted primarily within the existing and proposed structures to prevent and control offensive odor, fumes, dust, noise, and vibration so that none of these will constitute a nuisance. Furthermore, the Applicant's lighting plans appear capable of controlling lights in such a manner that no disturbance to neighboring properties will result.

PAC Recommendation:

The Planning Advisory Commission recommends the County Board

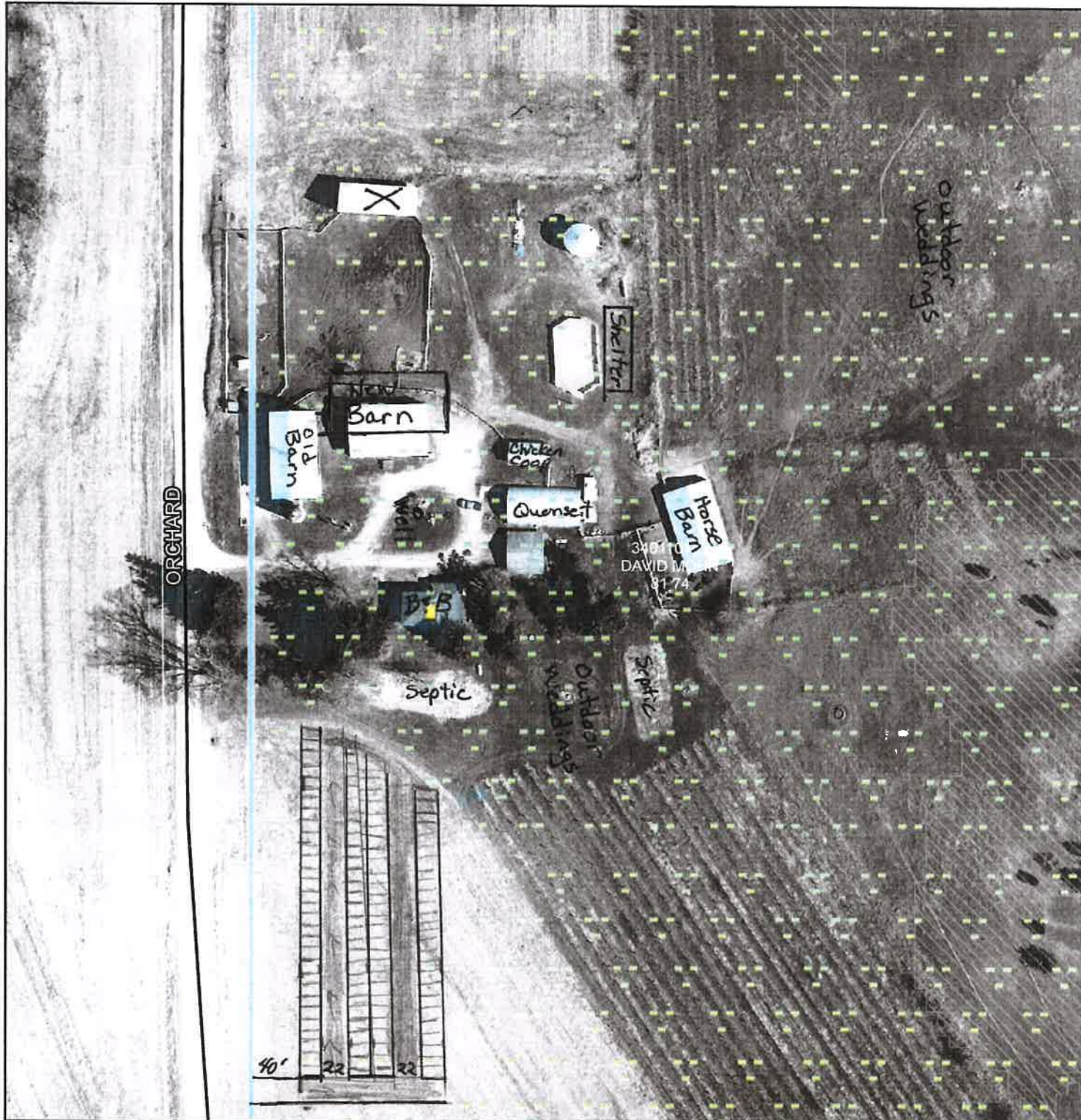
- adopt the staff report into the record;
- adopt the findings of fact;
- accept the application, testimony, exhibits, and other evidence presented into the record; and

APPROVE the request from Beccah Risdall for a CUP to establish a Bed and Breakfast Inn. Subject to the following conditions:

1. Activities shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP;
2. Hours of operation shall be year-round, 7-days per week;
3. Maximum occupancy shall be limited to 7 guests per night;
4. On-street parking shall be prohibited;
5. Applicant shall obtain Building Permit approval from the Goodhue County Building Permits Department prior to establishing the use;
6. All exterior signage located on the property must follow Goodhue County Zoning Ordinance Article 11 section 17 (Sign Regulations). The applicants shall consult the appropriate road authority prior to placing signs located within road Right-of-Ways;
7. Applicants shall work with Goodhue County Environmental Health to evaluate and upgrade existing sanitary facilities as needed prior to establishing the use;
8. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, section 13 (Bed and Breakfast Inns); and Article 22 (A2, Agriculture District);
9. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations.

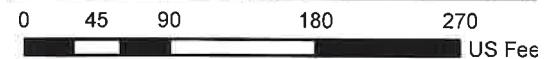
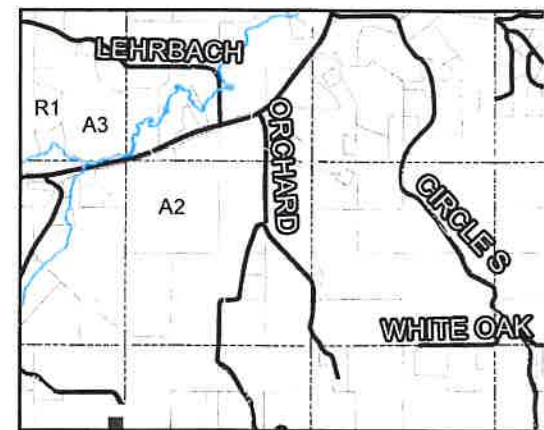
SITE PLAN

State the use of the property. Show the size, shape and location of structures with distance to property lines and location of ALL wells and septic systems.



Legend

Intermittent Streams	Bluff Impact Zones (% slope)
Protected Streams	20
Lakes & Other Water Bodies	30
Shoreland	FEMA Flood Zones
Historic Districts	2% Annual Chance
Parcels	A
Registered Feedlots	AE
Dwellings	AO
Municipalities	X

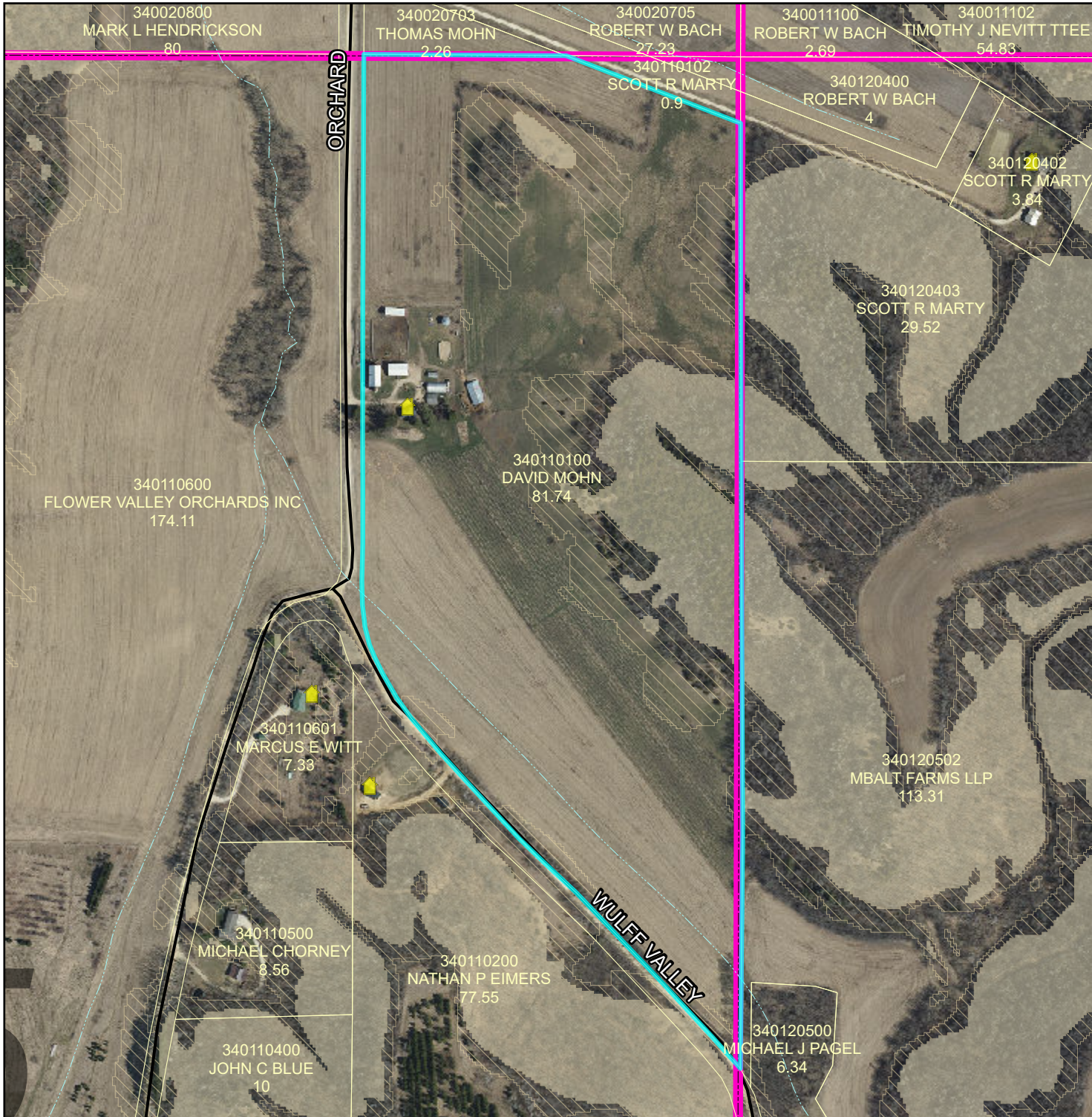


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MAP 01: PROPERTY OVERVIEW



PLANNING COMMISSION

Public Hearing
January 13, 2020

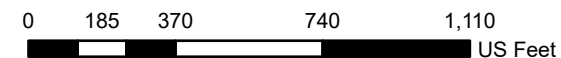
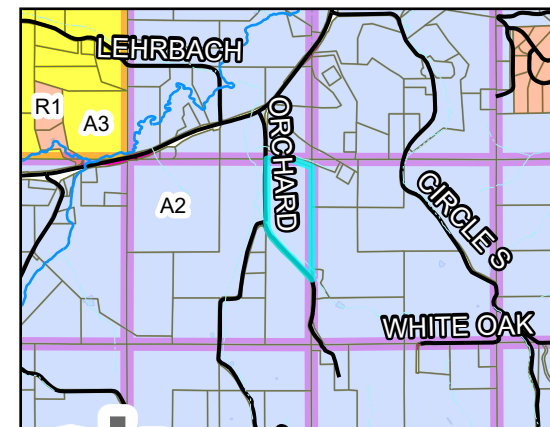
Beccah Risdall / David Mohn
A2 Zoned District

Part of the E 1/2 of the NE 1/4 and
Part of the E 1/2 of the SE 1/4 Sect 11
TWP 112 R14 in Hay Creek Township

CUP request to establish a Wedding & Event
Center and a CUP request to establish a
Bed and Breakfast Inn

Legend

	Intermittent Streams		Bluff Impact Zones (% slope)
	Protected Streams		20
	Lakes & Other Water Bodies		30
	Shoreland	FEMA Flood Zones	
	Historic Districts		2% Annual Chance
	Parcels		A
	Registered Feedlots		AE
	Dwellings		AO
	Municipalities		X



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MAP 02: VICINITY MAP

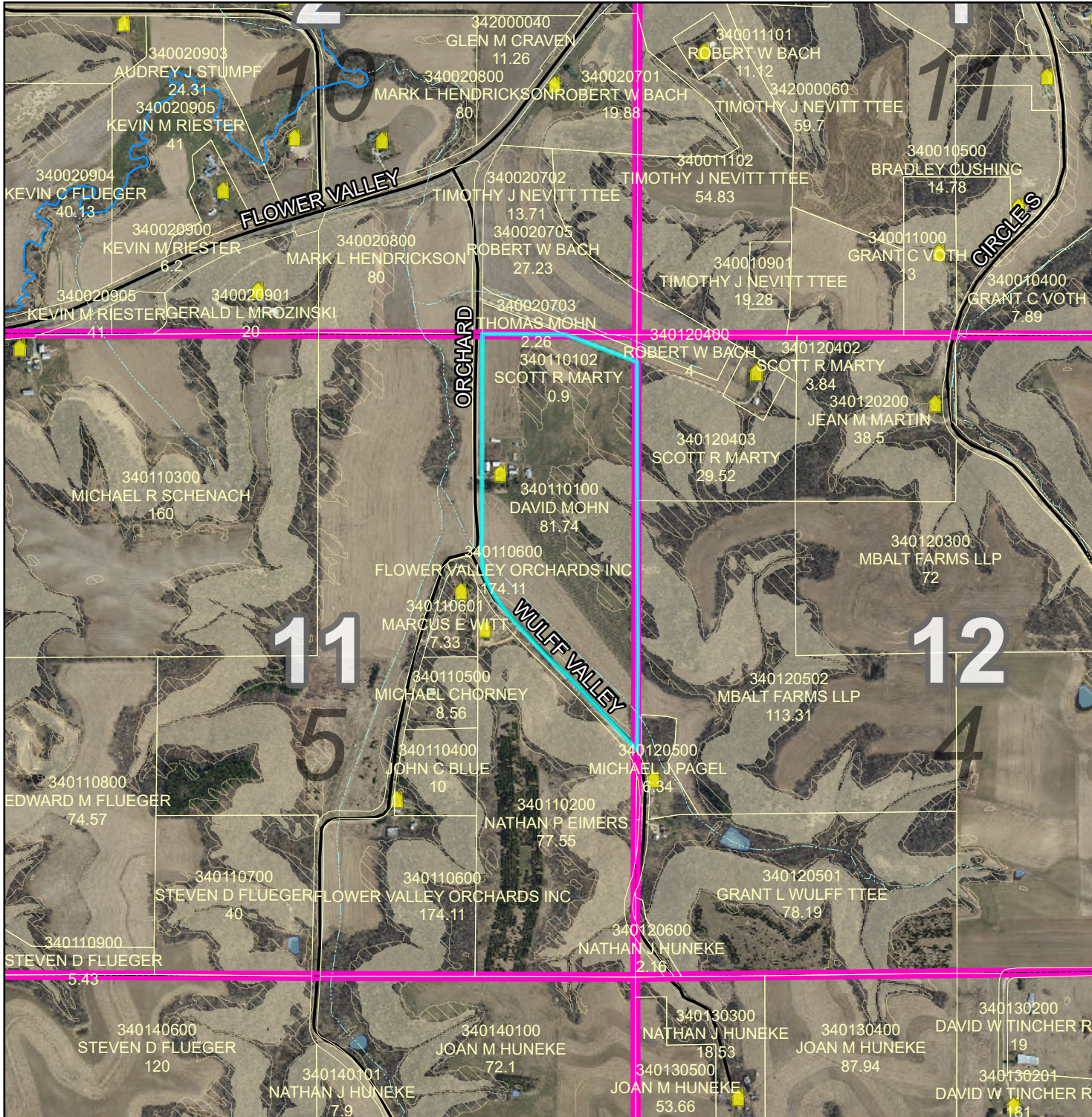
PLANNING COMMISSION

Public Hearing
January 13, 2020

Beccah Risdall / David Mohn
A2 Zoned District

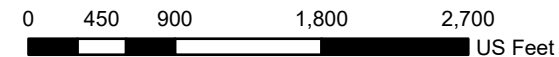
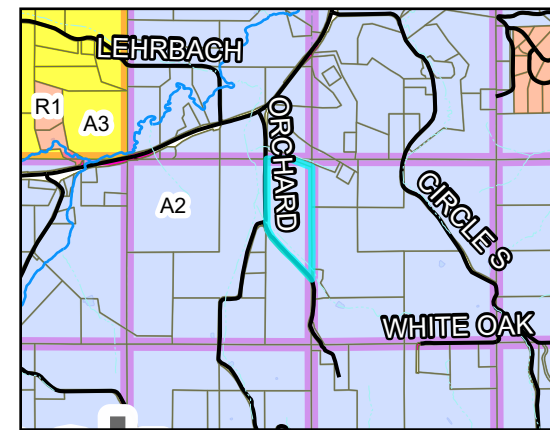
Part of the E 1/2 of the NE 1/4 and
Part of the E 1/2 of the SE 1/4 Sect 11
TWP 112 R14 in Hay Creek Township

CUP request to establish a Wedding & Event
Center and a CUP request to establish a
Bed and Breakfast Inn



Legend

- | | | | |
|--|----------------------------|--|------------------------------|
| | Intermittent Streams | | Bluff Impact Zones (% slope) |
| | Protected Streams | | 30 |
| | Lakes & Other Water Bodies | | FEMA Flood Zones |
| | Shoreland | | 2% Annual Chance |
| | Historic Districts | | A |
| | Parcels | | AO |
| | Registered Feedlots | | X |
| | Dwellings | | |
| | Municipalities | | |

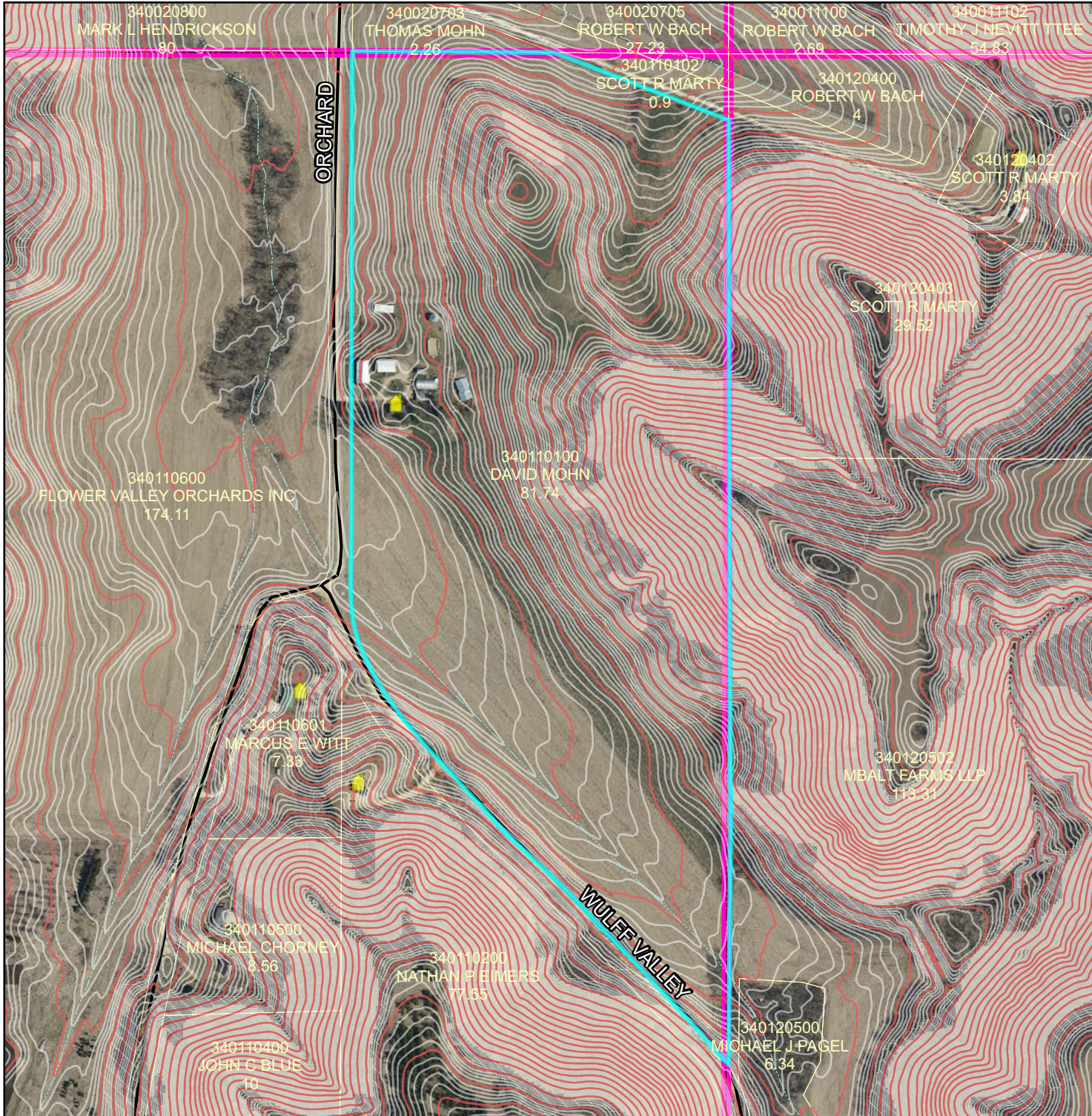


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MAP 03: ELEVATIONS



PLANNING COMMISSION

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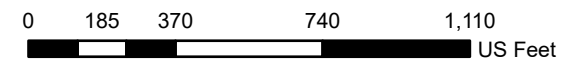
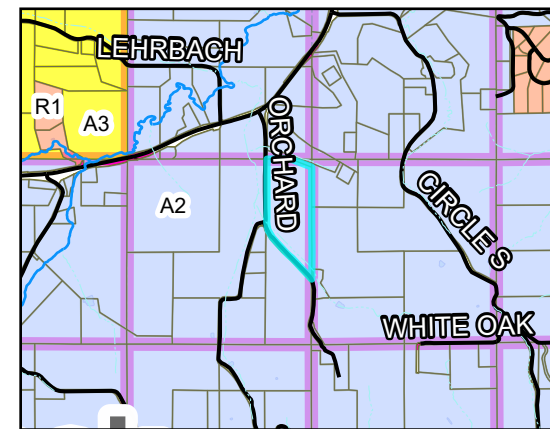
Beccah Risdall / David Mohn
A2 Zoned District

Part of the E 1/2 of the NE 1/4 and
Part of the E 1/2 of the SE 1/4 Sect 11
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	Intermittent Streams		Bluff Impact Zones (% slope)
	Protected Streams		20
	Lakes & Other Water Bodies		30
	Shoreland		FEMA Flood Zones
	Historic Districts		2% Annual Chance
	Parcels		A
	Registered Feedlots		AE
	Dwellings		AO
	Municipalities		X



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1. The business must comply with all applicable Federal, State and Local rules and regulations, including but not limited to building permits and SSTS permits.
2. The applicant must provide evidence (copy of completed MPCA Notification/Change in Status for Aboveground Storage Tanks Form) of compliance with MPCA rules regarding storage and handling of diesel fuel and waste oil.
3. The business shall be limited to parking/storage of no more than 5 owner-operated trucks (with trailers not limited).
4. Business use shall be limited to truck storage, maintenance, and repair, with an accessory building, limited to approximately 60' x 90' with an unenclosed overhang 8' x 16' outside the office door on the west side of the accessory building for the maximum square footage of 5,528 square feet.
5. A maximum of six non-family employees may be employed on the premises at any time.
6. Augie's Trucking will hire a contractor to apply CaCl dust control up to 6 times per year in front of each residence between his property and TH 19 after Public Works regrades the road, at a width of 24 feet, for a length of 400 feet per residence at a rate of 0.27 to 0.30 gal/sq. yd. with the applicator determining the precise rate based on his experience.
7. Augie's trucks are to drive a maximum of 30 mph on Co. Rd 41.
8. The hours of operation shall be limited to 8 AM – 6 PM for the Repair Shop and 5 AM – 8 PM for the Trucking Business. The Trucking Business will be allowed a maximum of two trips per day outside the stated hours of 5 AM – 8 PM.

Motion carried 7:0.

PUBLIC HEARING: Beccah Risdall (Applicant)/David Mohn (Owner)

Parcel 34.011.0100. 29212 Orchard Road, Red Wing, MN 55066. Part of the E ½ of the NE ¼ and Part of the E ½ of the SE ¼ Sect 11 TWP 112 R14 in Hay Creek Township. A2 Zoned District.

1. CUP for a Non-Agricultural Use Associated with Agri-tourism (Wedding and Event Center)

CUP request to establish a Wedding and Event Center with a proposed maximum occupancy of 300 guests.

2. CUP for a Bed and Breakfast Inn

CUP request to establish a Bed and Breakfast Inn with a proposed maximum occupancy of 7 guests.

Bechel presented the staff report and attachments for the Wedding and Event Center CUP.

Commissioner Miller asked what the definition of "immediate vicinity" is.

Bechel stated there is no exact definition for immediate vicinity in the Zoning Ordinance and the perception of the term can change based on the scale of the project or intensity of the use.

Commissioner Stenerson questioned whether a feedlot could be on this parcel with a wedding/event center.

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Bechel confirmed that a feedlot could be on the parcel.

Commissioner Nystuen questioned the proposal for dust mitigation.

Bechel reviewed the Applicant's proposal for dust control on Orchard Road noting that the Planning Commission should decide if a formal dust control plan should be put in place.

Commissioner Nystuen questioned the distance from the driveway of the facility to County 21 BLVD.

Beccah Risdall (Applicant) stated that the driveway is approximately .4 miles from County 21.

Commissioner Nesseth questioned how many neighbors are in that .4 miles.

Ms. Risdall stated there is one dwelling within the .4 miles to County 21 from the proposed facility.

Commissioner Stenerson commented that there are several other homes on Orchard Road that could see traffic impacts from the proposed event center.

Commissioner Nesseth questioned where traffic would flow to and from upon leaving and arriving at the event center.

Bechel reviewed a map provided to the Commission stating traffic would flow from Orchard Road north to County 21 and then go either east towards Highway 61 or west towards Highway 58.

Chair Gale opened the Public Hearing

Sarah Blue (29460 Orchard Road) stated that she is the property owner closest to the parcel for the wedding/event center. She stated that the event center would be within 1000 feet of her home and the parking lot would be within 500 feet of her home. She noted that the CUP would be contradictory to Article 4 of the Goodhue County Zoning Ordinance regarding uses not being injurious or a nuisance to neighboring uses and properties. Ms. Blue added that the proposed number of events at the facility could result in 49,500 people coming within 500 feet of their home while engaged in noise-generating activities thereby creating a nuisance. She added that their home is in a peaceful area and the CUP would negatively affect their property values. She stated that the approach to the driveway is not safe and there are no clear lines of the site as there have been several crashes and near misses on Orchard Road in the past. She noted that the road shoulders are not wide enough for vehicles to pass safely, especially when drivers unfamiliar with the road are present or farmers driving agricultural equipment. She added that the dangers associated with the road could be mitigated if the parking lot were moved to the north side of the facility. She noted that there is limited visibility when accessing County 21 from Orchard Road and County 21 is quickly deteriorating. She concluded by stating that alcohol-impaired drivers will be present on Orchard Road and the benefits for this CUP are only to the buyer and the seller, neither of which will live at the property.

Commissioner Stenerson questioned how wide the gravel road is by their home. He commented that the width may not meet standards.

Marcus Witt (29460 Orchard Road) stated that there is no shoulder on Orchard Road and if you meet a car there you have to pull over to allow the other vehicle to pass.

Commissioner Stenerson questioned whether the ditch banks are steep.

Mr. Witt confirmed that the ditch banks on Orchard Road are steep. He added that if there are

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parties at the existing winery in the evening they can hear it at their home. He noted that noise is a big concern and with a CUP that allows over 100 events there will be hundreds of people coming and going into all hours of the night right by his home.

John Blue (20973 Orchard Road) stated that he owns Flower Valley Orchards and shares a property line with the proposed wedding facility however his home is approximately ¼ mile from the proposed buildings. He noted that he had owned a commercial apple orchard on his property for many years and had events there that were very busy on some weekends. He stated that he was at this meeting to show his support for the proposal and the positives of this proposal appear to outweigh the negatives.

Scott Marty (28932 Orchard Road) stated that he is the only home between the proposed facility and County 21. He stated that he shared the concerns regarding the road and traffic load. He added that perhaps there should be a maintenance agreement prepared between the buyer and the Township for road improvements. He noted that dust control isn't an issue for him as his home is approximately ½ mile off of Orchard Road. He said that the road does get narrow at his driveway as there is a culvert there making it hard for cars to pass. He commented that this proposal seems to be on a larger scale than the Riester's proposal adding that this seems to be an excessive number of events. He would prefer there be a limit on the number of events allowed per year. He gave concerns regarding runoff due to the construction of the proposed parking lot in a watercourse. He suggested appropriate retention ponds be developed to prevent runoff to Bullard Creek. He added that the runoff created by constructing a new barn will run through the feedlot into the ditch and into the creek. He questioned how the County regulates what types of events can be held at the property and he would like to see those events specifically defined. He stated that the current Zoning Ordinance states late-night events can go until 10 PM and this facility is proposed to have events go until midnight. He would like that condition to be amended so that events after 10 PM have to be indoors. He concluded by saying he would like the Commission to ensure the septic is properly designed and installed.

Commissioner Gale questioned what an appropriate number of events would be in Mr. Marty's opinion.

Mr. Marty stated that about 70 events per year should be more than adequate. He questioned how many events the winery was currently limited to. He said that 2 events per week through the summer months would be okay.

Commissioner Gale commented that 2 events per week would be about 104 events.

Mr. Marty clarified that 2 events per week in summer months would be approximately 50 events.

David Mohn (2044 Wallingford LN, Woodbury) stated that he is the current property owner and he has had the winery on site for about 8 years. He stated that during the summer and fall months the winery is open about 4 days per week. On busy days they will see between 300 and 400 cars on the property. He stated that he has never had a complaint directed to him about the winery. He agreed with previous commenters that at least once per year someone drives too fast on Orchard Road and goes into the ditch on the south curve. He added that the roadway has not been an issue for the winery. He said that occasionally there is excessive drinking however staff will alert the person's group and the group takes care of the individual. He added that the proposed wedding facility will have security on-site to monitor behavior. He stated that traffic never goes past his property when there are events at the winery. He commented on the feedlot stating that he does have a feedlot permit but he does not have an

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active feedlot. He added that a feedlot could create more pollution than a winery or event center. He concluded by stating that all of their garbage is professionally hauled and they do not burn garbage on site.

Commissioner Stenerson questioned when the feedlot was “closed”.

Mr. Mohn stated that they pasture/board horses but they haven’t had cattle on the property for about 20 years.

Commissioner Nesseth questioned how many events there were at the winery.

Mr. Mohn stated that they were open Thursdays and Fridays from 11 AM to 7 or 8 PM. He noted that they operate under the Minnesota Farm Winery licensing which states they are not allowed to be open after dark. He added that they are open from early April until Thanksgiving.

Commissioner Stenerson questioned whether they can be open after 7 PM.

Mr. Mohn stated he believes the language is “after dark” which they have followed.

Commissioner Huneke questioned whether the horse boarding would continue if the property were sold.

Mr. Mohn stated that he shut down the horse boarding last year due to the cost of hay and issues with the owners. Currently, there are 3 or 4 horses on-site with some mini goats but they may leave when the ownership changes.

Scott Marty (28932 Orchard Road) returned to the microphone and stated that the staff report said horse boarding would continue at the site.

Bechel noted that anything agriculture-related under 300 animal units are permitted in the A2 zone with proper permits from the County Feedlot officer.

Beccah Risdall (Applicant) returned to the microphone and stated that in her research only 2% of weddings are at the 300 guest count. The average size is 125 guests. She commented that this project will be beneficial to the County for the business it will bring to hotels, restaurants, etc. She noted that there is already a winery present and there are already events on the property. She added that she is proposing to construct an enclosed barn to contain the noise. She noted that she has hired a septic designer to comply with regulations. She stated that she has no issues with requiring people to be indoors after 10 PM.

Commissioner Stenerson questioned the rules on operating after dark for the winery.

Ms. Risdall stated that she wouldn’t be selling winery products during events, the alcohol would be served with proper caterer’s licenses.

Commissioner Huneke questioned whether the structure north of the barn was being removed.

Ms. Risdall stated that the building will be removed from that location and relocated elsewhere on the property. She added that there will be three horses on the property in a pasture area.

Commissioner Huneke questioned whether the Applicant would be willing to move the parking area to the north.

Ms. Risdall stated that moving the parking lot to the north would impact the view of the property as cars approach from the north.

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Commissioner Nystuen questioned whether the Applicant would consider bussing people into the property from Red Wing to avoid a high number of vehicles.

Ms. Risdall stated that there will be a transportation plan put in place for each event and she will consider the number of people required for a shuttle.

Commissioner Gale questioned whether wine tastings were included in the number of proposed events and the number of guests.

Ms. Risdall stated that wine tasting customers would be above the number of people/events proposed. She stated that tasting events would be held from noon to 4 PM while the other events would start after 4 PM. She commented that she is unsure at this point whether she can even do the winery portion of the business but she is going to attempt to keep the winery running since the equipment and grapes are already on site.

Commissioner Miller questioned whether someone would be living on-site permanently.

Ms. Risdall stated that she will live on-site during the week and will rent out the home if the wedding parties choose to do so. She added that some friends will be buying property nearby and they will be the caretakers of the property.

Commissioner Nystuen questioned whether the Applicant's business plan was contingent upon having 150 events.

Ms. Risdall stated that 150 events are the number she would need however it will take time to reach that number. She commented on a nearby facility that hosts approximately 138 events per year in a seasonal facility. She noted that her facility will be year-round therefore they should be able to reach 150 events. She added that paying for the restoration of an old barn and constructing a new building will be expensive.

Marcus Witt (29460 Orchard Road) returned to the microphone and stated that the winery has been on site for years and there has never been an issue. He stated that the winery goes well with agricultural development and there can be a bit of traffic but nowhere near 200 or 300 people are on-site at one time. He added that at midnight people will be leaving the facility and walking south towards his house and he does not want to hear that every weekend. He stated that the number of proposed events is excessive.

⁸After Chair Gale called three times for additional comments it was moved by Commissioner Huneke and seconded by Commissioner Pettit to close the Public Hearing.

Motion carried 7:0

Commissioner Stenerson stated that these types of uses often compete with agricultural uses in the area. He noted that this valley is very fertile and there used to be several feedlots in the area. He stated that this is a conflicted area with different types of uses and a road that is not in good condition for large events. He added that there is nowhere for cars to go when others fly around the corners. He noted that he would like to have an engineer look at the road to ensure there are safe slopes and the width is adequate. He concluded by saying he was concerned with the proposed number of people on site along with winery events on top of that.

Commissioner Huneke stated that with 150 proposed events there would be approximately 3 events per weekend. He questioned the feasibility of that number.

Commissioner Stenerson stated that most likely no one will be getting married on-site during

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the week and there may only be people on-site during the “pizza nights” during the week.

Commissioner Miller stated that there is a wedding event facility in Pine Island Township and he has never had an issue driving farm equipment on the roads. He added that he would like to see the parking moved to the north part of the property away from Mr. Witt’s home. He noted that safety may be more important than aesthetics.

Commissioner Pettit questioned where parking currently is for the winery guests.

Mr. Mohn stated that vehicles typically park in front of the Quonset hut (winery building) along the patio and down to the chicken coop. He added that there is space near the existing barn and along the existing driveway. There is space in the pasture area and north of the proposed parking area. He stated that on peak days there are about 400 to 600 people with about 300 cars. He noted that not all patrons are on-site at the same time and that if it is very busy, staff will direct vehicles on where to park.

Commissioner Stenerson stated that the proposed parking lot is flat and he questioned if the north area is steeper.

Mr. Mohn stated that the north area there would have more grade to get to the parking lot however there is a driveway onto Orchard Road to get into that field. He noted that the grade would not be an issue.

Commissioner Huneke asked if the property was flatter by the existing grain bin farther east of Orchard Road.

Mr. Mohn stated that the area by the grain bin is steeper with an even steeper hill.

Commissioner Huneke suggested relocating the parking lot farther east to preserve the aesthetics for vehicles approaching the property from the north.

Mr. Mohn stated that the parking area could be pushed farther to the east. He noted that there are only 4 to 6 acres of cropland north of the buildings whereas the south area has better cropland.

Commissioner Pettit commented on the re-use of barns and the parking concerns. She stated that parking for the winery may be okay because customers are coming and going through the day. She agreed with Commissioner Nystuen’s proposal to shuttle guests to the facility instead of allowing the proposed number of vehicles to use the road putting more stress on the road and possibly creating a nuisance for neighbors.

Commissioner Gale asked what the proposed location of the septic system was.

Bechel stated that the proposed septic location was to the north of the structures.

Commissioner Gale questioned whether the septic could fit in the northern portion of the property with the parking lot.

Bechel stated it may be possible to fit both the parking lot and septic system to the north of the buildings.

Commissioner Huneke asked if there were two existing septic systems on-site.

Bechel confirmed that there are two septic systems currently on site. He also noted that the current Zoning Ordinance states outside activities must stop at sundown and all activities must move indoors at that time.

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9It was moved by Commissioner Miller and seconded by Commissioner Huneke to:

- Adopt the staff report into the record;
- Adopt the findings of fact;
- Accept the application, testimony, exhibits and other evidence presented into the record; and

Recommend the County Board of Commissioners **APPROVE** the request from Beccah Risdall (Applicant) and David Mohn (Owner) to establish a Wedding and Event Center with a proposed maximum occupancy of 300 guests. Subject to the following conditions:

1. Activities shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP.
2. Hours of operation shall be year-round Sunday through Thursday from 8:00 AM to 10:00 PM; Fridays and Saturdays from 8:00 AM to 12:00 AM (midnight);
3. Events shall not exceed 300 guests;
4. On-street event parking shall be prohibited;
5. Use of the property by event guests for overnight stays shall require issuance of a separate CUP/IUP;
6. Security personnel shall be present at all events that alcohol is served;
7. All exterior signage located on the property must follow Goodhue County Zoning Ordinance Article 11 section 17 (Sign Regulations). The applicant shall consult the appropriate road authority prior to placing signs located within road Right-of-Way;
8. Applicant shall obtain Building Permit approvals for use of existing structures from the Goodhue County Building Permits Department prior to establishing the use;
9. Applicants shall work with Goodhue County Environmental Health to develop and implement a plan to provide adequate sanitary facilities for guest use;
10. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations;
11. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, Section 30 Non-Agricultural Uses Associated with Agricultural Tourism; Goodhue County SSTS Ordinance; and Article 22 A2, General Agriculture District.

Commissioner Miller stated that if the Planning Commission wanted to add a condition to move the parking lot, he would be open to that condition.

Commissioner Stenerson questioned whether Commissioner Miller had considered requiring a safety study done on the road.

Commissioner Miller stated that any improvements to the road would be the Township's responsibility. He noted that when an event center was done in Pine Island Township and a safety study was done, the Township paid for the required improvements and the study.

Wozniak stated that if the Applicant were required to hire an engineer to perform a road study, the Applicant would have to coordinate with Hay Creek Township because Orchard Road is a Township road.

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Commissioner Miller noted that the Township did not offer any comments against the proposal and he would be concerned to have the County start dictating to the Township what to do with Township roads.

Commissioner Stenerson questioned whether the Township agreed to the proposal because they do not have zoning or whether they viewed the plans.

Bechel read the Township's comments from the application.

Commissioner Stenerson questioned whether the Planning Commission wanted to address dust control.

Commissioner Miller stated that it did not appear guests would be traveling from the south on Orchard Road to get to the property.

¹⁰It was moved by Commissioner Nystuen and seconded by Commissioner Gale to amend the motion to add a 12th condition:

1. Activities shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP.
2. Hours of operation shall be year-round Sunday through Thursday from 8:00 AM to 10:00 PM; Fridays and Saturdays from 8:00 AM to 12:00 AM (midnight);
3. Events shall not exceed 300 guests;
4. On-street event parking shall be prohibited;
5. Use of the property by event guests for overnight stays shall require issuance of a separate CUP/IUP;
6. Security personnel shall be present at all events that alcohol is served;
7. All exterior signage located on the property must follow Goodhue County Zoning Ordinance Article 11 section 17 (Sign Regulations). The applicant shall consult the appropriate road authority prior to placing signs located within road Right-of-Way;
8. Applicant shall obtain Building Permit approvals for use of existing structures from the Goodhue County Building Permits Department prior to establishing the use;
9. Applicants shall work with Goodhue County Environmental Health to develop and implement a plan to provide adequate sanitary facilities for guest use;
10. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations;
11. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, section 30 Non-Agricultural Uses Associated with Agricultural Tourism; Goodhue County SSTS Ordinance; and Article 22 A2, General Agriculture District.
12. *All events where 100 or more guests will be present at any one time shall not allow guest parking on site. Shuttles shall be used to transport guests to the event from a location off premises.*

Discussion continued regarding the proposed number of parking spaces and the traffic increase.

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Commissioner Pettit stated that she would support approving the permit in its original form and leaving the Applicant and Township responsible for the road conditions, traffic and road safety.

Commissioner Stenerson questioned whether the Commission was okay with the proposed number of events.

Commissioner Nesseth commented that he was concerned with the number to require bussing being set at 100 which seemed a little low.

Ms. Risdall stated she is okay going to 100 guests for bussing. She stated that she would be willing to plant an evergreen buffer between the Witt house and the proposed parking lot.

Commissioner Miller questioned whether, if bussing were implemented, could the parking lot be moved to the north.

Ms. Risdall commented that the structure she is planning to build will have glass walls and if the parking lot were moved to the north, the guests would be looking out onto a parking lot instead of the valley.

Commissioner Nesseth stated that screening may help with the neighbors' concerns.

Bechel stated that the Zoning Ordinance requires 75 parking stalls for this use. If the Applicant reduced that number then the project would require a variance.

Motion to amend the original motion with an added 12th condition FAILED 3:4 (Against: Commissioner Pettit, Commissioner Miller, Commissioner Huneke and Commissioner Nesseth)

Motion to approve the CUP as presented by staff CARRIED 5:2 (Against: Commissioner Gale and Commissioner Stenerson)

PUBLIC HEARING: CUP for a Bed and Breakfast Inn

CUP request to establish a Bed and Breakfast Inn with a proposed maximum occupancy of 7 guests.

Bechel presented the staff report and attachments.

Ms. Risdall added that this property has been operating as an Air B&B for years and there have been no issues.

Commissioner Stenerson questioned whether this CUP was to correct the use of the property as an Air B&B without a permit.

Bechel stated that there is no regulation in the Zoning Ordinance regarding short term rentals such as Air B&Bs but for a professional Bed and Breakfast operation, there are restrictions in the Ordinance.

Commissioner Stenerson questioned why the Air B&B was not permitted by the County.

Bechel stated that short term rentals are not being enforced by Goodhue County at this time, however, it could be seen as a violation of the ordinance depending on interpretation.

Mr. Mohn stated the Minnesota Department of Health licenses the operation and inspects the premises.

Chair Gale opened the Public Hearing.

No one spoke for or against the request.

"After Chair Gale asked three times for comments it was moved by Commissioner

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Stenerson and seconded by Commissioner Huneke to close the Public Hearing.

Motion carried 7:0.

¹²It was moved by Commissioner Stenerson and seconded by Commissioner Gale to:

- Adopt the staff report into the record;
- Adopt the findings of fact;
- Accept the application, testimony, exhibits and other evidence presented into the record; and

Recommend the County Board of Commissioners **APPROVE** the request from Beccah Risdall for a CUP to establish a Bed and Breakfast Inn with a proposed maximum occupancy of 7 guests. Subject to the following conditions:

1. Activities shall be conducted according to submitted plans, specifications, and narrative unless modified by a condition of this CUP;
2. Hours of operation shall be year-round, 7-days per week;
3. Maximum occupancy shall be limited to 7 guests per night;
4. On-street parking shall be prohibited;
5. Applicant shall obtain Building Permit approval from the Goodhue County Building Permits Department prior to establishing the use;
6. All exterior signage located on the property must follow Goodhue County Zoning Ordinance Article 11 section 17 (Sign Regulations). The applicants shall consult the appropriate road authority prior to placing signs located within road Right-of-Ways;
7. Applicants shall work with Goodhue County Environmental Health to evaluate and upgrade existing sanitary facilities as needed prior to establishing the use;
8. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 11, section 13 (Bed and Breakfast Inns); and Article 22 (A2, Agriculture District);
9. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations.

Motion carried 7:0

PUBLIC HEARING: “Comstock’s Court” Preliminary/Final Plat Review

Request submitted by Douglas Hill (owner) for Preliminary and Final Plat review of the proposed Comstock’s Court comprising approximately 15.23 acres. Parcel 31.001.4300. 1790 Bluebird Lane, Red Wing, MN 55066. Part of the NW ¼ of the NE ¼ of Sect 01 Twp 112 R15 in Featherstone Township.

Bechel presented the staff report and attachments.

Chair Gale opened the Public Hearing.

No one spoke for or against the request.

¹³After Chair Gale asked three times for comments it was moved by Commissioner Stenerson and seconded by Commissioner Huneke to close the Public Hearing.

Motion carried 7:0.

ARTICLE 11 PERFORMANCE STANDARDS

SECTION 30. NON-AGRICULTURAL USES ASSOCIATED WITH AGRICULTURAL TOURISM

Subd. 1. Non-agriculturally related uses that are associated with Agricultural Tourism as defined in Article 10 (Definitions) may be permitted in the A-1, A-2, or A-3 Zone Districts subject to approval subject to approval of a zoning permit by the Zoning Administrator for up to two (2) events/activities per calendar year. The right to utilize property for more than two events/activities per calendar year is subject to approval of a conditional use permit or an interim use permit by the Board of County Commissioners. The following information must be provided with a zoning permit, interim use or conditional use permit: In addition to submittal requirements set forth Article 4 (Conditional and Interim Uses), the following information must be provided with a conditional use permit or interim use permit application.

- A. Plan drawn to an appropriate scale for effective interpretation.
- B. Property boundaries, onsite parking areas and access roads.
- C. Existing uses on adjacent properties and distance of dwellings within 500 feet of the property boundary.
- D. Existing and proposed structures with maximum capacity of each building where guests have access as required to comply with building code and applicable fire safety requirements.
- E. Location of temporary toilet facilities, which may be required.
- F. Location of any existing or proposed wells or Subsurface Wastewater Treatments Systems (SSTS).
- G. A written description of the planned activities providing including maximum number of guests/visitors.
- H. Frequency and number of activities proposed in a calendar year.
- I. Hours of Operation/Activity including set-up/clean-up for activities and events.
- J. Maximum number of guests for any activity.
- K. Proposed site lighting or landscaping.
- L. Anticipated maximum number of vehicle trips per day.

Subd. 2 Performance Standards.

In addition to all other applicable zoning ordinance requirements including but not limited to the review criteria (findings) included in Article 4, Section 5, the following items shall be considered by the Planning Advisory Commission and County Board when reviewing a Conditional Use Permit or Interim Use Permit Application for various Non-Agricultural Uses associated with Agricultural Tourism.

- A. The size of the function and the number of expected guests on the property at one time shall be determined at the sole discretion of the County based on parcel size, proximity to adjacent neighbors and the ability of the applicant to demonstrate that there will be no unreasonable adverse impact on the neighbors from the noise, traffic, trespass, light or other impacts deemed relevant by the County.

- B. There is adequate provision for parking of vehicles so that there is no parking on public roads and adequate setbacks from adjacent properties are maintained. Temporary parking areas may be approved at the sole discretion of the County. Parking areas must be a minimum of forty (40) feet from all property lines, and appropriately screened from neighboring property. Light sources shall be directed downwards and shielded to prevent light being directed off the premises.
- C. The County may require a planted buffer between adjacent properties and parking or building if it is determined that such a buffer is necessary to avoid adverse impacts on adjacent properties.
- D. All State of Minnesota and Goodhue County requirements related to Water and Subsurface Wastewater Treatment Systems must be met.
- E. Outside activities shall be completed during daylight hours. Inside activities shall be completed by 10:00 PM unless approved through the CUP process to conclude no later than 12:00 AM (midnight).
- F. Any on-site preparation and handling of food or beverages must comply with all applicable Federal, State or Local Standards.
- G. The owner/operator will maintain a log of the activities occurring at the included activity/event dates, group identity, times and number of guests.
- H. The site plan with the above written descriptions along with any condition added during Planning Advisory Commission and/or County Board review will become a part of any approved conditional use permit or interim use permit.

ARTICLE 11 PERFORMANCE STANDARDS

SECTION 13. BED & BREAKFAST INNS

Subd. 1. The following standards shall apply to all Bed & Breakfast Inns:

- A. The parcel shall meet the minimum size standards for the applicable zone.
- B. Breakfast may be served to overnight guests only.
- C. Maps identifying property limits shall be provided to guests.
- D. Maximum occupancy shall not exceed 15 guests.
- E. A maximum of 6 designated guest rooms is allowed.
- F. No cooking facilities shall be allowed in guest rooms.
- G. All guest rooms shall be contained within the principal or accessory dwelling.
- H. Proof of a compliant septic system shall be required as part of the application.
- I. The property shall provide adequate off-street parking.
- J. Any existing buildings in which the public may have access shall obtain all applicable Building Code approvals prior to being utilized as part of a Bed & Breakfast facility.

GOODHUE COUNTY CONDITIONAL/INTERIM USE PERMIT APPLICATION

Parcel # 34-011-0100

Permit# Z19.0060

PROPERTY OWNER INFORMATION

Last Name <u>Mohn</u>	First <u>David</u>	Email: [REDACTED]
Street Address <u>29212 Orchard Road</u>		Phone: [REDACTED]
City <u>Red Wing</u>	State <u>MN</u> Zip <u>55066</u>	Attach Legal Description as Exhibit "A" <input type="checkbox"/>
Authorized Agent <u>Beccah Risdall</u>		Phone: [REDACTED]
Mailing Address of Landowner: <u>2044 Wallingford Ln Woodbury, MN 55125</u>		
Mailing Address of Agent: <u>1359 Waterford Drive Golden Valley, MN 55422</u>		

PROJECT INFORMATION

Site Address (if different than above): _____

Lot Size 84 acres Structure Dimensions (if applicable) See attached

What is the conditional/interim use permit request for?
Winery and Event Center

Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized
I will invite feedback from our neighbors and will work with them and make adjustments as needed. It is my intention to be a responsible community member and I will take measures to mitigate any disturbances to surrounding landowners.

DISCLAIMER AND PROPERTY OWNER SIGNATURE

I hereby swear and affirm that the information supplied to Goodhue County Land Use Management Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant in applying for this variance is inaccurate or untrue. I hereby give authorization for the above mentioned agent to represent me and my property in the above mentioned matter.

Signature of Landowner: David Mohn Date 12/9/19

Signature of Agent Authorized by Agent: Beccah Risdall

TOWNSHIP INFORMATION

Township Zoning Permit Attached? If no please have township complete below:

By signing this form, the Township acknowledges being made aware of the request stated above. In no way does signing this application indicate the Township's official approval or denial of the request.

Signature Maiah Schulz Title Clerk Date 12-9-19

Comments: met with township board at meeting. No concerns with plan as presented.

COUNTY SECTION

COUNTY FEE ~~\$350~~ \$211⁰⁰ RECEIPT # 1715 DATE PAID 12/30/19 see split

Applicant requests a CUP/IUP pursuant to Article ____ Section ____ Subdivision ____ of the Goodhue County Zoning Ordinance

What is the formal wording of the request? _____

Shoreland _____ Lake/Stream Name _____ Zoning District _____

Date Received _____ Date of Public Hearing _____ DNR Notice _____ City Notice _____

Action Taken: ____ Approve ____ Deny Conditions: _____

29212 ORCHARD ROAD CUP

Beccah Risdall has entered into a Purchase Agreement for 29212 Orchard Road, Red Wing, MN 55066 and is applying for a Conditional Use Permit that would allow me to operate an Educational, Retreat, Conference, Events, and Wedding Venue. In addition, I would also rent out the house for guests of these events.

History:

This property consists of 84 beautiful acres of rolling hills, vineyard, pasture and cropland, as well as a hobby farm. It has been operating as the “Flower Valley Vineyard and Winery” since 2014. The owners, David and Mary Mohn are retiring from winemaking. David Mohn’s father purchased the farm in 1968. It has been in the family for over 50 years. I wish to honor the vision that David and Mary had for the farm.

1. Summary:

The property consists of 84 acres:

8.84 acres roads and wasteland

41.41 acres cropland

19.75 acres pasture

14 acres wooded

I will continue maintaining the vineyard of 4500 vines, running the winery, tasting room, hobby farm and lease the cropland to the farmer currently growing corn and soybeans. My plan is to restore the old barn (so to preserve a piece of American heritage). The barn will continue to be used for craft fairs, educational purposes on wine making and organic farming but with the addition of having wedding ceremonies during inclement weather. A new barn will also be constructed for classes and events. This 5000 sq ft structure will be climate controlled and ADA compliant. It will include a caterers prep kitchen, bathrooms, numerous windows and doors, a fireplace, bar, decorative trusses and large crystal chandelier. Due to having heat and air-conditioning, the new event space would be enclosed which allows year round use and contains the noise and minimizes disturbances to neighboring properties. Downward projected lighting will be installed along walkways to provide for guest safety. Existing

structures will be restored increasing the value of this property and thereby increasing the value of surrounding properties. See the "Building Usage Document" for details on the use of each structure. I will be meeting with architects, builders, inspectors, septic designers, etc. to come up with a site and building plan that is code compliant and enhances the natural beauty of the property.

Construction will start in February 2020 in order to be ready to hold conferences, receptions and classes mid-June 2020. The new barn will be located where the current pole barn is located to create a courtyard feel, allowing easy access from one building to the other.

Currently the wine tasting room is open 70 days a season on Saturdays and Sundays the end of April - beginning of November. I would like to continue being open for tastings those days. Events would begin mid-June. I am anticipating the number of events will build over time. In 2020 I would expect to have 50 weddings Thursdays - Sundays, 2021: 80, 2022: 100, and 2023: 138 which is what Legacy Hill, another venue in Goodhue County, is allowed and are a seasonal venue.

Because the barn has heat and air-conditioning, I also would like to have corporate holiday parties mid-November - January. I expect in 2020: 4, 2021: 8, 2022: 10, and 2023: 12.

Farm to table dinners are popular. The food will be catered off-site. I would like to collaborate with local chefs and farmers for these dinners. They would be held weekdays Monday - Wednesday in the fall-winter. I would like to host 1 dinners in 2020, 2021: 2, 2023: 3 and 2024: 4.

In 2021, I would like to have a monthly pizza night. They would be on a Tuesday or Wednesday evening from 5:00 - 8:00 p.m. once a month for the local community.

Retreats would be in for quilters, crafters, classes, etc. The leaders could stay in the house and the attendees stay in Red Wing. The retreats would be held November - May, during off season. I expect 2020: 1, 2021: 3, 2022: 4, 2023: 5.

USES

I will continue with the winery operation (see if I have a green thumb). Educational classes on wine making, organic gardening, farm to table dinners, retreats, craft fairs, and community pizza nights would be incidental to other events such as conferences, corporate dinners and weddings. We will be selling wine, jellies, and honey from the property.

HOBBY FARM

Currently there is a couple leasing space for their hobby farm of 2 cows, 4 horses, donkeys, goats, chickens, and ducks. This will continue and so will need the Feed Lot Registration transferred.

CROPS

There are 4500 grape vines. These will be maintained and the vineyard will continue to produce wine.

The tillable land is currently leased for corn and soybeans. This will continue.

HOUSE

The house is currently rented out as an Air B&B. There are three bedrooms on the second floor. Occupancy is listed at 7. The house will be rented to wedding couples or educational instructors. A separate Conditional Use Permit for a Bed and Breakfast is being applied for.

FIRE PIT

Fires will only occur in the designated fire pit (which is currently onsite), will not be allowed during burning bans, and will be continuously monitored. In addition, there will be water equipment available to curb fires if they get out of control. There is currently a fire pit on the property

LIQUOR

A security guard will be present during events where alcohol is served. All food/hard liquor will be handled by professional licensed

caterers. A winery liquor license will be applied for (as the current owner has) with the state to continue operating as a winery. A permit with the county will also be applied for once the state has approved.

IMPACT

The property is currently operating as a winery, tasting room, and has craft fairs, reunions, as well as other events. This will continue. The property has also been operating as an Air B&B. I am applying as a Bed and Breakfast with the county.

The use will not create an excessive burden on existing parks, schools, streets and other public facilities that serve or are proposed to serve the area. Guests that attend the events have Willow Brooke as the destination. Larger events may require shuttling. The road will be treated so to keep dust under control. The business will bring many people to this area and will have a positive economic benefit for local businesses such as lodging, transportation and restaurants. Visitors to this property will learn about Goodhue County and its contributions to Minnesota History.

The beauty of Willow Brooke Farm lies in its rural, open vistas, yet it is conveniently located near hotels and other amenities. Willow Brooke Farm will be in close contact with local churches, florists, caterers, photographers, etc to make events seamless for customers and bring business to the local economy. Relationships have already been developed in some of these areas.

2. BUILDING USAGE - see attachment

3. EMPLOYEES

Whenever possible local workers will be employed to assist in running the business including construction, landscape and service employees. I predict one landscape employee and three service employees will be needed. Duties of these workers would include setting up the space, parking assistance, guest assistance, and cleaning up the space after each event.

Other local needs will be florists, caterers, lodging, and beauty shops. Guests may also bring business to golf courses, restaurants, bars, breweries, ski hills and use of bike trails.

4. HOURS

Willow Brooke Farm hours:

Events scheduled on Sunday - Thursday would operate from 8:00 a.m. until 10:00 p.m. Events scheduled on Friday - Saturday would operate from 10:00 a.m. to 12:00 midnight. We will have a contract for each event which specifies rental rules and policies. The majority of events will occur during April - October weekends (Thursday - Sunday). It will be a year round facility as the new barn will be enclosed with heat and air-conditioning. There will be a contract for each event which specifies rental rules and policies.

5. OCCUPANCY

The average wedding in Minnesota is 125 (see attached). Willow Brooke would be able to accommodate a maximum of 300 guests.

6. TRAFFIC

The guests arriving to the property will come via Highway 61 or Wisconsin 35 to Highway 61 south to County 21 Blvd/Flower Valley Trail. All are paved roads. The property is 4 tenths of a mile off of County 21 on Orchard Road, which is gravel. I will have Orchard Road treated to reduce dust generated when vehicles drive on it. The property is currently being used as a winery business so I don't see much more of an impact.

7. PARKING

Guests will have ample parking on the property in a location that does not detract from the event. Evergreens will be used to screen from the road. Parking will occur on the property in an area just beyond the driveway with a 40 foot set back. Designated ADA parking will also be in this location. See Parking and Traffic Attachment. Parking will be provided for up to 102 parking spaces which includes 3 handicap and one van accessible space. A golf cart will be available to transport those needing assistance to the ceremony site. There is a circular driveway allowing for loading and unloading of passengers that are shuttled. This also allows easy access for emergency vehicles. Access to parking is off of Orchard Road. **PARKING ATTENDANTS will be hired to fill the lot in an orderly manner. No parking will occur on Orchard Road. The driveway is sufficient to accommodate emergency**

vehicles. I anticipate hotel shuttles being used to transport guest which would reduce the number of cars driving to the event. Events of more than 200 people will be encouraged to shuttle. Each event will have a transportation plan in place.

8. GARBAGE

All garbage will be contained in appropriate receptacles and professionally disposed of in a timely manner.

9. SANITARY SEWAGE

The new barn will have bathrooms for guest use. There will be three stalls and one ADA for both men and women. A new septic system will be needed for this use. See attached document on proposed site. The house has its own septic. The quonset also has its own septic as well.

10. LIGHTING

There is currently an outside spotlight to light the area between all the buildings. The new barn will have lights on the outside as one would light the outside of a home. Light sources will be directed downward to minimize light “pollution” exposure. Lighting of walking paths will be downward facing but needed for the safety of the guests. An additional light will be needed by the parking area to ensure guest safety.

11. SIGNAGE

I anticipate installing an exterior monument style sign at the entrance of the property. Signage will conform to county specifications. There is currently a sign on Flower Valley Road for the Flower Valley Winery. This will be changed to Willow Brooke Farm.

12. STORAGE

Storage is currently in the pole barn on the property. This will be moved to another location to house the equipment. No additional storage will be required. See attached site plan.

13. SAFETY AND SECURITY

Adequate lighting, parking attendants, and a security guard are measures to ensure a safe and secure environment for guests. A contract which specifies rental rules and policies will be in place for each event.

14. EMERGENCY SERVICES

Emergency vehicles will be able to access the property from Orchard Road. Using the driveway, vehicles can access all buildings and use the circular driveway to exit.

15. NOISE

Activities will occur in the courtyard setting and buildings. Noise issues will be contained by having music inside the new barn which is a year round building with heat and air-conditioning. Music and vibration will be contained indoors thereby minimizing any disturbances. Only acoustical music will be allowed outside of the barn. I will invite feedback from our neighbors as our guests enjoy our property and will make adjustments as needed. It is my intention to be a responsible community member and I will take measures to mitigate any disturbances to surrounding landowners.

16. LANDSCAPING, GRADING, EXCAVATING

I will maintain the lay of the land. The buildings will be restored and a new barn, congruent with the other buildings will be added. A gravel parking lot will be added past the driveway at the end of a field. Trees will be planted to screen the parking area from the road, if necessary. A landscaper will be hired to add some flower gardens for decorative purposes.

17. SURFACE-WATER DRAINAGE

No change.

18. FOOD AND LIQUOR

All food/liquor will be handled by professional licensed caterers except for wine tastings. The current owner has a license to operate as a winery and serve wine. This license does not transfer upon sale. I will apply for a license to operate as a winery as it currently operating. This license will allow me to serve wine on the premise. A security officer will be present at all events serving liquor.

19. FURTHER INFORMATION

The application for a Conditional Use Permit is consistent with a number of statements found in the Goodhue County 2016 Comprehensive Plan.

- 1. Non-Agricultural development will not occur on existing farmland. The new barn will be placed where a current structure is built. The parking lot will take some of the tillable land yet it can easily be converted back to tillable land.**
- 2. Allow agricultural tourism opportunities to encourage diversification of the agricultural economy. This business will bring many people to this area and will have a positive economic benefit for local businesses such as lodging, transportation, and restaurants. Whenever possible, we will employ local workers in running the business including construction, landscape, and service employees. Visitors to this property will learn about Red Wing and the Cannon Valley Bike Trail which is located 4 tenths of a mile from the property. My hope is to promote our community and increase visits to the many wonderful natural and business resources here.**
- 3. Support businesses and uses when sited in compatible areas that would not create extraneous nuisances to adjacent landowners. The property is currently operating as a business. It is located on 84 acres and is very secluded since it is in a valley and surrounded by hills and wooded land. I am looking forward to being part of the neighborhood. My property will invite and support community gatherings. With strong relationships and service to my community, if issues arise I am confident we will arrive at mutually satisfying solutions.**

It is my intention to be a responsible community member and I will take measures to mitigate any disturbances to surrounding landowners.

BUILDING USAGE

Current Buildings and Usage

- A. **House** - The house is a two story farm house with a front screened porch. The total square footage is 2090. The house is currently being rented as an Air B&B to guests visiting the area and winery. There is a kitchen, dining room, living room, half bath, family room and screen porch on the main level. The upper level has three bedrooms and a bathroom. The house would continue being a B&B for brides and grooms wishing to stay as well as educational instructors. The main level would be used for the bride and bridesmaids getting ready area.
- B. **Quonset Hut** - The quonset hut has a bar, ADA compliant bathroom, caterers sinks, and garage door entrance off the back. It is currently being used as the wineries tasting room. This will serve as the wine tasting room as well as the grooms getting ready area with pool table and ping pong tables. It has heat and air-conditioning.
- C. **Old Barn** - The barn has two levels and measures 35 x 70. The barn be restored and will be used for craft fairs, educational classes and indoor weddings in the case of inclement weather. The downstairs would be an indoor bar area, also in case of inclement weather.
- D. **Pavilion** - The pavilion will be used for wine tastings and cocktail receptions in nice weather.
- E. **Horse Barn** - The horse barn will be used for the horses.
- F. **Chicken Coop** - The chicken coop will house the chickens and ducks.
- G. **Pole Barn** - The pole barn will be relocated to house the tractor,

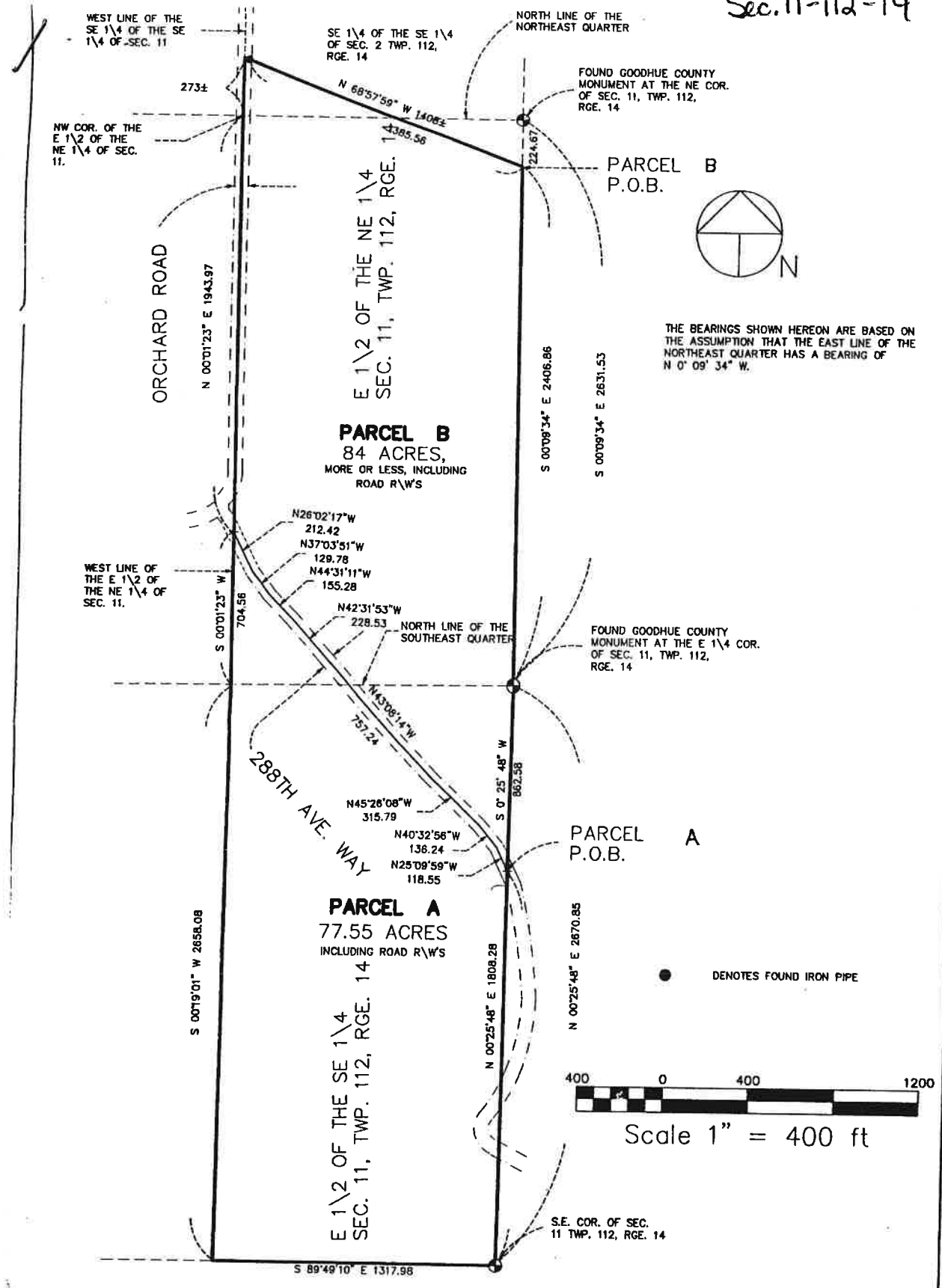
lawn mower, and four wheeler.

H. Lean To - The lean to will be relocated for the donkeys, cows, and goats.

FUTURE BUILDINGS AND USES

- I. New Barn - The proposed building will be an approximately 50 x 100 or 5000 sq ft. year round indoor reception space for up to 300 guests. This building would be climate controlled with heat and air-conditioning. Inside there would be restroom facilities, catering prep space, a bar area, and the reception space. Wedding dances would occur here.**
- J. Pizza Oven - This pizza oven would be located by the pavilion. It would be used to make pizzas for wine tastings as well as community pizza nights.**
- K. Outdoor Wedding Area - I anticipate two possible locations for outdoor ceremonies - next to the vineyard or up on the hill overlooking the valley.**
- L. Parking - A parking lot will be located in the field just past the driveway. With spaces for 100 cars, this will allow a space for every three guests. Of those, 3 need to be handicap spaces and one needs to be van accessible. The width of each space is 9 feet, the length is 18 feet, and the two way road is 24 feet wide. The total parking space needed is 102 x 324 sq ft. This Under no circumstances will guests be allowed to park on Orchard Road. Parking Attendants will ensure parking is smooth and orderly. For weddings over 200, shuttles will be required to be used to reduce the number of vehicles.**

Sec. 11-112-14



SURVEY FOR:

JOHN AND JOYCE MOHN

JOHNSON, SCOFIELD & REHDER INC.
LAND SURVEYORS
203 MAIN ST.-RED WING-MN 55066 612 388-1558
WABASHA COUNTY SURVEYOR-WABASHA COUNTY COURTHOUSE
WABASHA-MN 55981 612 565-7277

I hereby certify that this survey plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Horbert J. Rehder

Horbert J. Rehder
Minnesota License No. 19090
Date: 12/30/1996

BK. 121 Pg. 1
EP FILE: JMCHN DRAWING NUMBER: R-
SHEET 1 OF 1 SHEETS

5349

GOODHUE COUNTY CONDITIONAL/INTERIM USE PERMIT APPLICATION

Parcel # 34011.0100

Permit# Z19.0061

PROPERTY OWNER INFORMATION

Last Name Mohn First David Email: [REDACTED]

Street Address 29212 Orchard Road Phone [REDACTED]

City Red Wing State MN Zip 55066 Attach Legal Description as Exhibit "A"

Authorized Agent Beccah Risdall Phone [REDACTED]

Mailing Address of Landowner: 2044 Wallingford Ln Woodbury, MN 55125

Mailing Address of Agent: 1359 Waterford Dr Golden Valley, MN 55422

PROJECT INFORMATION

Site Address (if different than above):

Lot Size 84 acres Structure Dimensions (if applicable) See attached

What is the conditional/interim use permit request for?
Bed and Breakfast

Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized
The property is currently operating as an Air B&B. I will invite feedback from my neighbors and will work with them and make adjustments as needed. It is my intention to be a responsible community member and I will take measures to mitigate any disturbances to surrounding landowners.

DISCLAIMER AND PROPERTY OWNER SIGNATURE

I hereby swear and affirm that the information supplied to Goodhue County Land Use Management Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant in applying for this variance is inaccurate or untrue. I hereby give authorization for the above mentioned agent to represent me and my property in the above mentioned matter.

Signature of Landowner: _____ Date _____

Signature of Agent Authorized by Agent: Beccah Risdall

TOWNSHIP INFORMATION

Township Zoning Permit Attached? If no please have township complete below:

By signing this form, the Township acknowledges being made aware of the request stated above. In no way does signing this application indicate the Township's official approval or denial of the request.

Signature _____ Title _____ Date _____

Comments:

COUNTY SECTION _____ COUNTY FEE \$350 *211 RECEIPT # 17115 DATE PAID 12/30/19 See split

Applicant requests a CUP/IUP pursuant to Article _____ Section _____ Subdivision _____ of the Goodhue County Zoning Ordinance

What is the formal wording of the request?

Shoreland _____ Lake/Stream Name _____ Zoning District _____

Date Received _____ Date of Public Hearing _____ DNR Notice _____ City Notice _____

Action Taken: _____ Approve _____ Deny _____ Conditions: _____

Bed and Breakfast Criteria for CUP

- 1. The house is currently being operated as an Air B&B. Guests that stay the night at the bed and breakfast, for the most part, will be hosting an event on the property and choosing to rent the house for the night. The house has three bedrooms and can house up to seven people. There is a kitchen available for their use. They can have food catered in or prepare their own breakfast.**
- 2. See attached Building Uses.**
- 3. For the Bed and Breakfast, I will hire a cleaning person. This individual will not be an employee of Willow Brooke Farm.**
- 4. The house for the most part will be rented weekend nights. Check-in will be 3:00 p.m. unless agreed upon an earlier time. Check-out will be 11:00 a.m.**
- 5. Maximum capacity is seven individuals.**
- 6. Drop off is located by the front door. There is ample parking on site for our guests. The bed and breakfast guests will already be located on the property for the events so there will be no additional traffic. Since renting isn't required, we will not be ADA accessible for the bed and breakfast of the house.**
- 7. There will be ample parking on site for our guests as they can use the parking lot on site that is for events.**
- 8. A cleaning attendant will remove all waste from the bed and breakfast.**
- 9. The house has a septic that is adequate for the three bedroom home.**
- 10. The home is currently being used as an Air B&B and the lighting in place has been adequate for its purposes. No additional lighting will be needed.**
- 11. The Willow Brooke Farm sign will also serve as the sign for the B&B. No additional sign will be needed.**
- 12. The basement of the home has plenty of storage for the Bed and Breakfast.**
- 13. Willow Brooke will take measures to ensure guest safety.. Meals will be brought in by the caterers and prepared off site. A book listing all the local emergency numbers and addresses will be displayed in the entrance.**

- 14. Emergency vehicles will be able to access the property from 50th Street. Using the driveway, emergency vehicles can access all buildings and use the circular driveway to exit.**
- 15. The house isn't located on 84 acres and not close to other properties. The house is solid, has heat and air-conditioning and so contains the noise within.**
- 16. I will plant some pots and a few flowers in the garden. There will be no excavation or filling done.**
- 17. None needed.**
- 18. Food will either be catered in or the guests can prepare a light breakfast for themselves. I will not be preparing any food.**
- 19. The house has been an Air B&B for many years with no problems. I was informed that the closest neighbor comes and visits with some of the guests periodically.**
- 20.**

**Goodhue County Public Works
Project Status Report for January 21, 2020**

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
	Bidding	
	Solar Request for Proposal	Board approved moving forward with Nokomis Partners. The initial contract to commit to the project was on the agenda for the 08 Aug 19 Board meeting, and four garden specific agreements were approved at the 03 Dec 19 Board meeting.
Various	2020 Bituminous Paving CSAH 14, CSAH 64, Kenyon Shop Parking Lot	Bid opening scheduled for February 11, 2020.
CSAH 21	Concrete Paving RW High School – TH 61	Bid opening scheduled for February 11, 2020.
	Road Construction	
CSAH 14	Culvert Replacements CSAH 9 – TH 52	Work completed. Agenda item to final this contract is on the Board's agenda.
Various	2019 Bituminous Paving CSAH 12, 18, 19, 27, 62	All work has been completed. Need to final.
Twp.	2019 Box Culverts Belle Creek, Featherstone, Florence, Belvidere, & Zumbrota	Project awarded to Fitzgerald Excavating and Trucking, Inc of Goodhue, MN. All boxes have been installed except for Featherstone which will be completed in Spring 2020. Minor grading activities and erosion control to be completed in 2020 as well. Work suspended through winter.
	Maintenance Department	
CR 45	Ditching & Culvert Replacement	Work to resume Spring 2020.
Various	Ditch Clearing and Brushing	Work to continue through winter.
	Haul Icing Sand & Salt	Hauling sand completed. Hauling salt to continue.

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
	Planning & Studies	
St Paul - Chicago	Great River Rail Commission	Agenda item to change name at 08 Aug 19 Board meeting. Working on a second train between the Twin Cities and Chicago. River route remains the preferred alternative. Commission will continue both its public rail advocacy and to comment on MnDOT's river route process.
Red Rock Corridor	Commuter Rail Planning (RRC Commission)	The Commission determined Bus Rapid Transit to be the best alternative and has adopted the Final Report. An implementation plan for a future extension of the Bus Rapid Transit (BRT) line to Hastings is in various stages of planning.
Zip Rail Rochester – Twin Cities	High Speed Rail Planning (OCRRA & Mn/DOT)	MnDOT announced their project is “shelved” and no further public work is to be done. A Tier 1 EIS was not completed. A private firm analyzed the feasibility of a zip rail along the same alignment, but their work was non-public and no communication has been made by them for some time.
TH 63	Mississippi River Bridge @ Red Wing (Mn/DOT)	Construction is underway, traffic is using the new bridge and demolition of the old bridge has begun. Completion is slated for 2020.



Goodhue County Finance & Taxpayer Services

509 W 5th St.
Red Wing, MN 55066

Phone (651) 385-3040
Fax (651) 267-4878
Office Hours: 8:00 am – 4:30 pm M-F
www.co.goodhue.mn.us

January 21, 2020

TO: Board of Commissioners
FROM: Kelly Bolin, Finance Controller
RE: County Claims report – 1-21-2020

In accordance with state statute (375.18, 1b), County claims are presented to the Board at each meeting for informational purposes.

Historically, these reports have covered payments made through the Friday immediately prior to a Tuesday meeting. However, this means that the claims report is submitted to the agenda after the regular due date and does not allow for timely distribution of the completed agenda packet.

Finance has decided to change the timing of payments covered by the report to ensure the report is completed and reviewed in a timely manner, which will ensure accuracy of claims paid information and allow for more timely distribution of the agenda packet.

This change means that this first report completed under the new schedule will cover a shorter period of time (1/6/20 – 1/15/20; 10 days), rather than the 'full' period (1/6/20 – 1/17/20; 14 days) that would have been included under the previous process. The report for the next meeting will include information for the 'normal' length of time (1/16/20 – 1/29/20; 14 days) (Note: the majority of claims are processed on Friday of each week.)

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W. 4th Street
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

BARNEY NESSETH
3rd District
41595 County 8 Blvd.
Zumbrota, MN 55992

JASON MAJERUS
4th District
39111 County 2 Blvd.
Goodhue, MN 55027

PAUL DROTOS
5th District
1825 Twin Bluff Road
Red Wing, MN 55066

An Equal Opportunity Employer

The following is a summary of the claims to be reviewed and approved at the January 21, 2020 board meeting:

01	General Fund	\$	328,585.50
03	Public Works	\$	79,069.24
11	Human Service Fund	\$	4,410.21
21	ISTS	\$	-
25	EDA	\$	-
30	Capital Improvement	\$	-
31	Capital Equipment	\$	-
34	Capital Equipment	\$	78,813.16
35	Debt Service	\$	-
40	County Ditch	\$	-
61	Waste Management	\$	1,607.60
62	Recycling Center	\$	-
63	HHW	\$	-
72		\$	125.00
81	Settlement	\$	-
	Totals	\$	<u>492,610.71</u>

GROSS PAYROLL (including Employer Related Tax Payments)

Period Ending	Paid Date	Amount
12/27/2019	1/9/2020	\$ 1,030,159.23

Checks (WFXX,WFXX-ACH)	\$	445,549.30
EFT (Manual Warrants)	\$	47,061.41
Total:	\$	<u>492,610.71</u>

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On-Behalf-of-Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
11883	2783	Bmo P-Card Payment					
			19.99	Padlocks 12/10 7,919 Menards-Red Wing	01-207-000-0000-6420	Agre Mark	0
			128.96	12/13/19 SHIP Active Living/Pr 27,100 Allegra	11-466-472-0000-6024	Anderson David	0
			41.98	Plumbing ADC 12/17 7,919 Menards-Red Wing	01-111-113-0000-6305	Bach Bob	0
			394.00	Paint ADC 12/23 59,303 Sherwin Williams	01-111-113-0000-6305	Bach Bob	0
			56.15	Misc Supplies ADC 12/2 50,705 Red Wing Ace Hardware	01-111-113-0000-6420	Bach Bob	0
			62.42	#1923 Oil Chg 12/5 9,886 Berghammer Tire & Auto Inc.	01-201-000-0000-6303	Barringer Glen	0
			62.64	#1422 Hdlights 12/19 6,464 Walmart	01-201-000-0000-6303	Blue Tom	0
			-5.97	- Refund: Air Frshnr 12/19 6,464 Walmart	01-201-000-0000-6420	Blue Tom	0
			5.97	Air Frshnr 12/19 6,464 Walmart	01-201-000-0000-6420	Blue Tom	0
			51.98	Med Wtr Cups 11/28 27,672 Amazon.Com	01-207-000-0000-6434	Bolster Mark	0
			51.98	Med Wtr Cups 11/28 27,672 Amazon.Com	01-207-000-0000-6434	Bolster Mark	0
			50.00	USPCA Membrshp 2020 4,598 Paypal (Obo)	01-201-000-0000-6243	Bowron Matt	0
			27.98	2-Mesh Muzzles 12/12 5,465 Chuck and Don's (OBO)	01-201-000-0000-6851	Bowron Matt	0
			170.36	Transport Lodge:12/17-18 12,654 Holiday Inn Express (obo)	01-201-000-0000-6332	Breuer Dan	0
			23.42	Ovrngt Trnsprt:Meal 12/17 11,710 Jack Stack BBQ (obo)	01-201-000-0000-6332	Breuer Dan	0
			21.83	Ovrngt Trnsprt:Meal 12/18 4,020 Jimmy John's (Obo)	01-201-000-0000-6332	Breuer Dan	0
			10.26	Ovrngt Trnsprt:Meal 12/17 13,956 Zaxby's (obo)	01-201-000-0000-6332	Breuer Dan	0
			-11.90	- Refund:Tax/Ldge Trn 12/18 12,654 Holiday Inn Express (obo)	01-201-000-0000-6332	Breuer Dan	0
			-16.00	- Refund:Prk/Ldge Trn 12/18	01-201-000-0000-6332	Breuer Dan	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
				12,654 Holiday Inn Express (obo)			
			40.92	#1826 Fuel 12/18	01-201-000-0000-6567	Breuer Dan	0
				3,288 Kumandgo (Obo)			
			23.35	#1826 Fuel 12/17	01-201-000-0000-6567	Breuer Dan	0
				5,463 Loves Country (OBO)			
			28.00	#1826 Fuel 12/17	01-201-000-0000-6567	Breuer Dan	0
				13,725 Phillips 66 (obo)			
			11.94	Date stamp 12/17	01-041-000-0000-6405	Brodie Laura	0
				13,231 Staples Advantage			
			11.50	Markers, tape, stickies, etc 1	01-041-000-0000-6405	Brodie Laura	0
				13,231 Staples Advantage			
			5.64	paper	01-041-000-0000-6405	Brodie Laura	0
				13,231 Staples Advantage			
			8.49	Second notice stamp 12/19	01-055-000-0000-6405	Brodie Laura	0
				27,672 Amazon.Com			
			8.99	Final notice stamp 12/19	01-055-000-0000-6405	Brodie Laura	0
				27,672 Amazon.Com			
			11.75	Markers, tape, stickies, etc 1	01-055-000-0000-6405	Brodie Laura	0
				13,231 Staples Advantage			
			5.64	paper	01-055-000-0000-6405	Brodie Laura	0
				13,231 Staples Advantage			
			129.99	Desktop hard drive 12/19	01-055-000-0000-6432	Brodie Laura	0
				27,672 Amazon.Com			
			59.98	#1823 Wipers 12/3	01-201-000-0000-6303	Callahan Sean	0
				8,081 O'Reilly Auto Parts			
			-39.94	- Refund: #1823 Wipers 12/3	01-201-000-0000-6303	Callahan Sean	0
				6,464 Walmart			
			39.94	#1823 Wipers 11/28	01-201-000-0000-6303	Callahan Sean	0
				6,464 Walmart			
			16.24	Batteries 11/28	01-201-000-0000-6420	Callahan Sean	0
				6,464 Walmart			
			525.00	Training: AN 1/27-30/20	01-055-000-0000-6357	County 2 Goodh	0
				3,538 Appraisal Institute			
			520.00	Training: AN 2/10-13/20	01-055-000-0000-6357	County 2 Goodh	0
				3,538 Appraisal Institute			
			520.00	Training: JS 2/10-13/20	01-055-000-0000-6357	County 2 Goodh	0
				3,538 Appraisal Institute			
			525.00	Training: JS 1/27-30/20	01-055-000-0000-6357	County 2 Goodh	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				3,538	Appraisal Institute			
			32.99		Cake Awards Cermny 12/19	01-201-000-0000-6414	County Dispatc	0
				15,300	Econofoods 328			
			55.07		Comp Mouse 12/20	01-209-000-0000-6432	County Dispatc	0
				27,672	Amazon.Com			
			189.80		Comp Mouse/Key Bd 12/20	01-209-000-0000-6432	County Dispatc	0
				27,672	Amazon.Com			
			28.16		Drinking Water 11/6	01-210-000-0000-6414	County Dispatc	0
				13,392	Finken Water Centers (obo)			
			1,000.00		Gift cards for fruit for WOW	01-061-061-0000-6414	Cushing Meliss	0
				15,300	Econofoods 328			
			201.48		Fruit for WOW for holiday awar	01-061-061-0000-6414	Cushing Meliss	0
				27,660	Hyvee 1548			
			500.00		Gift cards for WOW for fruit a	01-061-061-0000-6414	Cushing Meliss	0
				4,118	Kwik Trip (Obo)			
			400.00		Gift cards for fruit for WOW	01-061-061-0000-6414	Cushing Meliss	0
				6,464	Walmart			
			41.97		prizes for WOW walking challen	01-061-061-0000-6420	Cushing Meliss	0
				2,677	Red Wing Shoe Store (Red Wing)			
			751.09		10 Fitbits for walking challen	01-061-061-0000-6420	Cushing Meliss	0
				12,583	Fitbit Inc. (obo)			
			39.47		prizes for the WOW walking cha	01-061-061-0000-6420	Cushing Meliss	0
				2,677	Red Wing Shoe Store (Red Wing)			
			40.47		prizes for WOW walking challen	01-061-061-0000-6420	Cushing Meliss	0
				2,677	Red Wing Shoe Store (Red Wing)			
			40.97		prizes for WOW walking challen	01-061-061-0000-6420	Cushing Meliss	0
				2,677	Red Wing Shoe Store (Red Wing)			
			441.57		Stocking hats for prizes for t	01-061-061-0000-6420	Cushing Meliss	0
				13,957	Love Your Melon (obo)			
			120.00		Notary renewal: Amy Carda	01-091-000-0000-6245	Deden Deborah	0
				1,417	MN Secretary Of State - Notary			
			45.52		Notary Stamps: DO, AC 12/16	01-091-000-0000-6401	Deden Deborah	0
				27,100	Allegra			
			31.37		3 ring binders 12/11	01-091-000-0000-6405	Deden Deborah	0
				64,551	Target			
			34.12		Office Supplies	01-103-000-0000-6405	Ekblad Jeff	0
				27,672	Amazon.Com			
			10.67		#1522 Wiper Blade 11/27	01-201-000-0000-6303	Englund Dan	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				6,464	Walmart		
			55.90	#1522 Oil/Tire Rot 12/19	01-201-000-0000-6303	Englund Dan	0
				9,698	Zumbrota Ford		
			11.79	Batteries-Radar Gun 12/13	01-201-000-0000-6420	Englund Dan	0
				10,911	Cenex (obo)		
			18.04	Misc Supplies Justice 12/19	01-111-116-0000-6420	Fladhammer Bri	0
				50,705	Red Wing Ace Hardware		
			32.99	Network Patch Cables 11/19	01-063-000-0000-6432	Flaugh Aaron	0
				27,672	Amazon.Com		
			89.85	Blank Rack Fillers 11/19	34-063-000-0000-6646	Flaugh Aaron	0
				27,672	Amazon.Com		
			44.94	Misc Supplies 12/16	01-111-110-0000-6420	Foster Pat	0
				7,919	Menards-Red Wing		
			17.96	Caution Tape Gov 11/26	01-111-110-0000-6420	Foster Pat	0
				7,919	Menards-Red Wing		
			112.19	Supplies Cit 12/18	01-111-115-0000-6411	Foster Pat	0
				5,470	Global Industrial (OBO)		
			45.30	Salt Cit 12/5	01-111-115-0000-6413	Foster Pat	0
				7,626	Runnings Supply Inc		
			139.90	Racking:HHS 12/11	11-420-600-0010-6358	Foster Pat	0
				7,919	Menards-Red Wing		
			133.76	Racking:HHS 12/11	11-430-700-0010-6358	Foster Pat	0
				7,919	Menards-Red Wing		
			139.90	Racking:IT server room 12/11	34-063-000-0000-6646	Foster Pat	0
				7,919	Menards-Red Wing		
			133.76	Steel Rack:IT Server Room 12/1	34-063-000-0000-6646	Foster Pat	0
				7,919	Menards-Red Wing		
			39.99	Trng/Meal for 2 12/4	01-207-000-0000-6332	Frazier Gwen	0
				13,958	Keys Cafe (obo)		
			-51.69	- Refund: Copy Paper 12/11	01-207-000-0000-6402	Frazier Gwen	0
				13,231	Staples Advantage		
			70.98	Asst Office Suppls 12/11	01-207-000-0000-6405	Frazier Gwen	0
				13,231	Staples Advantage		
			93.85	Wps/Dsnfct/Sop/Vngr 12/20	01-207-000-0000-6420	Frazier Gwen	0
				6,464	Walmart		
			52.40	Disinfect/Sanitizer 12/9	01-207-000-0000-6420	Frazier Gwen	0
				6,464	Walmart		
			48.17	Klnx/Ear&Dent Ca/Lot 12/9	01-207-000-0000-6434	Frazier Gwen	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				6,464	Walmart		
			15.94	TV Remotes(2) 12/20	01-207-240-0000-6464	Frazier Gwen	0
				6,464	Walmart		
			200.14	Hair Trimmers(2) 12/12	01-207-000-0000-6464	Gagnon Cory	0
				27,672	Amazon.Com		
			50.00	USPCA Mbrshp 2020 12/18	01-201-000-0000-6243	Goham Jim	0
				4,598	Paypal (Obo)		
			161.77	K9 Trng Suppls 11/29	01-201-000-0000-6851	Goham Jim	0
				4,271	Elite K9 (Obo)		
			793.89	#1724 Tires/B&A/Oil 11/26	01-201-000-0000-6303	Grabau Mitch	0
				1,432	Johnson Tire Service		
			125.00	12/18/19 CFC MCN SEMN Found	11-466-466-0000-6023	Greenslade Rut	0
				10,426	MN Council of Nonprofits (obo)		
			9.00	Cost related to FC 12/20/19	11-430-710-3810-6058	Hammond Alison	0
				13,959	Allianz Insurance (obo)		
			160.00	Cost related to FC 12/19/19	11-430-710-3810-6058	Hammond Alison	0
				29	Amtrak		
			109.37	Cost related to FC 12/1/19	11-430-710-3810-6058	Hammond Alison	0
				27,499	Comfort Inn		
			-331.50	- Refund fraudulent charge	01-201-000-0000-6405	Hanson Breanna	0
				13,923	Adidas (obo)		
			2,214.22	White/Magnetic Bd 12/24	01-201-000-0000-6480	Hanson Breanna	0
				7,919	Menards-Red Wing		
			-17.17	- Refund: Fraudulent Charge	01-201-000-0000-6405	Hanson Josh	0
				13,960	Netflix (obo)		
			17.17	Fraudulent charge-will be refu	01-201-000-0000-6405	Hanson Josh	0
				13,960	Netflix (obo)		
			213.00	NTOA Trng 12/10	01-201-000-0000-6357	Harris John	0
				3,261	National Tactical Officers Assoc		
			9.80	Postage 12/4	01-601-000-0000-6203	Hartmann Robin	0
				67,100	Us Postmaster		
			11.03	Shipping Labels 12/3	01-601-000-0000-6420	Hartmann Robin	0
				2,864	Office Depot		
			32.80	Folders,Dividers 11/25	01-601-000-0000-6420	Hartmann Robin	0
				2,864	Office Depot		
			166.40	12/13/19 Staff Training/De-Esc	11-420-600-0010-6357	Heckman Mary	0
				4,598	Paypal (Obo)		
			159.88	12/13/19 Staff Training/De-Esc	11-430-700-0010-6357	Heckman Mary	0

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				4,598	Paypal (Obo)			
			25.50	12/4/19	Renew Nurse License	11-479-478-0000-6245	Heckman Mary	0
				8,831	Nurse's Board (OBO)			
			35.24	12/17/19	Supplies for Building	11-479-478-0000-6304	Heckman Mary	0
				6,464	Walmart			
			24.66	12/10/19	Frame for Building	11-479-478-0000-6304	Heckman Mary	0
				6,464	Walmart			
			59.50	12/4/19	Renew Nurse License	11-479-479-0000-6245	Heckman Mary	0
				8,831	Nurse's Board (OBO)			
			1.25	12/19	Photos	01-207-240-0000-6464	Heiden Justin	0
				6,464	Walmart			
			64.89	12/12	Photos/Colored Penc	01-207-240-0000-6464	Heiden Justin	0
				6,464	Walmart			
			510.27	12/10	Gun Parts Cleaner	01-201-000-0000-6304	Holst Kristine	0
				27,672	Amazon.Com			
			50.75	12/9	File Trays;Ptrl Pmph	01-201-000-0000-6405	Holst Kristine	0
				27,672	Amazon.Com			
			-22.99	12/4	Refund: Dmgd DVDs	01-201-000-0000-6405	Holst Kristine	0
				13,231	Staples Advantage			
			22.99	12/4	DVDs	01-201-000-0000-6405	Holst Kristine	0
				13,231	Staples Advantage			
			185.59	12/2	Chair: Steffen	01-201-000-0000-6432	Holst Kristine	0
				13,231	Staples Advantage			
			219.90	12/20	2 Externl Hd Drives	01-201-000-0000-6870	Holst Kristine	0
				13,231	Staples Advantage			
			47.99	12/4	Snowmobile Ramp	01-205-235-0000-6420	Holst Kristine	0
				27,672	Amazon.Com			
			42.49	12/20	Outgoing Freight	01-201-000-0000-6205	Howard Brandon	0
				4,231	UPS			
			47.39	12/11	Outgoing Freight	01-201-000-0000-6205	Howard Brandon	0
				4,231	UPS			
			33.98	12/19	Ext Cords	01-201-000-0000-6420	Huneke Jon	0
				7,919	Menards-Red Wing			
			-33.98	12/19	Refund: Ext Cords	01-201-000-0000-6420	Huneke Jon	0
				7,919	Menards-Red Wing			
			110.24		Subscription	01-255-000-0000-6358	Jaeger Mark	0
				27,136	Rivertown Newspaper Group			
			338.89	12/17	#1221 Oil/Hdlt/Blwr	01-201-000-0000-6303	Johnson Jason	0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				9,886	Berghammer Tire & Auto Inc.		
			2,764.17	#1423	Multi Serv/Rpr 12/4	01-201-000-0000-6303	Johnson Jason
				13,922	House Ford Chrysler Dodge (obo)		
			170.00	#1924	Floor Mats 12/10	34-201-000-0000-6663	Johnson Jason
				13,922	House Ford Chrysler Dodge (obo)		
			170.00	#1925	Floor Mats 12/10	34-201-000-0000-6663	Johnson Jason
				13,922	House Ford Chrysler Dodge (obo)		
			705.76	#1728	Tires/Bal 12/5	01-201-000-0000-6303	Kelly Marty
				1,432	Johnson Tire Service		
			699.80	#1323	Tires/Bal 12/10	01-201-000-0000-6303	Krause Cory
				1,432	Johnson Tire Service		
			204.98	AMC Conf Lodge:BA	12/8-12/11	01-005-000-0000-6332	Lance Stacy
				10,854	Best Western (obo)		
			307.47	AMC Conf Lodge:PD	12/8-12/11	01-005-000-0000-6332	Lance Stacy
				10,854	Best Western (obo)		
			204.98	AMC Conf Lodge:LF	12/8-12/10	01-005-000-0000-6332	Lance Stacy
				10,854	Best Western (obo)		
			93.70	Conf Room/Mtg Supplies	12/11	01-005-000-0000-6405	Lance Stacy
				27,672	Amazon.Com		
			56.73	Workshop/Mtg Supplies	12/10	01-005-000-0000-6405	Lance Stacy
				13,231	Staples Advantage		
			49.41	Mtg Beverages	12/12	01-005-000-0000-6414	Lance Stacy
				6,464	Walmart		
			22.94	Business Cards:Linda	12/17	01-005-000-0000-6420	Lance Stacy
				10,716	Vistaprint (obo)		
			204.98	AMC Conf Lodge:SA	12/8-12/10	01-031-000-0000-6332	Lance Stacy
				10,854	Best Western (obo)		
			-6.19	- Refund sales tax business card		01-031-000-0000-6405	Lance Stacy
				10,716	Vistaprint (obo)		
			67.36	Business Cards:Arneson, Benck,		01-031-000-0000-6405	Lance Stacy
				10,716	Vistaprint (obo)		
			59.99	WOW - Transport Wagon	12/11	01-061-061-0000-6420	Lance Stacy
				27,672	Amazon.Com		
			38.49	WOW Door Sign Treadmill Rm 11/		01-061-061-0000-6420	Lance Stacy
				13,231	Staples Advantage		
			54.17	Door Flag Extension	11/29	01-111-110-0000-6305	Lance Stacy
				8,405	Red Wing Signworx Inc		
			193.34	1915 - 3rd Fob	11/18	01-130-000-0000-6303	Lance Stacy

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				1,367	Grover Auto Co			
			1,410.54	1613 & 1312	Tires/Alignment 12	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			438.94	1413 - OC/Rear	Brakes 12/14	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			38.65	1913 - Oil Change	12/14	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			34.78	1814 - Oil Change	12/14	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			113.17	1812 - OC/TR	12/13	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			70.67	1611 - OC /Air Filter	12/14	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			43.29	808 - Oil Change/Air Filter	12	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			70.25	1712 - OC/TR	12/14	01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			677.72	1612 - OC - 4 Tires/Alignment		01-130-000-0000-6303	Lance Stacy	0
				1,430	Joe's Mobil Station			
			66.40	1813 Oil Change,Tire Plug	11/2	01-130-000-0000-6303	Lance Stacy	0
				13,013	Kevin's Minnoco (obo)			
			204.98	AMC Conf Lodge:GI 12/8-12/10		03-330-000-0000-6332	Lance Stacy	0
				10,854	Best Western (obo)			
			13.74	Internet		11-420-600-0010-6209	Learmann Kim	0
				13,345	Pandora (obo)			
			6.65	Office Supplies		11-420-600-0010-6405	Learmann Kim	0
				13,231	Staples Advantage			
			73.09	Office Supplies		11-420-600-0010-6405	Learmann Kim	0
				13,231	Staples Advantage			
			-85.00	Office Supplies Refund		11-420-600-0010-6405	Learmann Kim	0
				27,672	Amazon.Com			
			85.00	Office Supplies returned		11-420-600-0010-6405	Learmann Kim	0
				27,672	Amazon.Com			
			14.73	Office Supplies		11-420-600-0010-6405	Learmann Kim	0
				27,672	Amazon.Com			
			125.66	Office Supplies		11-420-600-0010-6405	Learmann Kim	0
				13,231	Staples Advantage			
			42.86	Office Supplies		11-420-600-0010-6405	Learmann Kim	0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				13,231	Staples Advantage		
61.09		Office Supplies			11-420-640-0010-6405	Learmann Kim	0
				13,231	Staples Advantage		
70.23		Office Supplies			11-420-640-0010-6405	Learmann Kim	0
				13,231	Staples Advantage		
14.16		Office Supplies			11-420-640-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
41.18		Office Supplies			11-420-640-0010-6405	Learmann Kim	0
				13,231	Staples Advantage		
13.21		Internet			11-430-700-0010-6209	Learmann Kim	0
				13,345	Pandora (obo)		
5.39		Office Supplies			11-430-700-0010-6405	Learmann Kim	0
				13,231	Staples Advantage		
114.60		Office Supplies			11-430-700-0010-6405	Learmann Kim	0
				27,672	Amazon.Com		
120.73		Office Supplies			11-430-700-0010-6405	Learmann Kim	0
				13,231	Staples Advantage		
26.99		2020 Calendar			11-466-450-0000-6405	Learmann Kim	0
				27,672	Amazon.Com		
69.85		Office Supplies			11-466-462-0000-6405	Learmann Kim	0
				27,672	Amazon.Com		
-8.70 -		2020 Calendar			11-479-478-0000-6405	Learmann Kim	0
				13,231	Staples Advantage		
-7.77 -		2020 Calendar			11-479-478-0000-6405	Learmann Kim	0
				13,231	Staples Advantage		
-20.29 -		2020 Calendar			11-479-479-0000-6405	Learmann Kim	0
				13,231	Staples Advantage		
-18.12 -		2020 Calendar			11-479-479-0000-6405	Learmann Kim	0
				13,231	Staples Advantage		
600.00		Data Prac/Gun Lws-2 12/20			01-201-000-0000-6357	Magnuson Kim	0
				4,948	Mn Sheriffs Assn		
401.60		Copy Paper 12/6			01-201-000-0000-6402	Magnuson Kim	0
				13,231	Staples Advantage		
13.38		Replacement Labels 12/13			01-201-000-0000-6405	Magnuson Kim	0
				13,231	Staples Advantage		
-13.38 -		Refund: Labels 12/13			01-201-000-0000-6405	Magnuson Kim	0
				13,231	Staples Advantage		
43.77		Misc Office Sppls 12/10			01-201-000-0000-6405	Magnuson Kim	0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
			186.72	Misc Office Sppls 12/6	13,231 Staples Advantage	01-201-000-0000-6405	Magnuson Kim	0
			57.17	CSP Expense 12/5/19	13,231 Staples Advantage	11-430-700-0010-6363	Martin Philip	0
			212.42	CSP Expense 12/19/19	3,292 Domino's	11-430-700-0010-6363	Martin Philip	0
			62.59	CSP Expense 12/6/19	15,300 Econofoods 328	11-430-700-0010-6363	Martin Philip	0
			365.00	DeepSpar HD Recov 12/16	64,551 Target	01-201-000-0000-6855	Matthews Tris	0
			168.00	Cell Bag 12/26	13,961 Deepspare Data Recovery (OBO)	01-201-000-0000-6870	Matthews Tris	0
			237.67	#1423 Rplc Battery 12/13	13,962 Edec (obo)	01-201-000-0000-6303	McGuire Tom	0
			48.72	#1423 Batt Tst/Chg 12/9	10,485 Cannon Auto Repair	01-201-000-0000-6303	McGuire Tom	0
			29.06	PSOP Expense 12/12/19	10,485 Cannon Auto Repair	11-430-710-3670-6020	Mershbrock Amy	0
			51.44	PSOP Expense 12/20/19	12,667 Aldi (obo)	11-430-710-3670-6020	Mershbrock Amy	0
			63.91	PSOP Expense 12/11/19	4,117 Covered Bridge Restaurant (Obo)	11-430-710-3670-6020	Mershbrock Amy	0
			50.00	PSOP Expense 12/12/19	3,292 Domino's	11-430-710-3670-6020	Mershbrock Amy	0
			8.58	PSOP Expense 12/11/19	6,692 Famous Footwear (OBO)	11-430-710-3670-6020	Mershbrock Amy	0
			120.00	PSOP Expense 12/11/19	11,261 Joann Store (obo)	11-430-710-3670-6020	Mershbrock Amy	0
			190.54	PSOP Expense 12/11/19	4,118 Kwik Trip (Obo)	11-430-710-3670-6020	Mershbrock Amy	0
			158.84	#1723 Oil/Bal Tires 12/10	6,464 Walmart	01-201-000-0000-6303	Moser Aaron	0
			63.89	Fire Ext Recharge 12/10	9,698 Zumbrota Ford	01-201-000-0000-6304	Moser Aaron	0
			213.00	NTOA/Suicidal Sbjcts 12/10	15,441 Mississippi Welders Supply Co Inc	01-201-000-0000-6357	Moser Aaron	0
			69.75	Bld Sppls K9 Strge 12/19	4,598 Paypal (Obo)	01-201-000-0000-6851	Moser Aaron	0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				7,919	Menards-Red Wing		
400.32		Bld Sppls K9 Storage 12/6			01-201-000-0000-6851	Moser Aaron	0
				7,919	Menards-Red Wing		
15.52		Ext Cords 12/19			01-201-000-0000-6420	Nurnberg Jason	0
				6,464	Walmart		
100.00		Gift card incentives 12/19			01-091-132-0000-6405	Olmsted Kait	0
				4,118	Kwik Trip (Obo)		
92.40		12/6/19 Birth Control Brochure			11-466-450-0000-6232	Olson Kathy	0
				10,314	API Supply		
24.96		Binders:Legislative Lunch 12/1			01-121-000-0000-6405	Pelz Nathan	0
				6,464	Walmart		
35.00		TTX Snacks 12/3			01-281-280-0000-6414	Richter-Biwer	0
				1,184	Hanisch Bakery		
53.38		TTX Refreshments 12/3			01-281-280-0000-6414	Richter-Biwer	0
				11,015	Koplin Village Market		
39.69		Laminate Map for IC 12/2			01-281-280-0000-6420	Richter-Biwer	0
				27,100	Allegra		
47.21		AED Batts 12/11			01-201-000-0000-6420	Riegelman Tyle	0
				64,551	Target		
259.15		Squad 1st Aid Suppls 12/2			01-201-000-0000-6434	Riegelman Tyle	0
				7,005	Bound Tree Medical		
28.94		#1824 Oil Chg 12/5			01-201-000-0000-6303	Roberts Rod	0
				4,991	D's Auto Care Inc		
128.04		#1828 Oil Chg 12/5			01-205-000-0000-6303	Rogers Tyler	0
				8,180	Bird's Auto Repair		
64.83		#1828 Fuel 12/11			01-205-000-0000-6565	Rogers Tyler	0
				4,118	Kwik Trip (Obo)		
897.55		Snow Gear 12/15			01-205-235-0000-6420	Rogers Tyler	0
				10,609	Up North Sports (obo)		
6.38		12/3/19 WOW Fruits/Vegetables			01-061-061-0000-6414	Seide Jessica	0
				6,464	Walmart		
159.30		12/17/19 MIOK Appreciation Mtg			11-466-466-0000-6023	Seide Jessica	0
				2,378	Fiesta Mexicana		
16.58		12/16/19 MIOK Appreciation Mtg			11-466-466-0000-6023	Seide Jessica	0
				11,261	Joann Store (obo)		
64.53		12/4/19 MIOK Snacks/Rural MH E			11-466-466-0000-6023	Seide Jessica	0
				4,118	Kwik Trip (Obo)		
781.65		12/5/19 MIOK Catering Costs			11-466-466-0000-6023	Seide Jessica	0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
				7,312	Stary Yerka Vfw 5727			
			-53.65	12/5/19	CREDIT MIOK Tax/Cateri	11-466-466-0000-6023	Seide Jessica	0
				7,312	Stary Yerka Vfw 5727			
			33.30	12/4/19	MIOK AM Snacks/Rural M	11-466-466-0000-6023	Seide Jessica	0
				6,464	Walmart			
			15.00	12/10	Shredding	01-111-000-0000-6257	Seyffer Rick	0
				5,041	Shred Right			
			11.86	10/31	Tractor Filter	01-111-000-0000-6562	Seyffer Rick	0
				7,885	Niebur Tractor & Equipment Inc			
			181.94	12/4	Tools NG	01-111-000-0000-6569	Seyffer Rick	0
				7,626	Runnings Supply Inc			
			21.68	12/7	Electrical Parts Gov	01-111-110-0000-6305	Seyffer Rick	0
				7,919	Menards-Red Wing			
			157.36	12/4	Rope Lights	01-111-112-0000-6421	Seyffer Rick	0
				10,599	1000Bulbs.com (obo)			
			28.98	2/28	Paint:STS	01-111-113-0000-6420	Seyffer Rick	0
				50,705	Red Wing Ace Hardware			
			560.40	12/5	Supplies Cit	01-111-115-0000-6411	Seyffer Rick	0
				13,231	Staples Advantage			
			205.75	12/4	Batteries Cit	01-111-115-0000-6420	Seyffer Rick	0
				7,919	Menards-Red Wing			
			13.14	12/19	Supplies Justice	01-111-116-0000-6411	Seyffer Rick	0
				13,231	Staples Advantage			
			646.59	12/19	Supplies Justice	01-111-116-0000-6411	Seyffer Rick	0
				13,231	Staples Advantage			
			1,426.07	12/19	Scaffolding for Mural	34-111-000-0000-6669	Seyffer Rick	0
				13,963	Scaffold Services Inc (obo)			
			5,618.30		Scaffolding:Mural Gov Center 1	34-111-000-0000-6669	Seyffer Rick	0
				13,963	Scaffold Services Inc (obo)			
			13.00	11/27	DOC Train Ticket	01-207-000-0000-6331	Sheriff A Good	0
				29	Amtrak			
			13.00	12/12	DOC Train Ticket	01-207-000-0000-6331	Sheriff A Good	0
				29	Amtrak			
			63.25	12/5	#1625 Applique Rpr	01-201-000-0000-6303	Sjoblom Jeff	0
				11,811	Flak Collision Inc (obo)			
			275.00	12/20	MJOA Conf	01-201-000-0000-6357	Sjoblom Jeff	0
				7,465	MN Juvenile Officer's Association			
			30.00	12/6	Circ Bd Gun Sfe PI	01-201-000-0000-6420	Sjoblom Jeff	0

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				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				12,514	Stack On Products Co. (obo)		
			419.99	Fujitsu iX1500 Scanner	01-055-000-0000-6432	Smith John	0
				27,672	Amazon.Com		
			44.95	HBC - Internet 12/19	01-063-000-0000-6209	Smith John	0
				10,740	Hiawatha Broadband.com (obo)		
			99.50	Social Media Posting 12/10-12/	01-063-000-0000-6270	Smith John	0
				13,298	Divr.it (obo)		
			1,350.00	Public Wi-Fi Mgmt 11/19-11/202	01-063-000-0000-6270	Smith John	0
				13,303	Untangle Inc. (obo)		
			13.49	In/Out Magnets 12/3	01-063-000-0000-6405	Smith John	0
				27,672	Amazon.Com		
			4.59	Coffee Filters 11/27	01-063-000-0000-6405	Smith John	0
				13,231	Staples Advantage		
			7.39	Supplies:Retirement Party	01-063-000-0000-6414	Smith John	0
				6,464	Walmart		
			126.99	3 Yr Ext Maint:Scanner	01-091-130-0000-6432	Smith John	0
				27,672	Amazon.Com		
			865.98	Canon Scanner 12/6	01-091-130-0000-6432	Smith John	0
				27,672	Amazon.Com		
			839.98	(2) Fujitsu iX1500 Scanner	01-121-120-0000-6480	Smith John	0
				27,672	Amazon.Com		
			419.99	Fujitsu iX1500 Scanner	01-127-128-0000-6432	Smith John	0
				27,672	Amazon.Com		
			13.76	12/16/19 MIOK Vol.Appreciation	11-466-466-0000-6023	Smith Laura	0
				15,300	Econofoods 328		
			50.84	12/14/19 MIOK Appreciation Din	11-466-466-0000-6023	Smith Laura	0
				1,451	Red Wing Confectionery		
			27.64	#0923 Oil Chg 12/10	01-201-000-0000-6303	Steffen Chad	0
				9,886	Berghammer Tire & Auto Inc.		
			84.65	Radio Network Sppls 12/16	01-201-000-0000-6420	Steffen Chad	0
				27,672	Amazon.Com		
			26.98	Shovel 12/2	01-201-000-0000-6420	Steffen Chad	0
				7,919	Menards-Red Wing		
			269.94	Radio Network Equip 12/16	01-201-000-0000-6432	Steffen Chad	0
				27,672	Amazon.Com		
			595.96	#1821 Tires 12/4	01-201-000-0000-6303	Sullivan Trevo	0
				13,964	Heartland Tire & Service (obo)		
			96.00	#1821 Mt & Bal Tires 12/7	01-201-000-0000-6303	Sullivan Trevo	0

Goodhue County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
				1,741	Revland Alignment Inc		
			78.39	#1425 Oil/Tire Rot 12/11	01-201-000-0000-6303	Sundby Scott	0
				9,698	Zumbrota Ford		
			434.43	(6) Maintnce Kits 12/20	01-205-234-0000-6420	Sutton-Brown S	0
				11,814	Ocean Technology System (obo)		
			115.00	Service Tool Kit 12/20	01-205-234-0000-6420	Sutton-Brown S	0
				11,814	Ocean Technology System (obo)		
			23.88	#1221 Headlight 12/9	01-201-000-0000-6303	Troolin Rob	0
				8,081	O'Reilly Auto Parts		
			33.99	Racks for FA Suppls 12/18	01-201-000-0000-6420	Troolin Rob	0
				7,001	Brownells Inc		
			70.00	APA membership:Ryan	01-127-128-0000-6243	Use Land	0
				9,194	American Planning Assoc		
			99.00	APA membership:Samantha	01-127-128-0000-6243	Use Land	0
				9,194	American Planning Assoc		
			145.42	Forensic Comp Tool 11/19	01-201-000-0000-6870	Voxland Collin	0
				6,075	Thomson West		
			31.85	#1825 Fuel 12/25	01-201-000-0000-6567	Warren Jeffrey	0
				3,268	Holiday Station Store (Obo)		
			111.64	#1325 Oil/Hdlight Rpr 12/11	01-201-000-0000-6303	Winberg Jordan	0
				13,922	House Ford Chrysler Dodge (obo)		
			-9.10	12/25/19 CREDIT/Maids in MN/Ba	11-463-463-0000-6283	Woodford Lisa	0
				11,939	L2G MN (obo)		
Warrant #	11883	Total	47,061.41	Date 12/31/2019			
	Final Total...		47,061.41	258	Transactions		

Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	35,076.78	County General Revenue
3	204.98	County Road and Bridge
11	4,031.77	Health & Human Service Fund
34	7,747.88	Capital Plan
	47,061.41	TOTAL

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
12203	Advance Auto Parts	6.97	Brine Plug 0801	03-340-000-0000-6562	2053-395284		N
12203		6.97	Brine Plug 1202	03-340-000-0000-6562	2053-395284		N
12203		13.94	Brine Plugs - Stock	03-340-000-0000-6562	2053-395642		N
	Warrant # 448782	Total...	27.88				
6193	Advanced Correctional Healthcare	36,567.62	Medical svc Feb 2020	01-207-000-0000-6272	92225		N
6193		248.40	Recon Q319	01-207-000-0000-6272	90181		N
6193		3.43	Credit from MN DOC Rx 9/2019	01-207-000-0000-6272	92524		N
6193		3,310.09	Pool/cap recon Aug/Sep 2019	01-207-000-0000-6272	91420		N
6193		36,567.62	Medical service Jan 2020	01-207-000-0000-6272	91419		N
	Warrant # 448783	Total...	76,690.30				
12876	Advanced Power Services Inc.	286.00	Generator PM's 2019	01-111-110-0000-6301	1885		N
	Warrant # 448784	Total...	286.00				
1353	Ag Partners Coop	160.00	Tractor Oil Samples (10)	03-340-000-0000-6420	768737		N
1353		83.88	Antifreeze CF (12)	03-340-000-0000-6420	768737		N
1353		431.75	ATF Bulk CF	03-340-000-0000-6561	768737		N
1353		44.86	Grease RW	03-340-000-0000-6561	768737		N
1353		44.86	Grease CF	03-340-000-0000-6561	768737		N
1353		44.86	Grease Zta	03-340-000-0000-6561	768737		N
1353		44.86	Grease Kyn	03-340-000-0000-6561	768737		N
1353		333.74	DEF CF	03-340-000-0000-6565	768737		N
1353		2,814.81	Winter Blend Dsl Kyn	03-340-000-0000-6565	108037		N
1353		342.43	DEF RW	03-340-000-0000-6565	768737		N
	Warrant # 448785	Total...	4,346.05				
27106	American Solutions For Business	1,184.08	TNT postage 11/22	01-041-000-0000-6203	4521318		N
27106		6,069.18	TNT printing 11/22	01-041-000-0000-6401	4521318		N
	Warrant # 448786	Total...	7,253.26				
10575	APG Media of So Minnesota, LLC	167.00	Rcy Holiday	61-398-000-0000-6241	14024-1219		N
	Warrant # 448787	Total...	167.00				
13965	At-Scene LLC	8,400.00	iCrimeFighter 2020	01-201-000-0000-6270	1040		N
	Warrant # 448788	Total...	8,400.00				
12568	Axon Enterprises Inc.	40,118.40	(35) patrol tasers 1/1/20	34-201-000-0000-6480	SI-1630042		N
12568		11,462.40	(10) ADC tasers 1/1/20	34-207-000-0000-6480	SI-1630042		N
	Warrant # 448789	Total...	51,580.80				

Goodhue County

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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
8999	Ban-koe Systems Inc.	1,695.00		Video evid sys maint 2/20-1/21	01-201-000-0000-6301	98591	N
	Warrant # 448790	Total...		1,695.00			
1078	Bauer Built Tire Center	1,108.65		Recap Tires 1501 (5)	03-340-000-0000-6575	600136657	N
1078		619.27		Recap Tires 1501 (2)	03-340-000-0000-6575	600136708	N
1078		232.40		Recap Tires 1501 (1)	03-340-000-0000-6575	600136964	N
	Warrant # 448791	Total...		1,960.32			
9329	Bevcomm	36.72		Pl office phone 1/20	01-201-000-0000-6201	12462475	N
	Warrant # 448792	Total...		36.72			
11798	Bob the Bug Man, LLC	2,910.78		Pest control 8/30-12/24/19	01-001-102-0000-6283		N
	Warrant # 448793	Total...		2,910.78			
2893	Cargill Inc	14,999.97		Salt CF 195.95T	03-310-000-0000-6506	2905156119	N
2893		13,595.91		Salt RW 198.48T	03-310-000-0000-6506	2905159985	N
	Warrant # 448794	Total...		28,595.88			
11439	Century Link	49.22		Sandhill twr 12/19-1/18	01-281-280-0000-6201	6513882865	N
	Warrant # 448795	Total...		49.22			
5660	Century Link (AZ)	3,000.00		Positron tech supt 11/19-11/20	01-209-000-0000-6268	101003581	N
5660		7,500.00		Positron subs 11/19-11/20	01-209-000-0000-6268	101003581	N
5660		10,080.00		Positron mtnc 11/19-11/20	01-209-000-0000-6301	101003581	N
	Warrant # 448796	Total...		20,580.00			
11865	CliftonLarsonAllen LLP	9,500.00		2019 audit billing #2	01-041-000-0000-6274	2331488	N
	Warrant # 448797	Total...		9,500.00			
13407	Countryside Disposal LLC	54.02		Garb Jan - Feb	03-350-000-0000-6253	1382	N
	Warrant # 448798	Total...		54.02			
9757	Daikin Applied	2,986.22		Boiler repair LEC 11/14	01-111-112-0000-6305	3246659	N
9757		801.50		Bosch boiler repairs 12/11	01-111-112-0000-6305	3249716	N
	Warrant # 448799	Total...		3,787.72			
1226	Dakota Electric Assoc	111.92		St Lts #18	03-310-000-0000-6251	2-1366814	N
1226		7.74		St Lts #31	03-310-000-0000-6251	2-1366814	N
1226		7.75		St Lts #7	03-310-000-0000-6251	2-1366814	N
1226		7.75		St Lts #19	03-310-000-0000-6251	2-1366814	N
1226		18.21		St Lts #46	03-310-000-0000-6251	2-1366814	N

Goodhue County

WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
Warrant #	448800	Total...	153.37			
2411	Equifax Credit Information Serv	25.44	Pre emp credit chks 12/17	01-201-000-0000-6290	5656681	N
Warrant #	448801	Total...	25.44			
12773	Fastenal Company	6.81	Gaurdtrail Lags	03-310-000-0000-6508	MNRED150074	N
12773		3.51	Bolts 0801	03-340-000-0000-6562	MNRED150076	N
12773		9.19	Sanding Discs	03-340-000-0000-6570	MNRED150076	N
Warrant #	448802	Total...	19.51			
8869	FleetPride	150.00-	Brk Core Rtn 0801	03-340-000-0000-6562	39323607	N
8869		819.72	Rear Brakes 1201	03-340-000-0000-6562	41192498	N
8869		224.00-	Brk Core Rtn 1201	03-340-000-0000-6562	41472180	N
Warrant #	448803	Total...	445.72			
8568	Goodhue County Inmate Trust Account	1,123.40	Inmate worker pay 12/2019	01-207-000-0000-6465		N
Warrant #	448804	Total...	1,123.40			
5234	HBC	50.54	Fire Alarm Lines	03-330-000-0000-6209	93976	N
5234		50.54	Fire Alarm Lines	61-398-000-0000-6209	81940	N
5234		100.00	Internet / Comm Rcy	61-398-000-0000-6209	81940	N
Warrant #	448805	Total...	201.08			
2310	Huebsch Linen	488.20	Uniforms 12/2019	01-111-000-0000-6307	62210	N
2310		301.76	Mops & rugs 12/2019	01-111-110-0000-6347	34980	N
2310		141.82	Mops & rugs JC 12/2019	01-111-116-0000-6347	62210	N
2310		122.90	Uniforms - Mech	03-340-000-0000-6307	Acct 3990	N
2310		54.00	Shop Rags	03-340-000-0000-6420	Acct 3990	N
2310		306.67	Uniforms	61-398-000-0000-6307	Acct 3991	N
2310		120.59	Mats & Towels	61-398-000-0000-6411	Acct 3991	N
Warrant #	448806	Total...	1,535.94			
4502	Interstate Power Systems Inc	1,235.85	TCM Wiring Lbr 1202	03-340-000-0000-6303	R001160064	N
4502		199.37	TCM Wiring Pts 1202	03-340-000-0000-6562	R001160064	N
Warrant #	448807	Total...	1,435.22			
1432	Johnson Tire Service	34.95	Tire Rpr Pts 7021	61-398-000-0000-6575	29728	T
1432		30.00	Tire Rpr Lbr 7021	61-398-000-0000-6575	29728	N
Warrant #	448808	Total...	64.95			
1484	KWNG Radio	250.00	Holiday S&S ad 12/6	01-201-000-0000-6883	17562-1	N

Goodhue County

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	<u>Warrant #</u>	<u>448809</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			250.00				
1493	Lakes Gas Co		103.94	LP - Dec	61-398-192-0000-6566	1462855	N
1493			103.94	LP - Dec	61-398-192-0000-6566	407800	N
1493			78.22	LP - Dec	61-398-192-0000-6566	407810	N
1493			155.37	LP - Dec	61-398-192-0000-6566	407814	N
	Warrant #	448810	Total...				
			441.47				
5349	License Center		24.25	#1921 tabs 1/2020	01-201-000-0000-6309	AVS760	N
5349			19.25	20-21 tabs:06 SPEE trlr	01-201-000-0000-6309	185443	N
5349			19.25	20-21 tabs:95 CWCF inv trlr	01-201-000-0000-6309	197932	N
5349			19.25	20-21 tabs:05 PACE command trl	01-201-000-0000-6309	189355	N
5349			19.25	20-21 tabs:14 EZLD Aegis trl	01-205-000-0000-6309	187533	N
5349			19.25	20-21 tabs 09 MAGI airboat trl	01-205-000-0000-6309	189356	N
5349			19.25	20-21 tabs:19 EGLM alum bt trl	01-205-000-0000-6309	189633	N
5349			19.25	20-21 tabs:07 KARA Zodiac trl	01-205-000-0000-6309	185448	N
5349			19.25	20-21 tabs:04 YACH flt btm trl	01-205-000-0000-6309	185432	N
5349			19.25	20-21 tabs:09 BOAT evrgld trl	01-205-000-0000-6309	187059	N
5349			19.25	20-21 tabs:16 STEA dive trl	01-205-234-0000-6309	187534	N
5349			19.25	20-21 tabs:00 FEAT snmb trlr	01-205-235-0000-6309	189357	N
5349			19.25	20-21 tabs:16 BEAR ATV trlr	01-205-236-0000-6309	189626	N
5349			19.25	20-21 tabs:09 ALUM ATV trlr	01-205-236-0000-6309	187055	N
5349			14.25	#1526 tabs 1/2020	01-281-280-0000-6309	949247	N
	Warrant #	448811	Total...				
			288.75				
5138	Madden Galanter Hansen LLP		530.60	Labor relation svc 11/2019	01-061-000-0000-6275		N
	Warrant #	448812	Total...				
			530.60				
7584	Matthees Oil Inc		788.51	LP - CF	03-350-000-0000-6252	109947	N
	Warrant #	448813	Total...				
			788.51				
12644	Midstates Equipment & Supply		25,359.40	Mastic Material 46,531#	03-310-000-0000-6512	220002	N
	Warrant #	448814	Total...				
			25,359.40				
8522	Minnesota Energy Resources Corp		437.12	Gas - Zta Shop	03-350-000-0000-6252	504254044-1	N
8522			366.08	Gas - Kenyon Shop	03-350-000-0000-6252	504254044-2	N
	Warrant #	448815	Total...				
			803.20				
1187	MN Department of Revenue		125.00	2019 state deeds	72-850-000-0000-2195		N
	Warrant #	448816	Total...				
			125.00				

Goodhue County

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
4948	Mn Sheriffs Assn	5,149.58	2020 Lexipol dues	01-201-000-0000-6243	20-0112		N
4948		4,932.02	2020 sheriff dues	01-201-000-0000-6243	20-0025		N
4948		1,806.00	2020 leadership learning sys	01-201-000-0000-6357	20-0199		N
	Warrant # 448817	Total...	11,887.60				
1618	Mn Transportation Alliance	3,279.00	2020 Membership Dues	03-330-000-0000-6243	1/1/20		N
	Warrant # 448818	Total...	3,279.00				
3219	Mocic	200.00	2020 membership MOCIC	01-201-000-0000-6243	42036-1956		N
	Warrant # 448819	Total...	200.00				
1688	NAPA Auto Parts Of Kenyon	25.98	Wiper Blades	03-340-000-0000-6562	300459		N
	Warrant # 448820	Total...	25.98				
11766	Novak Weather Consultants	149.00	Light Pack Weather Cons	03-330-000-0000-6283	275		N
	Warrant # 448821	Total...	149.00				
9516	Nuvera (FKA NU-Telecom)	164.24	Goodhue backup phone 1/20	01-209-000-0000-6201	1192564		N
	Warrant # 448822	Total...	164.24				
11013	Office Of MN.IT Services	141.63	EOC lines Nov 2019	01-281-280-0000-6201	W19110468		N
	Warrant # 448823	Total...	141.63				
8759	Post Board	90.00	POST lic: D. Harvey 1/2020	01-201-000-0000-6245			N
	Warrant # 448824	Total...	90.00				
13742	Premier Biotech Inc	383.00	Drug test kits 12/23	01-091-132-0000-6405	2142073		N
	Warrant # 448825	Total...	383.00				
5136	Red Wing City-Public Works	61.31	Wash bay/sheriff shed 11/2019	01-201-000-0000-6253	011876-000		N
	Warrant # 448826	Total...	61.31				
582	Rihm Kenworth	14.68	Mirror 1101	03-340-000-0000-6562	2046721A		N
582		84.03	Dryer Cartrdg (3)	03-340-000-0000-6562	2046721A		N
582		9.19	Filter Stock	03-340-000-0000-6562	2074183A		N
	Warrant # 448827	Total...	107.90				
12545	Rivertown Multimedia	117.30	PAC meeting notice 12/28	01-127-128-0000-6242	2815403		N
	Warrant # 448828	Total...	117.30				
13880	Safe Fleet	329.00	#1924 rpc monitor 12/18	01-201-000-0000-6304	27121		N

Goodhue County

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<u>Warrant #</u>	<u>448829</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		329.00				
13967	Sheepdog Guardian Consulting	25.00	K9 membership 2020	01-201-000-0000-6243	1045	N
	Warrant # 448830	Total... 25.00				
5041	Shred Right	15.00	Shredding 1 cont	03-330-000-0000-6283	518332	N
	Warrant # 448831	Total... 15.00				
13547	Sigrid Arnott Consulting	3,040.36	AOE Nansen Dist CR 44 598-021	03-320-000-0000-6278	Goodhue2	N
	Warrant # 448832	Total... 3,040.36				
4503	Skarpohl Pressure Washer Sales	51.00	Float Valve / Diaphragm	03-340-000-0000-6563	34615	N
	Warrant # 448833	Total... 51.00				
12304	TEC Industrial	28.79	Jaw cplr-Brine Sys Pump	03-350-000-0000-6563	IO376526	N
	Warrant # 448834	Total... 28.79				
66700	Trimin Systems Inc	417.00	Vitals partial maint 1/1/20	01-101-000-0000-6268	50439	N
	Warrant # 448835	Total... 417.00				
1876	Van Paper Company	63.47	Towels	03-350-000-0000-6420	524469-01	N
	Warrant # 448836	Total... 63.47				
3418	Verizon Wireless	105.06	Assessor data cards 10/27-11/2	01-055-000-0000-6206	9843047942	N
3418		35.01	HHS 10/27-11/26	11-420-600-0010-6206	9843047942	N
3418		17.86	HHS MiFi 10/27-11/26	11-420-600-0010-6206	9843047942	N
3418		17.86	HHS MiFi 10/27-11/26	11-420-600-0010-6206	9843047942	N
3418		35.01	HHS 10/27-11/26	11-420-600-0010-6206	9843047942	N
3418		17.15	HHS MiFi 10/27-11/26	11-430-700-0010-6206	9843047942	N
3418		70.02	HHS cap 10/27-11/26	11-430-700-0010-6206	9843047942	N
3418		17.15	HHS MiFi 10/27-11/26	11-430-700-0010-6206	9843047942	N
3418		18.01	Theresa 10/27-11/26	11-463-463-0000-6202	9843047942	N
3418		35.01	SHIP data cards 10/27-11/26	11-463-463-0000-6206	9843047942	N
3418		35.01	Health svcs 1 10/27-11/26	11-463-463-0000-6206	9843047942	N
3418		35.01	Health svcs 2 10/27-11/26	11-463-463-0000-6206	9843047942	N
3418		3.89	Check out 1 (30%) 10/27-11/26	11-479-478-0000-6202	9843047942	N
3418		5.80	PHS checkout (30%) 10/27-11/26	11-479-478-0000-6202	9843047942	N
3418		3.92	PHS checkout 2 30%10/27-11/26	11-479-478-0000-6202	9843047942	N
3418		9.14	PHS checkout 2 70%10/27-11/26	11-479-479-0000-6202	9843047942	N
3418		13.52	PHS checkout (70%) 10/27-11/26	11-479-479-0000-6202	9843047942	N
3418		9.07	Check out 1 (70%) 10/27-11/26	11-479-479-0000-6202	9843047942	N

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<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>448837</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
13971	Whitewater Chrysler Dodge Jeep		17,100.00	#2021 2018 Durango 1/2020	34-201-000-0000-6663		N
	Warrant #	448838	Total...				
			17,100.00				
73383	Xcel Energy		2,858.48	Electric GC 12/2019	01-111-110-0000-6251	51-5647699-8	N
73383			2,043.69	Gas GC 12/2019	01-111-110-0000-6252	51-5057432-6	N
73383			9,938.69	Electric LEC 12/2019	01-111-112-0000-6251	51-4345908-1	N
73383			7,917.20	Gas LEC 12/2019	01-111-112-0000-6252	51-6061275-5	N
73383			1,744.66	Electric: CB 12/2019	01-111-115-0000-6251	51-6219858-5	N
73383			763.47	Gas: CB 12/2019	01-111-115-0000-6252	51-6219858-5	N
73383			3,361.43	Electric JC 12/2019	01-111-116-0000-6251	51-5453377-8	N
73383			29.81	St Lts - 24	03-310-000-0000-6251	51-104672901	N
73383			18.65	St Lts - 2N	03-310-000-0000-6251	51-57625991	N
73383			19.37	St Lts - 2s	03-310-000-0000-6251	51-60402524	N
73383			90.86	St Lts - Bench	03-310-000-0000-6251	51-67548181	N
73383			272.59	Signals - 601 Bench	03-310-000-0000-6251	51-67548181	N
73383			1,473.22	Elec - RW	03-350-000-0000-6251	51-51300497	N
73383			190.63	Elec - RW Shared	03-350-000-0000-6251	51-101960186	N
73383			1,464.45	Gas - RW	03-350-000-0000-6252	51-53157485	N
73383			365.59	Gas - RW Shared	03-350-000-0000-6252	51-101960186	N
73383			64.80	St Lts - Park	03-521-000-0000-6251	51-46438082	N
73383			16.95	Sec Lt - Park	03-521-000-0000-6251	51-73725269	N
73383			11.01	Elec - Park Well	03-521-000-0000-6251	51-52934882	N
	Warrant #	448839	Total...				
			32,645.55				
1919	Zumbrota Telephone Co		51.60	TELE 5671-ZTA	03-350-000-0000-6201	104516	N
1919			45.01	FAX 4046-ZTA	03-350-000-0000-6201	652291	N
1919			63.95	DSL 5671-ZTA	03-350-000-0000-6209	104516	N
	Warrant #	448840	Total...				
			160.56				
	Warrant Form	WFXX	Total...	322,478.70	159 Transactions		

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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
27100	Allegra	31.90		Laminating/radio sys 12/26	01-201-000-0000-6420	4228	N
27100		59.69		Laminating/invest 12/26	01-201-000-0000-6420	4226	N
	Warrant # 29849	Total...		91.59			
12261	Covered Bridge Riders-Zumbrota	8,361.64		2020 DNR snowmobile pmt#1	01-002-015-0000-6824		N
	Warrant # 29850	Total...		8,361.64			
12563	Forum Communications Co.	207.00		#6351617 Rcy Holiday	61-398-000-0000-6241	Acct 254178	N
	Warrant # 29851	Total...		207.00			
1679	Goodhue Bellechester Rail Riders	5,487.32		2020 DNR snowmobile pmt#1	01-002-015-0000-6824		N
	Warrant # 29852	Total...		5,487.32			
22150	Grimsrud Publishing Co	108.38		Rcy Holiday	61-398-000-0000-6241	12/18/2019	N
	Warrant # 29853	Total...		108.38			
10903	Harvey's Tire Service Inc.	308.00		Tire Repair 1203	03-340-000-0000-6575	5235-1	N
10903		85.00		Tire Disposal 1602	03-340-000-0000-6575	5105-31	N
10903		12.00		Tire Disposal 1508	03-340-000-0000-6575	5105-31	N
10903		393.00		New Tires 1508 (2)	03-340-000-0000-6575	5105-31	N
	Warrant # 29854	Total...		798.00			
12264	Kenyon Snowdrifters-Kenyon	7,577.73		2020 DNR snowmobile pmt#1	01-002-015-0000-6824		N
	Warrant # 29855	Total...		7,577.73			
3124	Kwik Trip Inc	16.20		KT Dec 2019	01-103-000-0000-6303	278333	N
3124		124.84		KT Dec 2019	01-103-000-0000-6567	278333	N
3124		21.60		KT Dec 2019	01-127-127-0000-6303	278333	N
3124		498.17		KT Dec 2019	01-127-127-0000-6567	278333	N
3124		35.32		KT Dec 2019	01-130-000-0000-6303	278333	N
3124		1,443.98		KT Dec 2019	01-130-000-0000-6567	278333	N
3124		471.60		KT Dec 2019	01-201-000-0000-6303	278334	N
3124		9,115.47		KT Dec 2019	01-201-000-0000-6567	278334	N
3124		323.84		KT Dec 2019	01-205-000-0000-6565	278334	N
3124		100.43		KT Dec 2019	01-281-280-0000-6567	278334	N
3124		2,874.82		KT Dec 2019	03-340-000-0000-6565	278333	N
	Warrant # 29856	Total...		15,026.27			
5570	L & L Street Rod and Sports Truck	1,040.00		#1722 rpc kennel 12/31	01-201-000-0000-6303	2835	N
5570		2,384.48		#1926 install equip 12/31	34-201-000-0000-6663	2834	N

Goodhue County

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<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>29857</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	29857	Total...	3,424.48			
15441	Mississippi Welders Supply Co Inc		35.93	O2 For Sign Truck	03-310-000-0000-6504	3126867	N
15441			41.00	Test O2 & Acet Cyls	61-398-000-0000-6420	1144801	N
	Warrant #	29858	Total...	76.93			
1727	Red Wing City-Finance		23.77	Evidence collection jars 12/3	01-201-000-0000-6420	40867	N
1727			80.50	Cups 11/30	01-201-000-0000-6420	40867	N
1727			27,625.46	REP NPP Q220	01-281-280-0000-6897	2020 2nd Qtr	N
	Warrant #	29859	Total...	27,729.73			
8274	Red Wing River View Riders-Rw		7,825.97	2020 DNR snowmobile pmt#1	01-002-015-0000-6824		N
	Warrant #	29860	Total...	7,825.97			
2442	Riester Refrigeration Inc		185.00	Freezestat AHU #2 LEC 12/18	01-111-112-0000-6305	86780	N
	Warrant #	29861	Total...	185.00			
10541	Scuba Center		299.00	Ice dive course: Erdman 2/2020	01-205-234-0000-6357	9285	N
	Warrant #	29862	Total...	299.00			
5931	Securus Technologies		8,327.51	Inmate phone calls Dec 2019	01-207-240-0000-6201	IDA00071124	N
	Warrant #	29863	Total...	8,327.51			
2606	Shi Corp		5,580.54	Pure strg SAN HW maint 2020	01-063-000-0000-6301	B11058359	N
	Warrant #	29864	Total...	5,580.54			
11982	Summit Food Service LLC		440.23	Inmate laundry 12/14-12/20	01-207-000-0000-6366	INV2000065990	N
11982			440.23	Inmate laundry 12/21-12/27	01-207-000-0000-6366	INV2000065990	N
11982			7,623.46	Inmate meals 12/14-12/20	01-207-000-0000-6463	INV2000065989	N
11982			8,159.79	Inmate meals 12/21-12/27	01-207-000-0000-6463	INV2000065989	N
	Warrant #	29865	Total...	16,663.71			
5704	Totalfunds		2,000.00	Mail machine postage 12/18	01-001-000-0000-6203		N
5704			150.00	Mail machine annual fee 2020	01-001-000-0000-6203	4493375	N
	Warrant #	29866	Total...	2,150.00			
3647	Twin River Riders-Cannon Falls		5,356.67	2020 DNR snowmobile pmt#1	01-002-015-0000-6824		N
	Warrant #	29867	Total...	5,356.67			
8611	Visualgov Solutions Llc		738.00	E-check proc fees Q419	01-041-000-0000-5450	JS-4030	N
	Warrant #	29868	Total...	738.00			

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Warrant Form **WFXX-ACH**
Auditor's Warrants

Goodhue County

WARRANT REGISTER Auditor Warrants

Approved 01/10/2020
Pay Date 01/10/2020



3638	Wells Creek Riders-Frontenac		7,055.13	2020 DNR snowmobile pmt#1	01-002-015-0000-6824	N
	Warrant #	29869	Total...	7,055.13		
	Warrant Form	WFXX-ACH	Total...	123,070.60	43 Transactions	
			Final Total...	445,549.30	202 Transactions	

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Warrant Form **WFXX-ACH**
Auditor's Warrants

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Approved 01/10/2020
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<u>WARRANT RUN</u> <u>INFORMATION</u>	<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
59	WFXX	448782	448840	01/10/2020	01/10/2020				
21	WFXX-ACH	29849	29869	01/10/2020	01/10/2020	0		21	123,070.60
	TOTAL								

Goodhue County

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RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
1	293,508.72	County General Revenue	116,620.99	176,887.73
3	78,864.26	County Road and Bridge	3,708.75	75,155.51
11	378.44	Health & Human Service Fund	-	378.44
34	71,065.28	Capital Plan	2,384.48	68,680.80
61	1,607.60	Waste Management Facilities	356.38	1,251.22
72	125.00	Other Agency Funds	-	125.00
	445,549.30	TOTAL	123,070.60	322,478.70
			TOTAL ACH	TOTAL NON-ACH