



# Goodhue County

## Minnesota

### BOARD OF COMMISSIONERS AGENDA

COUNTY BOARD ROOM  
GOVERNMENT CENTER, RED WING

FEBRUARY 7, 2023  
9:00 A.M.

VIRTUAL MEETING LINK  
[HTTPS://MEET.GOTO.COM/991749813](https://meet.goto.com/991749813)

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#### **PLEDGE OF ALLEGIANCE**

##### **Disclosures of Interest**

##### **Review and approve the previous board meeting minutes.**

Documents:

[Jan 17.pdf](#)

##### **Review and approve the county board agenda**

##### **Review and approve the following items on the consent agenda:**

1. Approve Gambling Permit for Cannon Falls Youth Sporting Club, Inc. for May 21, 2023 raffle.

Documents:

[CF Youth Gambling.pdf](#)

2. Approve a PERA Phased Retirement Option (PRO) for Wayne Betcher.

Documents:

[2023 Phase Retirement Option \(PRO\) Request.pdf](#)

3. Approve 2023 Goodhue County Financial Policies

Documents:

[2023 Draft Financial Policies.pdf](#)

4. Approve Cannon Falls ARPA Broadband Reimbursement Request

Documents:

[Cannon Falls ARPA Broadband Reimbursement Request.pdf](#)

5. Approve the Appointment of Les Kylo to the Belle Creek Watershed District.

Documents:

[Belle Creek Watershed Appointment 2023.pdf](#)

6. Approve the out of state travel request for Public Safety Telecommunicator Alan Paron.

Documents:

[Out of State Travel Request - Alan Paron.pdf](#)

7. Approve Authorization to Set Public Works Bid Dates.

Documents:

[PW Bid Date Authorization.pdf](#)

8. Approve Final of 2022 Bituminous Paving Contract.

Documents:

[Final 2022 Paving.pdf](#)

9. Approve Final of 2022 Guardrail Contract.

Documents:

[Final 2022 Guardrail Contract.pdf](#)

10. Approve the Court Appointed Attorney Contract with Langdon Flodeen Law effective March 6, 2023.

Documents:

[Attorney Contract.pdf](#)

11. Approve the AFSCME Union Contract for 2023-2025.

Documents:

[Approve AFSCME Contract 2023-2025.pdf](#)  
[AFSCME - Contract - 2023-2025.pdf](#)

12. Approve the Highway Maintenance Superintendent.

Documents:

[Hwy Maint Superintendent.pdf](#)

13. Approve the job reclassification for the Public Works Sign Technician position.

Documents:

[Sign Technician recommendation.pdf](#)

14. Approve the LELS 78 Union Contract for 2023-2025.

Documents:

[Approve LELS 78 Contract 2023-2025.pdf](#)

[LELS 78 - Contract - 2023-2025.pdf](#)

## **Regular Agenda**

### **County Administrator's Report**

1. Request for Proposal (RFP) - County Branding

Documents:

[RFP Binder.pdf](#)

### **Human Resource Manager's Report**

1. Request to Hire Legal Secretary

Documents:

[Letter to Board.Request for New Legal Secretary.2023.pdf](#)

### **County Surveyor's Report**

1. Cannon Valley Trail

Documents:

[CVTPropTransfer.pdf](#)

2. Buffers

Documents:

[Buffer.pdf](#)

3. Old Highway 19 Parcel

Documents:

[OldHwy19Parcel.pdf](#)

### **Public Works Director's Report**

1. Five Year Bridge Replacement Program.

Documents:

[Five Year Bridge Replacement Program.pdf](#)

2. Five Year County Highway Construction Program.

Documents:

[Five Yr County Hwy Const Prog.pdf](#)

3. PUBLIC HEARING: Consider Update to Project List Eligible for Local Option Sales Tax Funding.

Documents:

[Update LOST Project List.pdf](#)

### **Closure & Removal of Bridge 25501**

Documents:

[Closure and removal of BR 25501 on CSAH 2.pdf](#)

### **For Your Information**

1. Closure of CSAH 2 Bridge 25501.

Documents:

[CSAH 2 Bridge Closure.pdf](#)

2. Project Status Report.

Documents:

[Project Status Report 7 Feb 23.pdf](#)

3. January Staffing Report

Documents:

[2023 Staffing Report.pdf](#)

4. Monthly Finance Reports

Documents:

[Capital Plan 12-2022.pdf](#)  
[Debt Services 12-2022 .pdf](#)  
[Ditch Fund 12-2022.pdf](#)  
[Fund Balance 12-2022.pdf](#)

### **County Board Committee Reports**

#### **New and Old Business**

#### **Review & Approve County Claims**

Documents:

[County Claims 2-7-23.pdf](#)

**ADJOURN**





**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
JANUARY 17, 2023**

The Goodhue County Board of Commissioners met on Tuesday, January 17, 2023, at 9:00 a.m. in regular session and again at 9:45 a.m. in Closed Session to discuss building security in the Goodhue County Boardroom, Red Wing, MN, with Commissioners Anderson, Majerus, Flanders, Betcher and Greseth all present.

C/Flanders asked for any disclosure of interest. C/Betcher noted that she would be in the election so she would not vote on the Election Judges item on the consent agenda.

<sup>1</sup> Moved by C/Majerus, seconded by C/Anderson, and carried to approve the January 3, 2022 County Board meeting minutes.

<sup>2</sup> Moved by C/Anderson, seconded by C/Majerus, and carried to approve the January 17, 2023 County Board Agenda.

Commissioner Betcher noted that she would abstain from voting on item #4 Approve Election Judges, since she would be participating in the election.

Administrator Arneson added a request to set a public hearing for the Public Works Department for Local Option Sales Tax (LOST) project list as item #7 on the consent agenda.

<sup>3</sup> Moved by C/Majerus, seconded by C/Betcher, and carried to approve the following items on the consent agenda as amended:

1. Approve 2023 Mileage Reimbursement Rate Policy
2. Approve Tuition Reimbursement for J. Skeen, HHS (Spring 2023)
3. Approve Hiawatha RC&D resolution
- 4.
5. Approve the 2023 Federal Boating Safety Supplemental Equipment grant
6. Approve 2023 Committee Appointments
7. Approve to set Public Hearing for Local Option Sales Tax.

**4. Approve the Election Judges for February 14, 2023 Special Election.**

<sup>4</sup> Moved by C/Anderson, seconded by C/Greseth, and carried to approve (4-0-1) with C/Betcher abstaining to approve Election Judges for Feb 14, 2023 Special Election.

**LAND USE MANAGEMENT DIRECTOR'S REPORT**

**PUBLIC HEARING: Consider Goodhue County Zoning Ordinance Updates.** The proposed amendment to Article 31 (Shoreland Regulations) to add language found in Minnesota Administrative Rules.

<sup>5</sup> Moved by C/Majerus, seconded by C/Anderson, and carried to approve to open the public hearing. C/Flanders asked three times for public comments. There were none.

<sup>6</sup> Moved by C/Greseth, seconded by C/Anderson, and carried to approve to close the public hearing.

<sup>7</sup> Moved by C/Majerus, seconded by C/Betcher, and carried to approve the Planning Advisory Commission recommendation and adopt the staff report into the record; accept the testimony, exhibits, and other evidence presented into the record; and APPROVE the amendment to Article 31 (Shoreland Regulations).

**"Braland Addition" Preliminary and Final Plat Review.** The request was submitted by Braland Family LTD Partnership (Owners) for Preliminary and Final Plat review of the proposed Braland Addition Plat comprising approximately 63.42-acres. Parcels 36.016.0900. 2351 490th Street Kenyon, MN 55946. Part of the E ½ of the SW ¼ of Section 16 TWP 109 Range 18 in Kenyon Township. A-1 Zoned District.

The Planning Commission held a public hearing on the issue and was recommending approval.

<sup>8</sup> Moved by C/Greseth, seconded by C/Anderson, and carried to approve the Planning Advisory Commission

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
JANUARY 17, 2023**

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recommendation and adopt the staff report into the record; accept the application, testimony, exhibits, and other evidence presented into the record; and APPROVE the request submitted by Braland Family LTD Partnership for Preliminary and Final Plat of the proposed "Braland Addition" Plat comprising approximately 63.42-acres.

**Request for IUP for an Event Center and Resort Facility (Villa Maria Ventures, LLC (John Rupp, Chief Manager) Request for an Interim Use Permit (IUP) to establish an Event Center and Resort Facility.** The proposal includes remodeling existing structures and constructing additions to provide spaces for lodging, cottages, on-site restaurant, and event spaces. 29847 County 2 BLVD Frontenac, MN 55026. Parcels 32.160.0040 and 32.012.0400. Blocks C, D, and E of Garrards South Extension plat and part of the SE ¼ of the SW ¼ of Section 12 TWP 112 Range 13 in Florence Township. CR (Commercial Recreational District).

C/Flanders questioned the applicant regarding following the rules moving forward. John Rupp addressed the board.

<sup>9</sup> Moved by C/Anderson, seconded by C/Majerus, and carried to approve the Planning Advisory Commission recommendation and 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 Villa Maria Ventures, LLC (John Rupp, Chief Manager) for an Interim Use Permit (IUP) to establish an Event Center and Resort Facility including remodeling existing structures and constructing various building additions to provide spaces for lodging, cottages, on-site restaurant, and event spaces. Subject to the following conditions:

1. Activities shall be conducted outdoors or within buildings that have not been structurally altered (after inspection by the Building Official) according to submitted plans, specifications, and narrative unless modified by a condition of this IUP until a Certificate of Occupancy is issued for Marian Hall. Any future uses or structures not specified within this IUP application shall require an amended IUP application and another public hearing should be held by the Goodhue County Planning Advisory Commission;
2. All event activities shall end no later than midnight;
3. On-street parking and loading/off-loading shall be prohibited;
4. Events exceeding 500 people shall obtain required permits per the Goodhue County Assembly Controls Ordinance;
5. Applicant shall provide construction documents compliant with the Minnesota Building Code Chapter 1300.0130 for review by June 23, 2023, to prevent expiration of this IUP;
6. Applicant shall obtain Building Permit approvals for proposed remodeling and additions from the Goodhue County Building Permits Department prior to beginning construction;
7. Applicant must provide a copy of a contract with a licensed septic service provider for any necessary septic system improvements, an operation/maintenance plan, and preparation of a wastewater plan for the entire facility. These documents shall be provided to the County Sanitarian and Zoning Administrator by June 23, 2023, to prevent expiration of this IUP;
8. Compliance with Goodhue County Zoning Ordinance including Article 30 CR, Commercial Recreational District;
9. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations including food, beverage, and lodging licenses from the Minnesota Department of Health. Verification of these licenses shall be submitted to the Zoning Administrator prior to hosting any events;
10. Applicant shall submit a Land Alteration Permit and associated grading/excavation plans for all projects disturbing 10,000 square feet or more of ground area. No grading or excavation shall take place without first obtaining a Land Alteration Permit from the Zoning Administrator and any associated permits from the Goodhue Soil and Water Conservation District and Minnesota DNR. Projects disturbing one acre or more of area shall obtain an NPDES permit from the MPCA. A copy of any NPDES permits shall be submitted to the Zoning Administrator prior to beginning work; and
11. This IUP shall expire 6 months from the date of approval by the Goodhue County Board if requested septic and building construc

**HUMAN RESOURCE MANAGER'S REPORT**

**January 17, 2023 Personnel Committee Report.** The Personnel Committee met prior to the board meeting with the following items on the agenda:

*Public Safety Telecommunicator.* The Personnel Committee recommended approval to hire two public safety telecommunicator positions to allow for training to fill an upcoming retirement.

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
JANUARY 17, 2023**

<sup>10</sup> Moved by C/Anderson, seconded by C/Greseth, and carried to approve to hire two public safety telecommunicator positions.

*Replacement of 1 FTE Public Health Nurse And Team Adjustments.* This item was addressed at the Health and Human Services Board meeting.

**FINANCE DIRECTOR’S REPORT**

**Eagleview Aerial Imagery Software for Assessing.** This issue was addressed at the Committee of the Whole prior to the board meeting. Staff recommended approval to move forward with the Eagleview Aerial Imagery Software for assessing with the cost to be paid for from unallocated fund balance and to include the 3 inch photos and the MLS option.

<sup>11</sup> Moved by C/Anderson, seconded by C/Betcher, and carried to approve the Eagleview Aerial Imagery Software with 3” imagery and the MLS affiliated membership for assessing with the cost to be paid for from unallocated fund balance.

**COMMITTEE REPORTS:**

C/Betcher	• Hiawatha Bus Routes are limited due to lack of drivers.
C/Greseth	•
C/Anderson	•
C/Majerus	•
C/Flanders	•
Administrator Arneson	•

**Review and Approve the County Claims**

<sup>12</sup> Moved by C/Anderson, seconded by C/Majerus, and carried to approve to pay the County claims in the amount of 01-General Revenue \$611,761.06, 03-Public Works \$220,804.88, 11- Human Service Fund \$140,053.40, 12- GC Family Services Collaborative \$00, 15- County Ditch 1 \$2,876.00, 20- National Opioid Settlement Fund \$595.00, 21-ISTS \$00, 25- EDA \$334.75, 30-Capital Improvement \$00, 31-Capital Equipment \$00, 34-Capital Equipment \$46,443.42, 35-Debt Services \$00, 40-County Ditch \$00, 61-Waste Management \$15,949.94, 62-Recycling Center \$00, 63-HHW \$00, 72-Other Agency Funds \$00, 81- Settlement \$132,492.69, in the total amount of \$1,171,310.69.

**Adjourn**

<sup>13</sup> Moved by C/Anderson, seconded by C/Majerus, and carried to approve to move to closed session to discuss building security.

<sup>14</sup> Moved by C/Greseth, seconded by C/Majerus, and carried to approve to move to open session for January 17, 2023, County Board Meeting.

<sup>15</sup> Moved by C/Majerus, seconded by C/Greseth, and carried to approve to adjourn the January 17, 2023, County Board Meeting.

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
JANUARY 17, 2023**

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SCOTT O. ARNESON  
COUNTY ADMINISTRATOR

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LINDA FLANDERS, CHAIR  
BOARD OF COUNTY COMMISSIONERS

MINUTE

1. Approved the January 3 , 2023, board meeting minutes. (Motion carried 5-0)
2. Approved the county board agenda. (Motion carried 5-0)
3. Approved the consent agenda as amended. (Motion carried 5-0)
4. Approved the Election Judges. (Motion carried 4-0-1)
5. Approved to open the public hearing. (Motion carried 5-0)
6. Approved to close the public hearing. (Motion carried 5-0)
7. Approved the Goodhue County Zoning Ordinance Updates. (Motion carried 5-0)
8. Approved the Braland Addition Preliminary and Final Plat Review, Kenyon Township. (Motion carried 5-0)
9. Approved the Interim Use Permit for Event Center and Resort Facility for Villa Maria Ventures, LLC, Florence Township. (Motion carried 5-0)
10. Approved to hire two Public Safety Telecommunicators. (Motion carried 5-0)
11. Approved to enter into a contract with Eagleview Aerial Imagery. (Motion carried 5-0)
12. Approved the county claims. (Motion carried 5-0)
13. Approved to move to a closed session. (Motion carried 5-0)
14. Approved to move to open session. (Motion carried 5-0)
15. Approved to adjourn the January 17, 2023 County Board Meeting. (Motion carried 5-0)



LG220 Application for Exempt Permit

R  
\$100  
#235

An exempt permit may be issued to a nonprofit organization that:  
• conducts lawful gambling on five or fewer days, and  
• awards less than \$50,000 in prizes during a calendar year.  
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Cannon Falls Youth Sporting Club, Inc Previous Gambling Permit Number: X-94386-22-004  
Minnesota Tax ID Number, if any: 5851975 Federal Employer ID Number (FEIN), if any: 83-1876947  
Mailing Address: Kennedy & Ruhsam Law Office; 121 4th Street North, Suite 2  
City: Cannon Falls State: MN Zip: 55009 County: Goodhue  
Name of Chief Executive Officer (CEO): Jeff Kiffmeyer  
CEO Daytime Phone: 507-951-3095 CEO Email: kiffj10@hotmail.com  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): jackschlichting@gmail.com Secretary of CFYSC, Inc

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)  
 **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100 [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767  
 **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.  
 **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Wanamingo Sportsmen's Club  
Physical Address (do not use P.O. box): 11401 County 30 Blvd  
Check one:  
 City: Wanamingo Zip: MN County: Goodhue  
 Township: Wanamingo Twp Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): Sunday May 21, 2023

Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: Wanamingo

Signature of City Personnel: [Signature]

Title: City Administrator Date: 12/12/2022

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 5 Nov 2022  
(Signature must be CEO's signature; designee may not sign)

Print Name: Jeff Kiffmeyer

**REQUIREMENTS**

- Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
  - all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**  
a copy of your proof of nonprofit status; and application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.





**Marty Kelly**  
Goodhue County Sheriff

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

**DATE:** January 23, 2023  
**TO:** Goodhue County Board of Commissioners  
**FROM:** Marty Kelly, Sheriff  
Chad Steffen, Communications Captain  
**RE:** Request to approve a PERA Phased Retirement Option (PRO)

**Summary**

On January 16, 2023 Sergeant Wayne Betcher provided his notice of retirement after 32-years of service to our Emergency Communications Center. Sgt. Betcher’s last day of full-time employment will be May 31, 2023. Mr. Betcher is requesting Phased Retirement Option (PRO) for the remainder of 2023. We recommend adding a 0.5 FTE Public Safety Telecommunicator Sergeant position in order to facilitate the PRO as well as the pass down of institutional knowledge as Mr. Betcher transitions into retirement.

**Background**

Sgt. Wayne Betcher has developed invaluable and specific operational knowledge of our Computer Aided Dispatch (CAD) software and the 9-1-1 mapping software. These tools are used by all public safety agencies within Goodhue County. A phased retirement option is beneficial to our succession planning and continuity of operations to allow a Phased Retirement Option (PRO) for the remainder of 2023, with an end of the year evaluation and possible continuation into 2024.

For the 2023 budget, the Emergency Communications Center has 12 approved FTEs: 8 full-time PSTs and 4 full-time PST Sergeants. On January 6<sup>th</sup>, we had 1 full-time PST accept another position within the county. As discussed, we intend to hire as soon as possible and while staff train their hours are allocated to the E911 grant fund. Since new staff are compensated out of E911 during training, there is savings within the approved salaries and wages budget for the Emergency Communications Center which would cover the additional 0.5 FTE PST Sergeant as shown below.

Employee	Grade/Step	Rate	Date	Weekly Hour/# of weeks	Cost
1 FTE PST	Grade 81/Step 9	\$32.62	1/3/23 – 6/1/23	40.25/21	\$27,572.06
.5 FTE PST Sergeant	Grade 83/Step 12	\$43.70	6/1/23 – 12/31/23	20/31	\$27,094.00
					<i>Under \$478.06</i>

If the additional 0.5 FTE is approved, the 2023 budget will still be under by \$478.06. In the 3<sup>rd</sup>- 4<sup>th</sup> quarter of 2023, Command Staff will again review the Emergency Communication Center’s staffing needs.

**OFFICE OF THE GOODHUE COUNTY SHERIFF**

ADULT DETENTION  
CENTER  
651.267.2804

CIVIL DIVISION  
651.267.2601

RECORDS DIVISION  
651-267-2600

EMERGENCY  
MANAGEMENT  
651.267.2639

EMERGENCY  
COMMUNICATIONS  
651.385.3155



**Recommendation**

Recognizing the importance of succession planning and continuity of operations, we recommend the Board authorize adding a 0.5 FTE PST Sergeant position to facilitate the PRO for Sgt. Wayne Betcher with an evaluation for possible continuation into 2024 by year's end.



Lucas Dahling  
Goodhue County Finance Controller  
Goodhue County Finance & Taxpayer Services

*Lucas.dahling@co.goodhue.mn.us*  
509 W. Fifth St.  
Red Wing, MN 55066  
Phone (651) 385-3021

TO: County Board of Commissioners  
FROM: Lucas Dahling, Goodhue County Finance Controller  
SUBJECT: Approve 2023 Goodhue County Financial Policies  
DATE: February 7, 2023

## **BACKGROUND**

The Finance Department reviews their policies and submits them to the Board for review and approval on an annual basis.

## **DISCUSSION**

There are currently nine policies included in the attached Financial Policies Manual: Fixed Assets, Capital Planning, Investments, Debt Management, Fund Balance, Purchasing, Federal Procurement, Cash Handling and Banking, and Payment Card Acceptance.

Changes to the 2023 policies are minor and include language updates in the Leases section within the Fixed Assets and Purchasing Policies. These updates were made to aid in conformance with new lease accounting standards. Language within the 27<sup>th</sup> Payroll and Capital Sections of the Fund Balance Policy have also been updated. The Financial Policies have been reviewed by the management team.

By periodically having the Board review and approve the Financial Policies, it serves three purposes:

1. Allows new Commissioners the opportunity to review and understand the policies,
2. Serves as a refresher to long standing Commissioners, and
3. Shows the County's independent auditor and other financial consultants and rating agencies that the County Board reviews its Financial Policies on a regular basis and takes financial stewardship very serious.

## **RECOMMENDATION**

Staff recommends the Goodhue County Board approve the Goodhue County Financial Policies.

## **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
1121 West 4<sup>th</sup> Street  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd.  
Wanamingo, MN 55983

JASON MAJERUS  
4<sup>th</sup> District  
39111 County 2 Blvd.  
Goodhue, MN 55027

SUSAN BETCHER  
5<sup>th</sup> District  
30133 Lakeview Ave  
Red Wing, MN 55066



# FINANCIAL POLICIES



Adopted: June 4, 2019  
Amended: February 7, 2023

*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 new accounting rules leased assets will no longer be accounted for; instead an intangible asset that represents the right to use the leased asset will be recorded. Criteria for this treatment include lease term/length, lease renewal options, lease payment amounts and the characteristics of the item being leased. Departments must contact Finance prior to a new lease being signed as well as when a current lease is being renewed.

## 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.

<b>Asset Class</b>	<b>Useful Life (years)</b>
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
- Contact Finance prior to signing a new lease or renewing a current lease
- 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
<b>Land Purchases &amp; Improvements</b>	Open	
<b>Infrastructure</b>		
Roads	+/- 50	
Bridges	+/- 75	
Trails, Sidewalks, & Curb	15-25	
<b>Buildings</b>		
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	
<b>Motor Vehicles &amp; Trailers</b>		
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	
<b>Inland Marine – Contractors Equipment</b>		

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	
<b>Miscellaneous Personal Property Equipment, EM</b>		
Boats	10	
Ballistic Vests (expiration date)	5	
Tasers (expiration date)	5	
Defibrillators (expiration date)	12	
Other Equipment	5-15	
<b>Electronic Data Processing Equipment</b>		
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 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 four types of funds: general revenue, special revenue, debt service, and capital.

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 between of 35-50% 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, and
- To act as the County's emergency reserve to be used 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.

27<sup>th</sup> 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 - \$1.2 million. This balance will be used to fund the payout of the rare occurrence of a 27<sup>th</sup> payroll period in a fiscal year.

Capital: Based on historical capital spending (adjusted for inflation), the County will strive to maintain a capital reserve balance of 30-40% of the subsequent year's budgeted Capital Levy. 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, Economic Development, and Ditch), 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
- 27<sup>th</sup> 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 27<sup>th</sup> 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 27<sup>th</sup> 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 27<sup>th</sup> 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 27<sup>th</sup> 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 27<sup>th</sup> 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 - \$175,000	Formal quotes/direct negotiation <or> sealed bids	--Department Head --Finance Director --County Administrator --County Board (if deemed appropriate by the County Administrator)
\$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 \$175,000 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.

In accordance with Minn. Stat. 375.22 Sub. D. 1, In case of an emergency arising from breakage, damage, or decay in county property that cannot be allowed to wait for the time required to advertise for bids, repairs may be made without advertising for bids if the work is authorized by a majority of the board of county commissioners, and the action is ratified and recorded in the official proceedings of the board at its next meeting.

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](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." Departments must contact Finance prior to a new lease being signed as well as when a current lease is being renewed.



### 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.

<b>Threshold</b>	<b>Approval</b>
< \$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
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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
- Contact Finance prior to signing a new lease or renewing a current lease

### 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 - \$25,000)
  - No quotations needed if price is reasonable
  - Equitable distributions among qualified suppliers
  - Department head (or designee) signs invoices for payment
- Small Purchases (\$25,001 - \$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 implanting 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](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](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.

# CASH HANDLING AND BANKING POLICY

## 1. Purpose

The purpose of this policy is to establish minimum standards to ensure clear and consistent practices within the County for the handling of cash and the receipt of revenue. This policy also standardizes cash controls as well as provides guidance to departments on improving cash handling skills and accountability.

## 2. Scope

This policy applies to all offices, departments, and agencies in which Goodhue County is the fiscal agent.

## 3. General Policies

### a. Bank Account Approvals

Departments are required to receive approval from the Finance Director prior to opening any bank account. The Finance Director must be made aware of all bank accounts and will also be designated a “decision maker” or equivalent for all accounts. All Employee Activity, Employee Committee, or Sunshine Committee accounts are exempt from this policy.

The Finance Department will work to address risks related to banking activity, cash handling and payment settlement. Where possible, preventative measures shall be taken to identify and limit the occurrence of and implement the best defenses to deter these risks. Proper controls should be established to account for cash and receipting activity and reconciled cash and banking records shall be maintained to support these receipting transactions.

Departments must ensure that adequate control procedures are in place to secure the collection and proper receipt of funds, and to maintain internal controls and accountability of cash receipts. Specific departmental actions should include:

- i. Take proper measures to safeguard County funds.
- ii. Provide clearly written procedures for their department’s cash handling activities.
- iii. Ensure that procedures comply with County Policy.
- iv. Maintain a cash handling system that will prevent, detect or deter fraud.
- v. Maintain proper internal controls and accounting of receipts.

## 4. Control Standards

### a. Cash Handling and Receipting Controls

Adequate cash handling and receipting procedures should be in place to ensure that all payments received are processed and may be traced from initial receipt to final disposition. This procedure for handling cash receipts shall be designed to provide accountability for all money received by the County, in accordance with accepted standards of control and accounting practices. These procedures will be followed when accepting and receipting funds:

- i. Provide/utilize receipts for all acceptance of money or payment.

- ii. Receipt information will include the date issued, name of payer, net amount received, and sufficient information to identify the purpose of the payment. Also included should be any identifying number, form of payment, identification of person accepting payment and account to which payment is to be credited.
- iii. Coins and currency should generally be accepted only when an official County receipt can be provided at the time of payment.
- iv. Upon receipt, checks should be restrictively endorsed promptly. Any supplementary information required to ensure subsequent collection should be requested, entered on the face of the check and proper acknowledgement obtained from the payer.
- v. Checks accepted must be signed and have the payer's name, address and telephone number indicated on the check. When appropriate, identification data should be provided by the payer.
- vi. Postdated checks will not be accepted. Third party checks may be accepted if properly endorsed on a non-repetitive basis.
- vii. Checks may not be substituted for cash. Personal transactions with County funds are strictly prohibited. Money will not be loaned from County funds, and no department is authorized to cash checks from County funds.
- viii. Credit cards may be accepted for payment at authorized/approved locations if the payer presents the actual card or provides the account number, card holder name, expiration date and proper identification. An authorization code will be obtained through the credit card terminal prior to acceptance and receipting of the payment.

**b. Access Controls**

Adequate control over the access to funds must be maintained at all times. Proper control of processing and storage of cash funds should be in place for all authorized points of collection. Access to vaults and safes should be limited. General security guidelines for handling and receipting County funds should include:

- i. Secure work areas should be available for individuals handling cash.
- ii. No funds are to be left unattended or unsecured.
- iii. The number of persons in each department required to actually handle County funds should be kept to a minimum. Individual accountability should always exist in handling County funds and all exchanges of funds must be documented.
- iv. Each cash fund will be maintained separately. County funds should not be commingled with non-County funds.
- v. All County funds received should be secured in a locked cash register, drawer or cash box and when not physically guarded kept in a secure safe, room, or cabinet not commonly accessible.
- vi. Vault combinations should be limited to the smallest number of individuals. Vault or safe combinations should never be written down in the cash-handling area.
- vii. Employees having County funds in their custody should be constantly aware of the possibility of the loss of funds due to theft, robbery, or error. Reasonable precautions to prevent losses should be taken. Safekeeping arrangements should be maintained for County funds and the amount of money retained on-hand and subject to loss should be the absolute minimum necessary for that activity

**c. Transferring and Depositing Controls**

The County's policy is to require a witnessed cash count and reconciliation whenever funds change hands. Accountability must be maintained through a proper chain of custody, whether transferring between departments or locations.

- i. Departments shall deliver cash collected to the Finance Department at least once a week.
- ii. A cash count shall occur whenever County funds change hands.
- iii. The relinquishing and receiving custodian will sign off on the cash count and reconciliation to complete the transfer of funds.
- iv. All receipts must be deposited in the bank on a daily basis by the Finance Department.
- v. All cash payments are to be deposited in total, and may not be used for any other purpose.
- vi. Cash receipts documents should be prepared promptly and should be dated the same day as the funds are received. Deposits should be made that day or no later than the following morning.

**d. Staffing and Training for Cash Handling Responsibilities**

- i. All new employees hired for positions responsible for handling cash are required to have a criminal background check prior to being assigned.
- ii. Each department within the County that is responsible for handling cash will perform a review of this policy annually at a minimum. The purpose is to ensure procedures are up to date, understood, and followed. The following departments are subject to review of this policy:
  - 1. Court Services
  - 2. Finance & Taxpayer Services
  - 3. Health & Human Services
  - 4. Land Use Management
  - 5. Public Works
  - 6. Recorder
  - 7. Sheriff
  - 8. Veterans Service
- iii. Each employee that handles money must review and acknowledge their compliance with the policy annually. The Finance Department will track employee acknowledgment of this policy.
- iv. All County personnel handling County funds should be advised of the proper actions to take in the event of a robbery or actual loss of funds. Employees should not endanger themselves or others by attempting to resist. Generally, the instruction issued by persons attempting an armed robbery should be followed as precisely as possible. No more or less action than specified should be followed.

**e. Record Retention**

Cash collection sites are required to maintain supporting documentation. Documents should be retained according to the County's record retention schedule. The record retention requirements identified in MN Statutes 384.14 and 138.17 will be followed where any specific requirements are not made.

# PAYMENT CARD ACCEPTANCE POLICY

## 1. Purpose

The purpose of this policy is to enhance customer convenience, certainty of collection, timeliness of payment, and minimize processing fees. The policy is also to ensure sensitive payment card information is handled safely by complying with the Payment Card Industry's Data Security Standards (PCI-DSS).

## 2. Scope

This policy applies to all offices, departments, and agencies in which Goodhue County is the fiscal agent.

## 3. General Policy

Goodhue County will accept electronic payments including credit and debit cards. Payments will be processed utilizing an authorized third-party provider. The Finance Department has overall authority and responsibility for accepting credit and debit card payments. This responsibility includes system administration and managing user access, reconciling and recording activity in the bank and the general ledger, and processing refunds. Departments are responsible for processing over-the-counter (OTC) transactions in a responsible manner, completing required processes (e.g. permits) after payment is made, and complying with all sections of this policy.

PCI-DSS is a worldwide security standard designed to ensure that all organizations that process, store, or transmit credit card information maintain a secure environment. The standard was created to protect cardholders against misuse of their personal information. Departments that accept payments cards must protect cardholder information. This information cannot be stored electronically and the County must remain PCI-DSS compliant. The PCI-DSS complete requirements as well as a quick reference guide can be found on the following website: [https://www.pcisecuritystandards.org/document\\_library](https://www.pcisecuritystandards.org/document_library).

## 4. Credit and Debit Card Acceptance Considerations

The Finance Director will review for approval all departmental requests for credit and debit card payment acceptance. Requests should include volume of transactions, expected revenue, costs incurred and avoided by accepting cards, treatment of fees, convenience of customer, and proposed departmental procedures including separation of duties and security of card information.

## 5. Responsibilities

### Finance Department

- Ensure the County is compliance with PCI-DSS requirements
- Review requests for credit and debit card acceptance from Departments
- Daily balancing of activity and recording in the accounting system
- Processing refund transactions
- Monitoring system activity and compliance with policy
- Reviewing fees for reasonableness and accuracy

- Maintaining system user access and rights
- Managing system configuration
- Managing report distribution

#### Information Technology Department

- Ensure the County is in compliance with all technology related PCI-DSS requirements
- Ensure all hardware and software interface appropriately

#### Other Departments

- Assist in completing annual PCI-DSS Self-Assessment Questionnaire
- Treat customers' private data according to the requirements defined in PCI-DSS
- Ensure all devices within department merchant's cardholder data environment are secured to fullest extent possible
- Ensure all card data collected is secured and only secure communication and/or encrypted connections are being utilized for processing transactions
- Review transaction activity for accuracy in a timely manner
- Complete all department processes required subsequent to receiving payment (issuing permits, delivering goods, etc.)
- Notify Finance Department of user changes in a timely manner
- Documenting and obtaining approvals for processing of refunds and submitting to Finance in a timely manner





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

*Brian.anderson@co.goodhue.mn.us*  
509 W. Fifth St.  
Red Wing, MN 55066  
Phone (651) 385-3032

TO: County Board of Commissioners  
FROM: Brian J. Anderson, Goodhue County Auditor/Treasurer  
SUBJECT: Cannon Falls ARPA Broadband Reimbursement Request  
DATE: February 7, 2023

### Background

The City of Cannon Fall reached out to Goodhue County about a year ago to discuss assisting in the financing of adding a second communications ring around the City's water tower. The first ring is currently filled with communication antennas and the expansion of another ring would allow for more carriers and/or more equipment to be placed on the tower, allowing for better wireless service to surrounding area. County administration and finance tentatively agreed to propose the request before Board for consideration of funding \$50,000 towards the project with ARPA Broadband funds.



### Discussion

The City was in the process of painting the water tower which would require the removal of all antennas (picture before removal), including the emergency management antennas that Goodhue County owns and operates but pays no annual fees to use. The project is now complete with the second ring installed and the City of Cannon Falls has submitted a request for the County to contribute \$50,000 towards the expansion of the new communications ring.

Should the Board approve the request, staff would recommend the revenue source come from the County's ARPA Funds, specifically from the Broadband funds as this project does relate to expanding wireless communications to area homes and businesses. The ARPA Broadband fund was initially approved with \$1.6m, has approximately \$900k earmarked for two grants, has actually spend \$19,000 for the project in Welch, and has a remaining balance of **\$681,000**.



### Recommendation

Staff recommends that the County Board approve the request by the City of Cannon Falls for the use of \$50,000 to pay towards the second ring on the Cannon Falls water tower with the use of County Broadband ARPA funds.



# Goodhue County ARPA Funding Application Form

The ARPA Funding Application Form must be submitted prior to disbursement of the funds.  
Submit by email to [Brian.anderson@co.goodhue.mn.us](mailto:Brian.anderson@co.goodhue.mn.us).

Name of Organization <i>City of Cannon Falls</i>	Phone Number <i>507-263-9304-Office</i> <i>507-951-4048-Cell</i>
Name and Title of Contact Person <i>Neil Jensen City Administrator</i>	Email Address <i>NJensen@CannonfallsMN.gov</i>

1. Write and attach a 50 to 250 word description of the program in which you are requesting funding.
2. Specifically list eligible COVID-19 expenses and amounts:

a.	<i>NEW Broadband Railing on Water Tower</i>	<i>\$50,000</i>
b.		
c.		
d.		
	<b>Total</b>	<i>\$50,000</i>

By submitting this application, the above-named organization certifies that it will honor all commitments in the Statements below and in the Document overview.

1. The distribution of funds will be used by the organization only to cover those costs that occurred on or after March 3, 2021 or will occur before December 31, 2024. A cost is incurred when the local government has expended funds to cover the cost. The costs must also meet one of the four following requirements:
  - a. Pay for government services; or
  - b. Support the COVID-19 public health and economic response; or
  - c. Provide premium pay for eligible workers performing essential work; or
  - d. Invest in water, sewer, and broadband infrastructure
2. The funds distributed pursuant to this certification will not be used by the organization in any manner contrary to federal guidance. This includes, but is not limited to:
  - a. Make a deposit into a pension fund, and
  - b. Make debt service payments, replenish reserves, or satisfy settlements or judgements; and
  - c. Use as non-Federal cost share or match where prohibited by other Federal Programs; and
  - d. Use for a project that conflicts or contravenes the purpose of ARPA, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.
3. The organization is responsible for repayment of any funds used by the organization in any manner contrary to federal guidance.
4. The organization shall maintain complete and accurate records with respect to costs incurred under this application for a period of at least 5 (five) years after all ARPA funds have been expended. The organization shall allow the County, or other persons or agencies authorized by the County, including Legislative or State Auditor, access to the records of the organization at reasonable hours, including all books, records, documents, and accounting procedures and practices of the organization relevant to the application, for purposes of audit.
5. The organization understands that these funds are subject to the requirements under the Single Audit Act (31 U.S.C. 7501-7507) and the related provisions of the Uniform Guidance 2 C.F.R 200.303 regarding internal controls, 200.331 through 200.333 regarding sub-recipient monitoring and management, and subpart F regarding audit requirements.

***I certify that I have the authority to complete this application form on behalf of the organization.***

Signature of Chief Executive of Organization <i>Neil Jensen</i>	Title <i>City Administrator</i>	Date <i>12-16-22</i>
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## 2022 Cannon Falls Broadband Antenna Railing Project

The City of Cannon Falls is requesting \$50,000 to install a new larger railing on the Cannon Falls Water Tower. The new railing will provide additional space for new broadband companies to install their antenna's. This will increase internet service outside of the City of Cannon Falls. There are multiple areas in the surrounding townships that are not served or underserved with good reliable internet. This railing will provide the opportunity for service providers to expand service in the township.



**Brad Anderson**  
County Commissioner District 2  
Goodhue County

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509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

To: Board of Commissioners

From: Commissioner Brad Anderson

Date: January 30, 2023

Re: Re-appointment to Belle Creek Watershed District

I would like to recommend the re-appointment of Les Kylo to the Belle Creek Watershed District Managers. Mr. Kylo's current term ends 12/31/22. His reappointment would be 12/31/23-12/31/25.

## GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS  
1<sup>st</sup> District  
1121 W 4<sup>th</sup> St.  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd  
Wanamingo, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

SUSAN BETCHER  
5<sup>th</sup> District  
30133 Lakeview Ave.  
Red Wing, MN 55066

*An Equal Opportunity Employer*



**Marty Kelly**  
Goodhue County Sheriff

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

TO: Goodhue County Commissioners

FROM: Marty Kelly, Sheriff  
Chad Steffen, Communications Captain

DATE: January 30, 2023

RE: **Out of State Travel Request**

**Summary:**

It is requested that the County Board approve the out of state travel for Public Safety Telecommunicator Alan Paron in order to attend the 9-1-1 Goes to Washington Conference from February 26<sup>th</sup> – March 2<sup>nd</sup>.

**Background:**

In late 2022, MN DPS's Emergency Communication Network (ECN) approved our Public Safety Telecommunicators ability to attend additional trainings and conferences. As the provider of our E911 grant funds, they have approved the use of these funds to cover all costs associated to professional development. This includes any registration, travel, lodging and the backfill of salaries in order for staff to be away.

9-1-1 Goes to Washington is held in Washington, D.C. from February 26<sup>th</sup> – March 2<sup>nd</sup>. Attendance by our staff is very important for several reasons. This is a new Congress, providing us fresh opportunities to secure funding for Next Generation 9-1-1 (NG911) to ensure that all Americans have access to the best possible 9-1-1 service no matter where they live, work, or travel and seeing 9-1-1 professionals reclassified as "Protective Service" occupation to validate the skilled, difficult work of all PSTs across the country. ECN is encouraging attendance by our staff. This conference will provide a unique combination of education and attendee-led dialogue with elected and appointed officials. Additional information can be found at:

<https://www.nena.org/page/gtw>

Out of state travel is being addressed at the February Budget Committee, however, we will need to make reservations, book flights and lodging before then.

Registration: \$515.00  
Travel: \$650.00-800.00 approximately  
Lodging: \$800.00 approximately

**Recommendation:**

It is the recommendation of staff that the County Board approve this out of state travel request using existing E911 grant funding as allocated by MN DPS ECN.

**OFFICE OF THE GOODHUE COUNTY SHERIFF**

ADULT DETENTION  
CENTER  
651.267.2804

CIVIL DIVISION  
651.267.2601

RECORDS DIVISION  
651-267-2600

EMERGENCY  
MANAGEMENT  
651.267.2639

EMERGENCY  
COMMUNICATIONS  
651.385.3155



**Jess L. Greenwood, P.E.**  
Deputy Director – Assistant Engineer  
Goodhue County Public Works Department

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

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Jess L. Greenwood, Deputy Director / Assistant Engineer

RE: 07 Feb 23 County Board Meeting – **CONSENT AGENDA**  
**2023 Set Bid Date Authorization**

Date: 19 Jan 23

### Summary

It is requested that the County Board authorize Public Works to set bid opening dates for the 2023 highway contracts as each project is ready for bidding.

### Background

The last several years the County Board authorized the Public Works Department to set bid opening dates for the highway projects as the plans and bid packages became ready for advertisement. This advanced authorization has enabled us to prevent the loss of valuable construction time. Along with this advanced approval process, Public Works will keep the board informed of bid dates as they are set throughout the year and will include that information as a part of the Project Status Report included on each County Board agenda.

### Recommendation

It is the recommendation of staff that the County Board authorize Public Works to set bid opening dates for the 2023 highway projects as each project is ready to bid and keep the County Board informed of bid dates.





**Jess Greenwood, P.E.**  
Deputy Director – Assistant Engineer  
Goodhue County Public Works Department

2140 Pioneer Road  
Red Wing, MN 55066  
Office (651) 385-3025

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Jess Greenwood - Deputy Director / Assistant Engineer

RE: 07 Feb 23 County Board Meeting – **CONSENT AGENDA**  
**Request Final Approval of Project SAP 025-609-037, et al.**  
**2022 Paving Contract**

DATE: 31 Jan 23

#### Summary

It is requested that the County Board approve the attached resolution to accept and disburse final payment of Contract Projects SAP 025-609-037, SAP 025-620-001, SAP 025-622-002, SAP 025-624-021, SAP 025-624-022, SAP 025-625-008, SAP 025-629-002, SAP 025-666-007, CP 025-036-001, CP 025-398-001, CP 025-521-001, 159-MP-22-015, and MP 9200-22.

#### Background

This contract was for bituminous paving on CSAH 9, 17, 20, 22, 24, 25, 29, & 66, Kenyon Township Bridge Br 25555 Deck Paving, Recycling Center Parking Lot, Byllesby AIS Lanes, City of Cannon Falls – Park Street, and the City of Red Wing – Annual Paving. The contractor on this project was Rochester Sand & Gravel of Rochester, MN. Work commenced on 06 June 22 and was completed on 08 November 22. Original contract amount was \$7,113,418.73. The revised contract amount was \$7,186,112.86. Final contract amount is \$7,043,135.13. Final payment to the contractor is \$395,498.73.

Completed contract amount is 1.99% below the revised contract amount.

#### Alternatives

➤ None.

#### Recommendation

It is the recommendation of staff that the County Board approve the attached resolution and final this contract.

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

Date: 07 Feb 2023

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WHEREAS, Contract No. 60937; SAP 025-609-037, SAP 025-620-001, SAP 025-622-002, SAP 025-624-021, SAP 025-624-022, SAP 025-625-008, SAP 025-629-002, SAP 025-666-007, CP 025-036-001, CP 025-398-001, CP 025-521-001, 159-MP-22-015, and MP 9200-22 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, Rochester Sand & Gravel, is \$395,498.73.

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

---

State of Minnesota  
County of Goodhue

Flanders	Yes	___	No	___
Anderson	Yes	___	No	___
Betcher	Yes	___	No	___
Majerus	Yes	___	No	___
Greseth	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 7<sup>th</sup> day of February 2023, 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 7<sup>th</sup> day of February 2023.

---

Scott Arneson  
County Administrator





**Jess L. Greenwood, P.E.**  
Deputy Director – Assistant Engineer  
Goodhue County Public Works Department

2140 Pioneer Road  
Red Wing, MN 55066  
Office (651) 385-3025

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

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

RE: 07 Feb 23 County Board Meeting – **CONSENT AGENDA**  
**Final 2022 Guardrail Contract**

DATE: 25 Jan 23

#### Summary

It is requested that the County Board approve the attached resolution to accept and approve final payment of the 2022 Guardrail Contract.

#### Background

This contract was for approximately 1.3 miles of guardrail on CSAH 7, 27, and CR 46. The contractor for this project was Mattison Contractors of Knapp, WI. The original contract amount was \$204,520.50 and the final contract amount is \$234,087.00. Final payment to the contractor is \$11,704.35. Completed contract amount is 114.5% of the original contract amount. Contract overage was attributable to the need for additional anchorage assemblies necessary for installation of the planned guardrail installations.

#### Alternatives

➤ None.

#### Recommendation

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: 07 Feb 2023

---

WHEREAS, Contract No. C.P. 025-422-001 2022 Guardrail 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, Mattison Contractors, is \$11,704.35.

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

---

State of Minnesota  
County of Goodhue

Flanders	___	No ___
Anderson	___	No ___
Majerus	___	No ___
Betcher	___	No ___
Greseth	___	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 07<sup>th</sup> day of February 2023, 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, on this 07<sup>th</sup> day of February 2023.

---

Scott Arneson  
County Administrator



**Scott O. Arneson**  
County Administrator  
Goodhue County

509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

To: Goodhue County Board of Commissioners

From: Scott O. Arneson, County Administrator

Date: February 1, 2023

RE: Court Appointed Attorney Contracts

Due to cuts in funding for State Public Defenders, beginning in 2009, Goodhue County was forced to absorb costs associated with court appointed attorneys in Children in Need of Protection or Services (CHIPS), Termination of Parental Rights (TPR), Truancies, Child Support Contempt, Paternity and Commitment and Guardianship/Conservatorship matters. At that time, county staff met with the Court Administrator's Office and Judges to review the process for which attorneys are appointed in these and other county paid representation matters. With no increase to the budget, staff proposed and the board approved, establishing five contracts with interested attorneys. To date, this process has worked well for all involved including Court Administration staff, judges and attorneys.

Recently, Attorney Karen England, who currently holds one of the four contracts, submitted a requested to terminate her contract with Goodhue County effective 12/31/2022. Ms. England had a three-year contract with the county effective through December 31, 2024. County Administration, the County Attorney's Office and Court Administration has discussed the vacancy and recommends the board approve the attached contract with Langdon Flodeen Law, with a start date of March 6, 2023, for the term ending December 31, 2024. This contract will take the place of the contract Goodhue County held with Karen England for court appointed attorneys in Children in Need of Protection or Services (CHIPS) and Termination of Parental Rights (TPR), Truancies, Child Support Contempt, and Paternity matters.

## **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
1121 W 4<sup>th</sup> St.  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd  
Wanamingo, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

SUSAN BETCHER  
5<sup>th</sup> District  
30133 Lakeview Ave.  
Red Wing, MN 55066

*An Equal Opportunity Employer*

**COUNTY OF GOODHUE  
PROFESSIONAL SERVICES AGREEMENT  
(CHIPS, TPR, Truancy, Paternity, and Child Support)**

**THIS AGREEMENT**, by and between the County of Goodhue, Minnesota, hereinafter referred to as "County," and Langdon Flodeen Law, Minnesota, hereinafter referred to as "Provider."

**RECITALS:**

- a. Due to changes in funding for State Public Defenders, County will be absorbing costs associated with court appointed attorneys in certain cases. County wishes to establish four contracts with interested attorneys for the following cases: CHIPS/TPR, Truancies, Child Support Contempt, and Paternity matters. These contracts will be twelve month agreements with monthly payments as follows:

Pay Table A:

Time period:	Rate:
February 1, 2023- December 31, 2023	\$2,363.90/month
January 1, 2024- December 31, 2024	\$2,423.00/month

The county also intends on establishing one additional contract for Commitment and Guardianship/Conservatorship matters. This contract will be for \$1,691.25 per month for a thirty-six month term.

The Court Administrator's Office will assign cases on a rotating basis through the approved list of attorneys to assure an even caseload and to resolve any conflicts. The list of approved attorneys will be maintained by Court Administration. Contracting attorneys will be required to perform an equal prorated share of eligible case work as assigned by Court Administration; and

- b. Provider is an entity formed for the purpose of providing legal services; and
- c. The County seeks to enter into an agreement for the provision of legal representation to individuals in cases requiring attorneys appointed by a Judge of the Court.

**NOW THEREFORE**, in consideration of the mutual undertakings and agreement contained within this agreement, the County and Provider hereby agree as follows:

1. **Scope of Work**  
**Attorneys for CHIPS, TPR, Truancy, Paternity, and Child Support**

- a. The undersigned attorneys agree to accept all appointments when the Court has authority to appoint counsel at the expense of the County, including:
- Appointments to represent parents or legal custodians in CHIPS and TPR matters (all qualifying cases);

- Appointments to represent children under age 10\* in CHIPS and TPR matters (judicially selected cases);
- Appointments to represent children in Truancy matters (all qualifying cases);
- Appointments to represent parents or legal custodians in Truancy matters (judicially selected cases);
- Appointments to represent parties in Paternity matters under the Parentage Act (all qualifying cases);
- Appointments to represent parties in 1<sup>st</sup> and 2<sup>nd</sup> stage Child Support Contempt matters;

But excluding:

- Appointments on Guardianship, Conservatorship, or Commitment matters (all qualifying cases); and
- Appointments on Sexually Dangerous Civil Commitment matters.

\*NOTE: If an attorney is appointed to represent a child under age 10 and the child thereafter reaches the age of 10, the appointment does not cease merely because the child has reached the age of 10.

- b. Appointments shall be made on a rotating basis by Goodhue County Court Administration.
- c. Attorneys appointed under this Contract shall be paid a set monthly fee. The monthly fee will be paid within a reasonable time of submission of invoices to the Goodhue County Court Administrator. The invoices shall identify the matter worked on by case name and file number, the type of matter (CHIPS, TPR, Truancy, Paternity, or Contempt), the date, time and type of work performed and the hours worked on each individual matter. The set monthly fee as laid out above in Pay Table A, regardless of the hours billed. Invoices are to be submitted on a form approved by the Goodhue County Finance Department.
- d. Attorneys appointed under this Contract are independent contractors and not County employees. As independent contractors, the attorneys are responsible to pay their own licensing fees, taxes and shall provide their own insurance (including malpractice) and expenses (including mileage). The County will neither pay nor withhold federal, state, or local income tax or payroll tax of any kind on behalf of the independent contractor and the independent contractor shall not be treated as a County employee for the services performed. Contractor shall not portray themselves as being employees of County at any time in the performance of their duties under this contract.
- e. This Contract is effective February 1, 2023, through December 31, 2024.
- f. This Contract may be rescinded by the County at any time with or without cause (if a significant change in funding occurs). Attorneys appointed pursuant to this Contract may withdraw from representation only as allowed for under the applicable law and rules.

2. **Compensation and Terms of Payment**

a. Compensation

Provider shall be compensated for services provided at a rate as laid out in Pay Table A, per calendar month. Ordinary expenses such as subpoenas, service of process fees, costs and disbursements incurred by the provider for the benefit of the client will be reimbursed by Goodhue County upon submission of itemized billings. Authority to incur expenses, such as expert witness fees or investigatory services, exceeding \$300.00 for a single case must be obtained from the court through statutory procedures for funding services to indigent clients prior to incurring the expense.

- b. Additional compensation at the rate of \$75.00 per hour (billed in quarter hour increments) will be paid for services provided pursuant to this Contract after the second day of any extended trial or contested hearing. Detailed invoices for additional compensation shall be submitted as outlined in paragraph 1 (c).

c. Terms of Payment

Provider shall submit duplicate invoices on a monthly basis to the authorized agent of the County for payment of work completed. The authorized agent shall have the authority to review the invoices, and no payment shall be made without the approval of the authorized agent. Payments shall be made within thirty (30) days after receipt of invoices for services performed and acceptance of such services by the authorized agent of the County.

3. **Condition of Payment**

All services provided by Provider pursuant to this agreement shall be performed to the satisfaction of the County, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations including those related to professional conduct and ethics. Payment shall be withheld for work found by the County to be unsatisfactory, or performed in violation of federal, state and local laws, ordinances, rules or regulations.

4. **Scope of Services**

Provider agrees to furnish the following services during the term of the agreement:

- Preparation of court appointed case intake form for Goodhue County Court Administration to complete upon determination of qualification for court appointed attorney services;
- Preparation and filing of Certificate of Representation on all cases;
- Retrieval from Court Administration of all documents necessary for opening complete attorney file;
- Initial telephone contact with client informing them of court appointed representation;
- Office conferences with clients and/or out of office meetings with clients to discuss cases, gather information and provide legal advice and counsel regarding tactics and alternatives;

- Additional case investigation as necessary. This investigation may involve contacts with prospective witnesses, retrieving earlier existing files, document review and investigation to obtain relevant data from a variety of sources including other District court files, governmental agencies, private employers, and experts in relevant fields of inquiry;
- Complete client intake, support staff, legal assistant, paralegal, and law clerk services;
- Process serving as necessary;
- Preparation of legal authorities by both attorneys and law clerk(s) using the most current research methods provided by Westlaw (including access to all Minnesota State and Federal cases and statutes, Minnesota Practice Series and Minnesota secondary sources) as well as our in-house law library containing all relevant written legal resources (Dunnell's Minnesota Digest, Minnesota Practice Series, Northwest Reporters, Miller/Davis legal forms database, Minnesota Statutes and various practice area specific resources);
- All legal writing and document drafting required to prevail, including but not limited to: pleadings, motions, affidavits, discovery requests, recordable documents, memoranda of law, letter brief arguments, proposed court orders;
- Representation by qualified, licensed and prepared legal counsel at all hearings, trials, or other court appearances;
- Provide for and arrange substitute counsel to appear with clients in court in the event Provider cannot appear due to vacation, illness or personal leave. It is anticipated that Provider will work with other contracted providers to arrange coverage in these instances as part of the contract fee.
- Representation at mediation sessions dictated;
- Preparation and filing of required applications for court appointed expert services through Court Administration (commitment cases);
- Maintain full knowledge of all statutory and case law related to probate, paternity, child support, guardianships, conservatorships, civil commitments and child protection, through weekly reviews of all Court of Appeals and Supreme Court cases and attendance at relevant and approved continuing legal education courses;

5. **Effective Date of Contract**

This agreement shall be effective March 6, 2023.

6. **Term of Contract**

This agreement shall remain in effect through December 31, 2024, or until all obligations set forth in this agreement have been satisfactorily fulfilled or unless earlier terminated as provided, whichever occurs first.

7. **Authorized Agents**

Goodhue County shall appoint an authorized agent for the purpose of administration of this agreement. Provider is notified of the authorized agent of Goodhue County as follows:

Mr. Scott O. Arneson

Goodhue County Administrator  
509 West Fifth Street  
Red Wing, MN 55066  
651-385-3001

The County is notified the authorized agent for the provider is as follows:

Madison Flodeen

8. **County and State Audit**

Pursuant to Minn. Stat. Section 16C.05, Subd. 5 (1998), the books, records, documents, and accounting procedures and practices of Provider relative to this agreement shall be subject to examination by the County and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by Provider for a minimum of six (6) years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the County regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County notifies Provider in writing that the records need no longer be kept.

9. **Indemnity**

Provider agrees to defend, indemnify, and hold the County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any negligent act or omission on the part of the provider, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of or with relation to any of the work or services to be performed or furnished by the vendor or the subcontractors, partners or independent contractors or any of their agents or employees under the agreement.

Provider shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Provider under this agreement. Provider shall, without additional compensation, correct or revise any errors or deficiencies in Provider's final reports and services.

10. **Insurance**

Provider shall not commence work under this agreement until it has obtained, at its own cost and expense, all insurance required herein. All insurance coverage is subject to approval of the County and shall be maintained by Provider until final completion of the work.

a. **Workers' Compensation**

- 1) State: Minnesota – Statutory
- 2) Employer's Liability with minimum limits of:  
Bodily Injury by Accident: \$100,000 each Accident



- Bodily Injury by Disease: \$100,000 each Employee  
Bodily Injury by Disease: \$500,000 policy limit
- 3) Benefits required by union labor contracts: as applicable

In the event Provider is a sole proprietor and has not elected to provide workers' compensation insurance, Provider shall be required to execute and submit an affidavit of sole proprietorship in a form satisfactory to the County before entering into the agreement.

**b. Commercial General Liability**

Including Premises, Operations, Products, Completed Operations, Advertising, and Personal Injury Liability, with the following minimum limits of liability:

- \$1,000,000 Aggregate
- \$1,000,000 Products & Completed Operations Aggregate
- \$1,000,000 Personal Injury & Advertising Injury
- \$1,000,000 Occurrence
- \$ 100,000 Fire Damage Limit
- \$ 5,000 Medical Expense

Policy should be written on an occurrence basis and include explosion, collapse and underground.

**c. Professional Liability (Malpractice)**

- \$1,000,000 per Claimant
- \$1,000,000 Aggregate per Year

**d. Commercial Auto Liability**

Automobile Liability should include Hired and Non-Owned, and the County should be named as an additional insured.

Minimum limits of liability shall be:

- If split limits: \$1,000,000 each person/\$1,000,000 each occurrence  
\$1,000,000 each occurrence for Property Damage

- If combined single limit: \$1,000,000 per occurrence

**e. Proof of Insurance**

Insurance certificates evidencing that the above insurance is in force with companies acceptable to County and in the amounts required shall be submitted to County for examination and approval prior to the execution of the agreement, after which they shall be filed with County. The insurance certificate shall name the County as an additional insured and specifically provide that a certificate shall not be modified, canceled or non-renewed except upon sixty (60) days prior

written notice to County. Neither County's failure to require or insist upon certificates, nor other evidence of a variance from the specified coverage requirements, amends Provider's responsibility to comply with the insurance specifications.

11. **Subcontracts**

Provider shall not subcontract any portion of the work to be performed under this agreement nor assign this agreement without the prior written approval of the authorized agent of the County. Provider shall ensure and require that any subcontractor agrees to and complies with all of the terms of this agreement. Any subcontractor of Provider used to perform any portion of this agreement shall report to and bill Provider directly. Provider shall be solely responsible for the breach, performance or nonperformance of any subcontractor.

12. **Force Majeure**

County and Provider agree that Provider shall not be liable for any delay or inability to perform this agreement, directly or indirectly caused by, or resulting from, strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Provider and the County.

13. **Data Practices**

Provider, its agents, employees and any subcontractors of Provider, in providing all services hereunder, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, and Minn. Rules promulgated pursuant to Ch. 13. Provider understands that it must comply with these provisions as if it were a government entity. Provider agrees to indemnify and hold the County, its officers, department heads and employees harmless from any claims resulting from the Provider's unlawful disclosure or use of data protected under state and federal laws.

14. **Health Insurance Portability And Accountability Act Of 1996**

County and Provider mutually agree to incorporate the terms of and to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and HIPAA's implementing regulations, Title 45, Parts 160 and 164 of the Code of Federal Regulations ("Privacy Rule"), dealing with the confidentiality of health or health-related information.

15. **Access to Premises**

The County shall arrange access as necessary to work sites for Provider for the purpose of performing the work described in this agreement.

16. **Termination**

This agreement may be terminated by either party, with or without cause upon 30 days written notice to Provider or the Authorized Agent of the County.

17. **Independent Contractor**

It is agreed that nothing contained in this agreement is intended or should be construed as creating the relationship of a partnership, joint venture, or association with the County and Provider. Provider is an independent contractor, and it, its employees, agents, subcontractors, and representatives shall not be considered employees, agents or representatives of the County. Except as otherwise provided herein, Provider shall maintain, in all respects, its present control over the means and personnel by which this agreement is performed. From any amounts due Provider, there shall be no deduction for federal income tax, FICA payments, state income tax, or for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Provider.

18. **Notices**

Any notices to be given under this agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same with the United States Postal Service, addressed to Provider at its address stated herein, and to the authorized agent of the County at the address stated herein.

19. **Controlling Law**

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement, the legal relations between the parties and performance under the agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County of Goodhue, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this contract is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

20. **Successors and Assigns**

The County and Provider, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this agreement. Neither the County nor Provider shall assign, sublet, or transfer any interest in this agreement without the prior written consent of the other.

21. **Equal Employment and Americans with Disabilities**

In connection with the work under this agreement, Provider agrees to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations. In addition, upon entering into this agreement, Provider certifies that it has been made fully aware of Goodhue County's

Equal Employment Opportunity and Americans With Disabilities Act Policy, as on file with Goodhue County Human Resources, and incorporated herein, through both oral and written communications, that it supports this policy and that it will conduct its own employment practices in accordance therewith. Failure on the part of the Provider to conduct its own employment practices in accordance with County Policy may result in the withholding of all or part of regular payments by the County due under this agreement unless or until Provider complies with the County policy, and/or suspension or termination of this agreement.

22. **Changes**

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as for this agreement.

23. **Severability**

In the event any provision of this agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the agreement to fail its purpose. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

24. **Entire Agreement**

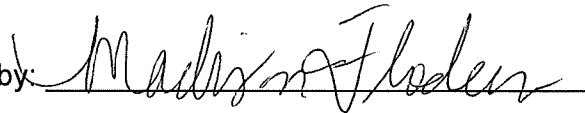
It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the County and Provider relating to the subject matter hereof.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be duly executed intending to be bound thereby.

**Goodhue County**

**Langdon Flodeen Law**

by \_\_\_\_\_  
Linda Flanders, Chair  
Goodhue County Board of Commissioners

by:  \_\_\_\_\_

Date \_\_\_\_\_

Date: January 30, 2023

Attest \_\_\_\_\_  
Scott O. Arneson  
Goodhue County Administrator

Date \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Stephen O'Keefe  
Goodhue County Attorney

Date \_\_\_\_\_



**Tom Day**  
*Human Resources Manager*  
*Goodhue County*

---

Tom.Day@co.goodhue.mn.us  
509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3066

TO: Goodhue County Commissioners  
FROM: Tom Day, HR Manager  
DATE: February 7, 2023  
RE: AFSCME Contract for 2023-2025

Goodhue County and AFSCME Local 737 have reached a collective bargaining agreement for the term of January 1, 2023 through December 31, 2025. The general terms are a 3-year contract with 3% increases in 2023, 2024 and 2025. IT staff will receive a graduated increase of on-call pay and Columbus Day has been changed to Indigenous People's Day. We ask the Board to approve the attached contract.

**LABOR AGREEMENT**  
*between*

**COUNTY OF GOODHUE**  
*and*

**LOCAL UNION 737**

**GOODHUE COUNTY EMPLOYEES' CHAPTER  
MINNESOTA COUNCIL 65  
AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES, AFL-CIO**

**JANUARY 1, 2023 - DECEMBER 31, 2025**

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## **ARTICLE 1 - PURPOSE OF AGREEMENT**

This Agreement is entered into between the Goodhue County Board, hereinafter called the EMPLOYER, and Local Union No. 737, Goodhue County Employees' Chapter, affiliated with Minnesota Council 65 of the American Federation of State, County & Municipal Employees, hereinafter called the UNION. The intent and purpose of this AGREEMENT is 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' full and complete agreement upon terms and conditions of employment for the duration of the AGREEMENT.

## **ARTICLE 2 - RECOGNITION**

The EMPLOYER recognizes the UNION as the exclusive representative under Minnesota Statutes, Section 179.71, Subd. 3 in a bargaining unit of the Goodhue County Employees, consisting of the following:

All employees of the County of Goodhue who are employed for more than fourteen (14) hours per week and for more than one hundred (100) work days per year, excluding supervisory employees, confidential employees, and all employees of the Goodhue County Health and Human Services Department, maintenance employees of the Goodhue County Public Works Department, all members of Law Enforcement Labor Services (LELS) in the Goodhue County Sheriff's Department and District Court Employees employed by the State of Minnesota.

## **ARTICLE 3 - DEFINITIONS**

- 3.1 **UNION:** Local Union No. 737, Goodhue County Employees' Chapter, affiliated with Minnesota Council 65 of the American Federation of State, County and Municipal Employees, AFL-CIO.
- 3.2 **EMPLOYER:** Goodhue County Board.
- 3.3 **UNION MEMBER:** A member of the Local Union No. 737, Goodhue County Employees' Chapter, affiliated with Minnesota Council 65 of the American Federation of State, County and Municipal Employees, AFL-CIO.
- 3.4 **EMPLOYEE:** A member of the exclusively recognized bargaining unit.
- 3.5 **BASE PAY RATE:** The employee's hourly pay rate exclusive of longevity pay or any other special allowance.
- 3.6 **OVERTIME:** Work performed at the express authorization of the EMPLOYER in excess of eight (8) hours within a twenty-four (24) hour period or more than forty (40) hours within a seven (7) day period.

**3.7 CALL BACK:** Return of an employee to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

**3.8 STRIKE:** Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

**3.9 ACT:** The Public Employment Labor Relations Act of 1971, as amended.

**3.10 IMMEDIATE FAMILY:** The employee's mother, father, brother, sister, spouse, son or daughter, mother- or father-in-law, grandparents or ward in the employee's household.

**3.11 REGULAR PART-TIME EMPLOYEE:** Employee routinely scheduled by the EMPLOYER on a yearly basis less than forty (40) hours per work week.

#### **ARTICLE 4 - UNION SECURITY**

In recognition of the UNION as the exclusive representative, the EMPLOYER shall:

**4.1** Deduct from the first and second payroll of the month an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction. The EMPLOYER shall remit to the address designated by the Union the aggregate deductions of all employees together with an itemized statement showing the name of each employee from whose pay deductions have been made and amount deducted during the period covered by remittance. Such remittance shall be made on a monthly basis or on such other periodic basis as may be agreed upon.

**4.2** Remit such deduction to the appropriate designated officer of the UNION.

**4.3** The UNION may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choice.

**4.4** The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the County as a result of any action taken or not taken by the County under the provisions of this ARTICLE.

**4.5** The EMPLOYER agrees to notify the UNION of any new employee covered by this AGREEMENT.

**4.6** The EMPLOYER agrees that during the life of this AGREEMENT that the

EMPLOYER will not lock out the employees.

#### **4.7 Bulletin Boards**

- A. The EMPLOYER agrees to allow the UNION the use of designated bulletin board space for the purpose of posting notices of UNION meetings, notice of UNION elections, results of UNION elections and appointments and other official UNION business and UNION recreation or social affairs.
- B. No information may be posted which represents derogatory attacks directed against any employee, the EMPLOYER, or information concerning candidates for any public office or UNION office.

#### **ARTICLE 5 - EMPLOYER SECURITY**

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

#### **ARTICLE 6 - EMPLOYER AUTHORITY**

- 6.1 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.
- 6.2 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 7 - GRIEVANCE PROCEDURE**

- 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 Representatives.** 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.
- 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 the 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

the employee and the UNION Representative have notified and received the approval of the designated supervisor.

**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 representative will discuss and give an answer to such Step 1 grievance within ten (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, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer to Step 1. Any grievance not appealed in writing in 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 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 within fifteen (15) 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 fifteen (15) calendar days shall be considered waived.

**Step 4.** Mediation of a Grievance: A grievance not resolved in Step 3 may be appealed to Step 4 within fifteen (15) calendar days following the EMPLOYER-designated representative's final answer in Step 3. Such appeal shall be a request to the Bureau of Mediation Services for appointment of a mediator who will conduct meetings as deemed necessary in an attempt to resolve the grievance. Any grievance not appealed in writing to Step 4 by the UNION within fifteen (15) calendar days shall be considered waived.

**Step 5.** A grievance unresolved in Step 4 and appealed to Step 5 shall be submitted within thirty (30) calendar days after the mediator or either party determines, and serves all parties in writing, that further mediation would serve no purpose, the grievance may be appealed to arbitration subject to the provisions of the ACT. The selection of an arbitrator shall be made in accordance with the Rules Governing the Arbitration of Grievances as established by the State Bureau of Mediation Services. Any grievance not submitted for arbitration within thirty (30) calendar days after the mediator or either party determines, and serves all parties in writing, that further mediation would serve no purpose shall be considered settled on the basis of the EMPLOYER'S Step 3 response.

## **7.5 Arbitrator's Authority.**

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or 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 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 provided 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 agreement of the EMPLOYER and the UNION.

## **ARTICLE 8 - SAVINGS CLAUSE**

This AGREEMENT is subject to law. 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 provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

## **ARTICLE 9 - RIGHT OF SUBCONTRACT**

Nothing in this AGREEMENT shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by employees covered by this AGREEMENT.

## **ARTICLE 10 - DISCIPLINE**

- 10.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one or more of the following forms:
- a) oral reprimand;
  - b) written reprimand;
  - c) suspension;
  - d) demotion; and
  - 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 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a UNION representative present at such questioning.

## **ARTICLE 11 - SENIORITY**

- 11.1 Employee seniority is the length of continuous service with the EMPLOYER. Employee seniority is broken by a voluntary quit, retirement, or discharge for cause.
- 11.2 Department seniority is the length of service within a County Department.
- 11.3 Job classification seniority is the length of service within a job classification.
- 11.4 Reduction of Work Force. Employees will be reduced on the basis of job classification seniority. Employees will be recalled within job classifications on the basis of job classification seniority. An employee with prior service in a different job classification covered by this agreement may choose to return to the prior job classification if the employee has greater job class seniority in the prior held position than the current incumbent and is deemed to be qualified. The sole determination of qualification will be made by the EMPLOYER.

Determination of qualifications by the EMPLOYER, for the purposes outlined above, will be subject to Steps 1, 2, 3 and 4 of the grievance process stipulated by the labor agreement in Article 7, but not subject to arbitration as provided for in Step 5.

An employee on lay off shall have an opportunity to return to work within the job classification from which the employee was reduced or laid off for a two (2) year period from the time of reduction or lay off, before any new employee is hired or promoted. Any employee on lay off who is notified at the employee's last known address by registered mail to return to work, and who fails to return within twelve (12) work days, shall be considered to be a voluntary termination.

- 11.5** Seniority rosters shall be maintained by the EMPLOYER and be updated every six (6) months. Copies of each seniority roster shall be given to the local Union President and Staff Representative. The Seniority list shall be posted on all UNION bulletin boards. New employees shall be added to the seniority rosters after completion of the probationary period back to date of hire and such rosters posted.

Promoted and/or transferred employees shall accumulate job classification seniority in the new classification after the trial period back to the date of promotion and/or transfer.

#### **ARTICLE 12 - PROBATIONARY PERIODS**

- 12.1** All newly hired or rehired employees will serve a one (1) year probationary period.
- 12.2** At any time during the probationary period a newly hired or rehired employee may be terminated at the sole discretion of the EMPLOYER. Terminated employees will be given written reasons for the termination.
- 12.3** All newly hired or rehired employees will accrue vacation and sick leave benefits during the probationary period. Sick leave may be used as earned. Once earned, vacation can be used at any time during the probationary period, subject to supervisor's approval.

#### **ARTICLE 13 - JOB POSTING/PROMOTIONS AND TRANSFERS**

- 13.1** Permanent vacancies in job classifications listed in Appendix B of this AGREEMENT shall be posted on the County internal website. Employees shall have fifteen (15) calendar days after posting to complete applications for such vacancies. The applicant with the highest qualifications will be chosen for the vacancy. All employees who apply for said vacancy shall be given an interview by the EMPLOYER prior to the vacancy being filled.
- 13.2** All promoted and transferred employees shall serve a six (6) months' trial period. Any promoted or transferred employee may be placed back in the employee's previous position at the discretion of the department heads concerned during the first six (6) months following the promotion or transfer.

#### **ARTICLE 14 - WORK SCHEDULES**

- 14.1** The sole authority in work schedules is the EMPLOYER. The normal work week shall consist of either five (5), eight (8) consecutive hour shifts; four (4), nine (9) consecutive hour shifts and one (1), four (4) consecutive hour shift; or four (4), ten (10) consecutive hour shifts exclusive of meal periods between 12:01 am and 11:59 pm. The Employer retains sole discretion in scheduling employees and in determining the number of eight, nine, and ten-hour shift schedules. Split shifts or weekly shifts not described above shall not be scheduled except by mutual agreement of the Employer, affected employee, and the union. Employees shall be scheduled to work on a regular starting and quitting time. Any work scheduled over the established work shift or forty hours per week shall be considered as overtime. If the County deems a change in shift necessary, the County will give the union and affected employees a one (1) week notice as to the change.

- 14.2 Service to the public may require the establishment of regular shifts for some employees on a daily, weekly, seasonal, or annual basis other than the normal work day. The EMPLOYER will give (1) week advance notice to the employees affected by the establishment of work days different from the employee's normal work day.
- 14.3 In the event that work is required because of unusual circumstances no advance notice need be given. Each employee has an obligation to work overtime or call backs if requested unless unusual circumstances prevent the employee from so working.
- 14.4 Service to the public may require the establishment of regular work weeks that schedule work on Saturday and/or Sundays.
- 14.5 Nothing contained in this or any other ARTICLE shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.

#### **ARTICLE 15 - OVERTIME PAY**

- 15.1 Hours worked in excess of eight (8) in a twenty-four (24) hour period or forty (40) hours within a seven (7) day period will be compensated for at one and one-half (1½) times the employee's regular rate of pay. Compensatory time may be accumulated up to a maximum of eighty (80) hours.
- 15.2 Overtime will be distributed as equally as practicable within job classifications.
- 15.3 Overtime refused by employees will, for record purposes under Section 15.2, be considered as unpaid overtime worked.
- 15.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 15.5 An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of four (4) hours at one and one-half (1½) times the employee's regular rate of pay. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the four (4) hour minimum. The four hour call-back minimum **does not** apply to regularly scheduled meetings such as: Planning Advisory Commission, Board of Equalization, Board of Review, Truth in Taxation Hearing, County Board of Adjustment, Water Planning Committee, Goodhue County Board or any meeting scheduled with 72 hours prior notice of the meeting.
- 15.6 Wage schedules for employees covered by this agreement at shown in the attached Appendix A.
- 15.7 Language related to range levels, longevity, step progression, working out of classification, vehicle reimbursement, and performance evaluations are as shown in the attached Appendix B.
- 15.8 Language related to the IT on call program is shown in the attached Appendix C.



**ARTICLE 16 - HOLIDAYS**

**16.1** The following days will be observed as paid 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
Indigenous People's Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25
Christmas Eve Day	December 24 - One full day to be observed on the workday preceding the workday on which Christmas Day, December 25th is observed.

**16.2** **Holiday Pay** - Eligible employees shall receive one (1) day's pay for each of the holidays listed in (16.1) of this Agreement, on which they perform no work. Eligible employees, who are scheduled to perform work on any of the holidays listed in (16.1), shall be paid one and one-half (1½) times the regular rate of pay for actual hours worked on the holiday, in addition to the regular holiday pay.

**16.3** **Observance** - Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday.

Whenever any of the holidays listed above except December 24th (see above) fall on Sunday, the succeeding Monday shall be observed as the holiday.

**16.4** Regular part-time employees who work twenty (20) hours or more per week shall be entitled to holidays on a pro-rata basis.

**16.5** Regular part-time employees who work less than twenty (20) hours per week shall not be entitled to holidays.

**ARTICLE 17 - VACATIONS**

**17.1 Eligibility and Allowance**

All full-time employees 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.

**17.2 Probationary Period and Accumulation**

Employees will earn vacation benefits calculated from the day of employment. Once earned, vacation can be used at any time during the probationary period, subject to supervisor's approval. Employees terminated during the probationary period shall not be compensated for accumulated vacation. Employees shall begin to accumulate vacation time from the first of the month in which they were hired.

17.3 Regular part-time employees who work twenty (20) hours or more per week shall be entitled to vacation benefits on a pro-rata basis.

17.4 Regular part-time employees who work less than twenty (20) hours per week shall not be entitled to vacation benefits.

**17.5 Vacation Pay**

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 work day immediately preceding the employee's vacation period.

17.6 Vacations shall be taken at a time approved by the EMPLOYER. Senior employees shall be given vacation schedule preference.

**17.7 Holiday During Vacation Period**

If a holiday, as defined elsewhere in the Holiday Article occurs during the calendar week in which a vacation is taken by an employee, the employee shall not be charged vacation on the day of the holiday.

17.8 Employees with at least six months of eligible service who leave the active employ of the EMPLOYER in good standing and with proper notice shall be paid for accrued vacation time.

17.9 No more than 240 hours of accumulated vacation may be carried over from one year to the next.

17.10 Employees not reporting for work due to illness or injury who have exhausted their sick leave shall draw accumulated vacation pay.

## **ARTICLE 18 - SICK LEAVE**

### **18.1 Allowance and Accumulation**

- A. Employees shall earn eight (8) hours of sick leave for each calendar month of employment or major fraction thereof.
- B. Employees shall start to earn sick leave from date of hire and may accumulate sick leave to a maximum of nine hundred and sixty (960) hours.
- C. Regular part-time employees who work twenty (20) hours or more per week shall be entitled to sick leave on a pro-rata basis.
- D. Regular part-time employees who work less than twenty (20) hours per week shall not be entitled to sick leave.

### **18.2 Use of Sick Leave**

Earned sick leave may be used for absences from work necessitated by the following circumstances:

- A. Because of sickness or injury to an employee which renders the employee unable to perform the duties of employment.
- B. Because of serious illness requiring the employee's attendance with the employee's parents, children, spouse, spouse's parents, brothers, sisters, or relative permanently residing with the employee.
- C. As injury for which the employee is receiving Workers' Compensation to the extent of the difference between the employee's regular wage and the compensation payment.

### **18.3 Sick Leave Conversion Plan**

Employees have an opportunity to participate in an optional sick leave conversion plan as adopted by the County Board for all Goodhue County employee groups, based on the following eligibility requirements:

- A. Employees must have a balance of 400 hours of sick leave before they can convert any sick leave hours to vacation.
- B. The requests for conversion need to be turned into the Human Resource Department and appropriate department head by January 15th and July 15th of each year.
- C. A maximum of 40 hours of vacation can be earned each year as a result of this conversion plan.
- D. The limits of 240 hours of vacation and 80 hours comp time will not change.

- E. 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.
- F. This will not be a mandatory program, rather optional to individual employees.

#### **ARTICLE 19 - SEVERANCE PAY**

Employees leaving the employ of the EMPLOYER in good standing and with proper notice and not as a result of discipline will receive a payment equal to sixty (60%) percent of the employee's accrued sick leave.

#### **ARTICLE 20 - HOSPITAL/MEDICAL/LIFE INSURANCE**

- 20.1 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.
- 20.2 The EMPLOYER will pay the monthly premium for full-time employees for individual group medical and life insurance coverage and pay for 60% of the cost of the employee's monthly dependent EMPLOYER group medical insurance premium.
- 20.3 The EMPLOYER will pay the monthly premium for \$40,000 life insurance for employees.
- 20.4 Regular part-time employees who work twenty (20) hours or more per week shall be entitled to group health and life insurance coverage. All permanent, part-time employees covered by this agreement who are regularly scheduled to work 50% or more of the normal work week shall receive a pro-rated employer contribution towards health insurance based on regular hours worked in the preceding year. If a permanent change in hours occurs in the current year, the EMPLOYER will recalculate the benefit level.
- 20.5 Regular part-time employees who work less than twenty (20) hours per week shall not be entitled to group health and life insurance coverage.
- 20.6 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 21 - PAID LEAVE**

##### **21.1 Jury Duty**

Employees selected for jury duty will be allowed paid leave for the actual time spent on such duty less any per diem or per hour payment received by the employee for such jury duty.

##### **21.2 Snow Days**

Any employee unable to work all or part of a day due to snow or extreme weather conditions shall use vacation, compensatory time, or leave without pay.

### **21.3 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 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 or 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. Employees shall be allowed up to eight (8) hours of sick leave per calendar year for participation in a funeral service such as pallbearer, lector, usher, server, for members not in the immediate family, based on the approval of the Department Head or County Administrator.

### **ARTICLE 22 - UNPAID LEAVE**

Employees desiring an unpaid leave of absence for any reason must apply for such leave to the County Board of Commissioners through their Department Head. Approval of such leaves is at the sole discretion of the Board whose decision shall not be subject to ARTICLE 7 of this AGREEMENT.

### **ARTICLE 23 - NON-DISCRIMINATION**

No employee shall be discriminated against under the provisions of this AGREEMENT by either the EMPLOYER or UNION on any basis prohibited by law.

### **ARTICLE 24 - WAIVER**

- 24.1 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.
- 24.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had then 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 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 parties at the time this contract was negotiated or executed.
- 24.3 This AGREEMENT may be amended by the mutual agreement of the EMPLOYER and the UNION during the life of this AGREEMENT.


**ARTICLE 25 - WAGES**

Employees shall be paid in accordance with Appendix A Salary Schedule attached hereto and made a part of this AGREEMENT.

**ARTICLE 26 - DURATION**

This AGREEMENT shall be effective as of January 1, 2023, and shall remain in full force and effect until December 31, 2025, for all articles and appendices of this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this 19th day of January, 2023.

<b>FOR GOODHUE COUNTY</b>	<b>FOR LOCAL UNION NO. 737, GOODHUE COUNTY COURTHOUSE EMPLOYEES' CHAPTER AFSCME, COUNCIL 65:</b>
<hr/>	
<b>Board Chair</b>	<b>Chair</b>
<hr/>	<b>Max Forrester</b>
<b>Administrator</b>	<b>Business Agent</b>
<hr/>	<b>January 31, 2023</b>
<b>Date</b>	<b>Date</b>

**APPENDIX A**  
**2023 WAGE SCHEDULE**  
**3.0% Adjustment over 2022**  
**Effective December 24, 2022 – December 22, 2023**

	1	2	3	4	5	6	7	8	9	10	11	12
79	\$19.21	\$20.18	\$21.14	\$22.09	\$23.06	\$24.02	\$24.98	\$25.94	\$26.90	\$27.86	\$28.82	\$29.78
80	\$20.18	\$21.19	\$22.20	\$23.21	\$24.21	\$25.21	\$26.22	\$27.23	\$28.24	\$29.25	\$30.26	\$31.27
81	\$23.30	\$24.46	\$25.64	\$26.80	\$27.96	\$29.13	\$30.29	\$31.46	\$32.62	\$33.78	\$34.96	\$36.12
82	\$25.64	\$26.91	\$28.19	\$29.48	\$30.76	\$32.04	\$33.32	\$34.61	\$35.89	\$37.16	\$38.45	\$39.73
83	\$28.19	\$29.60	\$31.01	\$32.42	\$33.84	\$35.25	\$36.66	\$38.07	\$39.47	\$40.88	\$42.29	\$43.70
84	\$31.30	\$32.86	\$34.42	\$35.99	\$37.55	\$39.12	\$40.69	\$42.25	\$43.82	\$45.38	\$46.95	\$48.51
85	\$33.49	\$35.16	\$36.83	\$38.51	\$40.19	\$41.86	\$43.54	\$45.21	\$46.89	\$48.55	\$50.23	\$51.90
86	\$36.16	\$37.98	\$39.78	\$41.59	\$43.40	\$45.21	\$47.02	\$48.82	\$50.63	\$52.44	\$54.25	\$56.06

**2024 WAGE SCHEDULE**  
**3.0% Adjustment**  
**Effective December 23, 2023 – December 20, 2024**

	1	2	3	4	5	6	7	8	9	10	11	12
79	\$19.79	\$20.79	\$21.77	\$22.75	\$23.75	\$24.74	\$25.73	\$26.72	\$27.71	\$28.70	\$29.68	\$30.67
80	\$20.79	\$21.83	\$22.87	\$23.91	\$24.94	\$25.97	\$27.01	\$28.05	\$29.09	\$30.13	\$31.17	\$32.21
81	\$24.00	\$25.19	\$26.41	\$27.60	\$28.80	\$30.00	\$31.20	\$32.40	\$33.60	\$34.79	\$36.01	\$37.20
82	\$26.41	\$27.72	\$29.04	\$30.36	\$31.68	\$33.00	\$34.32	\$35.65	\$36.97	\$38.27	\$39.60	\$40.92
83	\$29.04	\$30.49	\$31.94	\$33.39	\$34.86	\$36.31	\$37.76	\$39.21	\$40.65	\$42.11	\$43.56	\$45.01
84	\$32.24	\$33.85	\$35.45	\$37.07	\$38.68	\$40.29	\$41.91	\$43.52	\$45.13	\$46.74	\$48.36	\$49.97
85	\$34.49	\$36.21	\$37.93	\$39.67	\$41.40	\$43.12	\$44.85	\$46.57	\$48.30	\$50.01	\$51.74	\$53.46
86	\$37.24	\$39.12	\$40.97	\$42.84	\$44.70	\$46.57	\$48.43	\$50.28	\$52.15	\$54.01	\$55.88	\$57.74



**2025 WAGE SCHEDULE**  
**3.0% Adjustment**  
**Effective December 21, 2024 – December 31, 2025**

	1	2	3	4	5	6	7	8	9	10	11	12
79	\$20.38	\$21.41	\$22.42	\$23.43	\$24.46	\$25.48	\$26.50	\$27.52	\$28.54	\$29.56	\$30.57	\$31.59
80	\$21.41	\$22.48	\$23.56	\$24.63	\$25.69	\$26.75	\$27.82	\$28.89	\$29.96	\$31.03	\$32.11	\$33.18
81	\$24.72	\$25.95	\$27.20	\$28.43	\$29.66	\$30.90	\$32.14	\$33.37	\$34.61	\$35.83	\$37.09	\$38.32
82	\$27.20	\$28.55	\$29.91	\$31.27	\$32.63	\$33.99	\$35.35	\$36.72	\$38.08	\$39.42	\$40.79	\$42.15
83	\$29.91	\$31.40	\$32.90	\$34.39	\$35.91	\$37.40	\$38.89	\$40.39	\$41.87	\$43.37	\$44.87	\$46.36
84	\$33.21	\$34.87	\$36.51	\$38.18	\$39.84	\$41.50	\$43.17	\$44.83	\$46.48	\$48.14	\$49.81	\$51.47
85	\$35.52	\$37.30	\$39.07	\$40.86	\$42.64	\$44.41	\$46.20	\$47.97	\$49.75	\$51.51	\$53.29	\$55.06
86	\$38.36	\$40.29	\$42.20	\$44.13	\$46.04	\$47.97	\$49.88	\$51.79	\$53.71	\$55.63	\$57.56	\$59.47

**APPENDIX B**

<b>2023-2025 JOB CLASSIFICATIONS &amp; PAY GRADES</b>	
<b>GRADE</b>	<b>CLASSIFICATION</b>
79	Records Support Specialist – Sheriff
79	Administrative Assistant – LUM
79	Emergency Management Clerk – Sheriff
79	ADC Support Specialist – Sheriff
79	Facilities Services Tech – Facilities Maintenance
80	Administrative Support Specialist – Public Works
80	Facilities Maintenance Tech – Facilities Maintenance
80	Civil Specialist - Sheriff
80	Administrative Assistant – Extension
80	Legal Secretary/Receptionist – Attorney
81	Appraiser Trainee – Assessor
81	Administrative/Accountant Assistant – Public Works
81	Legal Secretary – County Attorney
81	Juvenile Case Administrator – Court Services
81	Permit Technician – LUM
81	Recorder Clerk
81	Solid Waste Tech – Public Works
81	Recycling Operator – Public Works
82	Adult Case Administrator – Court Services
82	Zoning Assistant – LUM
82	Land Records Coordinator – LUM
82	Assessment Specialist I – Assessor
82	Accountant I – Finance
82	Recycling Center Coordinator – Public Works
82	Administrative Assistant/Legal Secretary – Attorney
82	Legal Secretary/Case Aide – Attorney
82	Legal Secretary/Database Administrator – Attorney
82	Septic Well Inspector – LUM
82	Treatment Court Coordinator – Attorney
82	Engineering Tech I – Public Works
82	Property Transfer Specialist – Finance
82	Appraiser I – Assessor
83	Admin Office Manager – Court Services
83	Building Inspector – LUM

**2023-2025 JOB CLASSIFICATIONS & PAY GRADES**

<b>83</b>	<b>Accountant II – Finance</b>
<b>83</b>	<b>Appraiser II – Assessor</b>
<b>83</b>	<b>Victim Witness Coordinator/Paralegal – Attorney</b>
<b>83</b>	<b>GIS Specialist – LUM</b>
<b>83</b>	<b>Sanitarian – LUM</b>
<b>83</b>	<b>Sr Engineering Technician – Public Works</b>
<b>84</b>	<b>Financial Manager – Sheriff</b>
<b>84</b>	<b>GIS Systems Specialist – LUM</b>
<b>84</b>	<b>Communication Support Specialist – IT</b>
<b>84</b>	<b>IT Technical Support Specialist – IT</b>
<b>84</b>	<b>Digital Forensics Analyst – Sheriff</b>
<b>84</b>	<b>Appraiser III – Assessor</b>
<b>85</b>	<b>Building Official – LUM</b>
<b>85</b>	<b>Network Security Analyst – IT</b>
<b>85</b>	<b>Network Engineer – IT</b>
<b>85</b>	<b>Project Manager – Public Works</b>
<b>86</b>	<b>Deputy County Surveyor – LUM</b>

**APPENDIX B**  
**LANGUAGE**

**B-1 (Continue)**

The above chart is in accordance with the results of a 2022 job study accepted by the Goodhue County Board, contingent upon UNION approval.

**B-2** Employees permanently placed by the EMPLOYER, and serving a probationary or trial period within a job classification, shall be placed at the range stipulated by the EMPLOYER'S pay plan and will progress from one step to the next in the range based solely on the EMPLOYER'S decisions which shall be given to the employee in writing and shall not be grievable.

Employees temporarily placed by the EMPLOYER within job classifications other than the employee's permanent job classification shall be paid on the basis of the employee's permanent job classification.

**B-3** Employees specifically assigned in writing by the EMPLOYER to the responsibilities and authority of a higher job classification within this bargaining unit as identified in Appendix B of this AGREEMENT for ten (10) consecutive work days or more shall be paid seventy-five percent (75%) of the differential between the employee's job classification pay range and the higher classification and pay range to which assigned in Appendix B of this AGREEMENT.

**B-4** The EMPLOYER shall reimburse employees required to use their own vehicles in the performance of assigned job duties at a rate designated by the Board for all County employees.

**B-5** 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 a satisfactory rating of performance criteria as outlined by the department head prior to any adjustment in wages.

**B-6** Pay Equity Studies, Evaluations, Re-Evaluations, shall be conducted as per Goodhue County Personnel Policy







**Scott O. Arneson**  
County Administrator  
Goodhue County

509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

To: Board of Commissioners

From: Scott O. Arneson

Re: 07 Feb 23 County Board Meeting – **CONSENT AGENDA**  
**Public Works Highway Superintendent**

Date: 01 Feb 23

We are pleased to announce that Alexander Dicke has accepted the conditional offer to fill the Highway Superintendent position, Grade 86, step 6, with a vacation rate of 10 hours per month.

Mr. Dicke's official start date will be agreed upon after Board approval and the background investigation process is complete.

## **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
1121 W 4<sup>th</sup> St.  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd  
Wanamingo, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

SUSAN BETCHER  
5<sup>th</sup> District  
30133 Lakeview Ave.  
Red Wing, MN 55066



**Mary Priebe**  
*Goodhue County Human Resource Manager*  
*Goodhue County*

*Mary.Priebe@co.goodhue.mn.us*  
509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3029

TO: Goodhue County Commissioners  
FROM: Mary Priebe, Human Resource Manager  
DATE: January 31, 2023  
RE: Public Works Sign Technician  
Compensation Study

Goodhue County has contracted with David Drown Associates (DDA) for ongoing job evaluation and compensation consultation. The Sign Technician position was identified as a position in need of review.

DDA evaluated the Sign Technician duties and responsibilities of the job including the decision making and problem solving necessary in the position and assigned 235 pay equity points which would fit within grade 82 of the County pay scale

The Sign Technician is covered by the Teamsters collective bargaining agreement and, if approved by the Board, staff will work with Teamsters to implement the change.

Based on the assessment by DDA, we recommend the position be moved to a grade 82 effective January 1, 2023.

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





**Tom Day**  
*Human Resources Manager*  
*Goodhue County*

---

Tom.Day@co.goodhue.mn.us  
509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3066

TO: Goodhue County Commissioners  
FROM: Tom Day, HR Manager  
DATE: February 7, 2023  
RE: LELS 78 Contract for 2023-2025

Goodhue County and Law Enforcement Labor Services (LELS) – local #78 representing Adult Detention Center Deputies and Dispatchers have reached a collective bargaining agreement for the term of January 1, 2023 through December 31, 2025. The general terms are a 3-year contract with 3% increases in 2023, 2024 and 2025. Uniform allowances were increased by \$25, the shift differential was increased by \$.25/hr, Columbus Day was changed to Indigenous People’s Day and an employee self-funded Health Care Savings Plan was created. We ask the Board to approve the attached contract.

**LABOR AGREEMENT**  
**between**

**COUNTY OF GOODHUE**

**and**

**LAW ENFORCEMENT LABOR SERVICES, INC.**  
**LOCAL NO. 78**

January 1, 2023 through December 31, 2025

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## **ARTICLE 1 - PURPOSE OF AGREEMENT**

This AGREEMENT is entered into as of January 1, 2023 between THE COUNTY OF GOODHUE, hereinafter called the EMPLOYER, and LAW ENFORCEMENT LABOR SERVICES, INC., hereinafter called the LELS.

It is the intent and purpose of this AGREEMENT to:

- 1.1 Establish procedures for the resolution of disputes concerning this AGREEMENTS 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 LELS as the exclusive representative for all essential non-licensed employees of the Goodhue County Sheriff's Office, Red Wing, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding supervisory and confidential employees.
- 2.2 In the event the EMPLOYER and LELS 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 (BMS) for determination.
- 2.3 Neither LELS nor the EMPLOYER shall discriminate against any employee because of LELS membership or non-membership, nor because of race, creed, sex, color, religious belief or political belief.

## **ARTICLE 3 - DEFINITIONS**

- 3.1 LELS: Law Enforcement Labor Services, Inc.
- 3.2 LELS MEMBER: A member of Law Enforcement Labor Services, Inc., Local No. 78.
- 3.3 EMPLOYEE: A member of the exclusively-recognized bargaining unit.
- 3.4 DEPARTMENT: The Goodhue County Sheriffs Department.
- 3.5 EMPLOYER: The County of Goodhue.
- 3.6 UNION OFFICER: Officer elected or appointed by Law Enforcement Labor Services, Inc., Local #78.
- 3.7 OVERTIME: Work performed at the express authorization of the EMPLOYER in excess of the

employee's scheduled shift.

- 3.8 SCHEDULED SHIFT: A consecutive work period including rest breaks and a lunch break.
- 3.9 REST BREAKS: Periods during the SCHEDULED SHIFT during which the employee remains on continual duty and is responsible for assigned duties.
- 3.10 LUNCH BREAKS: A period during the SCHEDULED SHIFT during which the employee remains on continual duty and is responsible for assigned duties.
- 3.11 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, 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.

#### **ARTICLE 4 - EMPLOYER SECURITY**

LELS agrees that during the life of this AGREEMENT that LELS will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of this 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 In recognition of LELS as the exclusive representative, the EMPLOYER shall:
  - a) Deduct from the first and second payroll of the month an amount sufficient to provide payments of dues established by LELS from the wages of all employees authorizing, in writing, such a deduction; and
  - b) Remit such deduction to the appropriate designated officers of LELS.
- 6.2 LELS 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 agrees to notify LELS of any new employee covered by this AGREEMENT.

- 6.4 The EMPLOYER shall make space available on the employee bulletin board for posting LELS notice(s) and announcement(s).
- 6.5 LELS 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 PROCEDURE**

### **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 LELS as the grievance representatives of the bargaining unit having the duties and responsibilities established by this ARTICLE. LELS shall notify the EMPLOYER in writing of the names of such LELS 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 LELS 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 an LELS 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 LELS 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 representative will discuss and give an answer to such Step 1 grievance within ten (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 LELS within ten (10) calendar days shall be considered waived.

**Step 2.** If appealed, the written grievance shall be presented by LELS and discussed with the

EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give LELS 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 LELS within ten (10) calendar days shall be considered waived.

**Step 3.** If appealed, the written grievance shall be presented by LELS and discussed with the EMPLOYER-designated Step 3 representative. The EMPLOYER-designated representative shall give LELS 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 LELS within ten (10) calendar days shall be considered waived.

**Step 4.** A grievance unresolved in Step 3 and appealed to Step 4 by LELS shall be submitted to arbitration subject to the provisions of the Public Employer Labor Relations Act (PELRA) as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services (BMS).

#### 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 LELS, 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 LELS 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 LELS 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, LELS 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 LELS 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, Veterans 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 EMPLOYER. 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 An employee in the bargaining unit who transfers from another department of the EMPLOYER shall accumulate total seniority from the other department only for the purposes of calculating vacation and sick leave.
- 9.2 Seniority shall be determined by the employee's length of continuous employment with the EMPLOYER, by classification recognized by this AGREEMENT. Seniority rosters shall be maintained by the EMPLOYER, on the basis of time and grade and time within specific classification.
- 9.3 The initial probationary period shall be one (1) year. During the probationary period a newly-hired or rehired employee may be discharged at the sole discretion of the EMPLOYER.
- 9.4 The probationary period of a promoted or reassigned position shall be six (6) months. During the probationary period of a promoted or reassigned employee, the employee may be replaced in their previous position at the sole discretion of the EMPLOYER.
- 9.5 A reduction of work force will be accomplished on the basis of bargaining unit seniority within job classification. An employee on lay-off shall have an opportunity to return to work within one (1) year of the time of their lay-off before any new employee is hired, except that, any employee on lay-off who is notified by registered mail to return to work and fails to do so within twelve (12) days shall be considered to have voluntarily terminated employment with the County.
- 9.6 Senior employees will be given preference with regard to transfer, job classification assignments and promotions when the job-relevant qualifications of employees are equal.

### **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, to become part of an employees personnel file shall be read and acknowledged by signature of the employee. Employees and LELS will receive a copy of such reprimands and notices of suspension and discharge.
- 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. This provision does not apply to Veterans.
- 10.6 Employees 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 suspension, demotion or discharge shall be initiated by LELS in Step 2 of the grievance procedure under ARTICLE 7.

#### **ARTICLE 11- INJURY ON DUTY**

- 11.1 In the event an employee is injured on duty without negligence of the employee and while performing their general duties as a Detention Deputy or Dispatcher for the EMPLOYER, a leave of absence, with pay (excluding the year-end holiday pay), may be granted for a period not to exceed seven hundred twenty (720) work hours beginning with the fourth (4th) day after an injury. The first twenty-four (24) hours of an injury shall be charged to an employee's sick leave account. The amount paid by the EMPLOYER shall be the difference between Worker's Compensation payments and the employee's regular rate of pay.

#### **ARTICLE 12 - OVERTIME**

- 12.1 Employees will be paid at one and one-half (1 ½) times the employee's regular rate of pay for hours worked in excess of the employee's regularly scheduled shift.
- 12.2 Overtime shall be distributed as equally as practicable.
- 12.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.4 Employees have the obligation to work overtime or call-backs if requested by the EMPLOYER unless unusual circumstances prevent the employee from so working.
- 12.5 In lieu of overtime pay as provided in this section, employees may elect to receive compensatory time at the rate of one and one-half (1 ½) hour for each hour worked. Employees may accumulate up to a maximum eighty-four (84) hours of compensatory time. Compensatory time up to a maximum of

eighty-four (84) hours earned but not used will be carried over to the next year.

**ARTICLE 13 - CALL-BACK, COURT TIME**

**13.1 Call-Back Time**

An employee who is called to duty during their scheduled off-duty time shall receive a minimum of four (4) hours pay at one and one-half (1 ½) 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 four (4) hours minimum.

**13.2 Court Time**

An employee who is required to appear in court during their scheduled off-duty time shall receive a minimum of four (4) hours pay at one and one-half (1 ½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for court appearance does not qualify the employee for the four (4) hour minimum.

Employees required to appear in court during their off-duty time who are canceled with less than twenty-four (24) hours notice shall receive two (2) hours pay at their regular rate.

**ARTICLE 14 - VACATIONS**

14.1 Full-time employees hired after August 1,1990 shall earn paid vacation according to the following schedule:

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.

14.2 Newly hired employees will earn vacation benefits calculated from the day of employment. Once earned, vacation can be used at any time during the probationary period, subject to supervisor's approval.

14.3 Limited carry-over of accrued vacation: Since vacations provide a necessary period of rest, relaxation and refreshment, all employees are expected to take their accumulated vacation within the year following accrual. Not more than two hundred and forty (240) hours shall be carried over from one year to the next by any employee unless otherwise approved by the EMPLOYER. Every effort should be made by the Department Heads to encourage the employee to take the vacation earned during the year in

which it was earned. Every effort should be made by Department Heads to schedule the work load so that vacation is possible for every eligible employee.

- 14.4 Vacation periods shall be selected on the basis of departmental seniority until April 1st of each calendar year.
- 14.5 All employees, upon retirement or termination, shall be entitled to the accumulated vacation pay. Employees discharged for just cause shall not receive accrued vacation leave.

#### **ARTICLE 15 - SICK LEAVE, FUNERAL LEAVE**

- 15.1 Sick leave shall be earned by permanent full-time employees at the rate of eight (8) hours for each full month of service.
- 15.2 Earned sick leave may be accumulated to a maximum of nine hundred sixty (960) hours.
- 15.3 To be eligible for sick leave payment, an employee must notify the Department head or their designee, prior to the starting time of their scheduled shift. This notice may be waived if the Department head determines that the employee could not reasonably be expected to comply with this requirement because of circumstances beyond the control of the employee.
- 15.4 Accumulated paid sick leave may be approved for paid employee absences for the following reasons:
  - 15.4.1 Because of employee illness or injury which prevents the employee from performing job duties and responsibilities.
  - 15.4.2 Because of serious illness or death in the employee's immediate family.
- 15.5 The Sheriff, at their discretion, may require a doctor's certificate showing the nature of any injury or illness.
- 15.6 Sick leave shall be granted for dental or medical appointments.
- 15.7 In the event that death occurs in the immediate family (spouse or child) of an employee, the employee shall be granted three (3) working days leave with pay. If death occurs to an employee's parent, brother, sister, mother-in-law, father-in-law, grandparent, or any relative or ward who has resided in the employee's household for a reasonable period, and the employee is in charge of the funeral arrangements, there shall be three working days leave granted with pay. If the employee is not in charge of funeral arrangements, the employee shall receive one working day leave. If the employee is requested to be a pallbearer, the employee shall be granted one working day off with pay.

#### **ARTICLE 16 - WORK SCHEDULES**

- 16.1 The normal work year is two-thousand and eighty (2,080) hours to be accounted for each employee through:
  - a) hours worked on assigned shifts;
  - b) holidays;
  - c) assigned training; and
  - d) authorized leave time.

- 16.2 Holidays and authorized leave time is to be calculated on the basis of actual length of time of the assigned shifts.
- 16.3 Nothing contained in this or any other ARTICLE shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign the employees.

**ARTICLE 17 - INSURANCE**

- 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 the amount equal to 50% of the deductible 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 coverage and pay for 60% of the cost of the employee's monthly dependent Employer group medical insurance premium.
- 17.3 The employee shall have the option of insuring dependents by paying the additional cost of the premium.
- 17.4 The EMPLOYER will pay the monthly premium for the forty thousand dollars (\$40,000) life insurance coverage.
- 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 following days will be observed as paid holidays:

New Years Day	Indigenous People's Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

- 18.2 Employees covered by this agreement shall be given ninety six (96) hours of leave with pay during the year to compensate for holidays.
- 18.3 In the event the Employer is unable to schedule the ninety six (96) hours of leave, employees shall be paid for any unused and unscheduled leave time in conjunction with the first pay period following December 1 of each year.
- 18.4 In addition to the ninety six (96) hours of leave, employees scheduled to work on any of the above listed holidays shall be paid at one and one-half (1 ½) times their regular rate for all hours actually worked on the holiday.

## **ARTICLE 19 - SEVERANCE PAY**

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

## **ARTICLE 20 - UNIFORM ALLOWANCE AND MAINTENANCE**

- 20.1 The EMPLOYER shall provide an initial issue of three (3) uniforms and all required equipment to each newly hired employee. After the first year of employment, employees shall receive \$950 for uniforms. Those employees who complete their first year of employment during the calendar year will receive a prorated amount of the uniform allowance. The County agrees to replace personal items (i.e. eyeglasses or wristwatches) that are damaged in the line of duty that are not replaced through Court ordered restitution. Equal payments shall be made on or about July 1<sup>st</sup> and December 31<sup>st</sup> of each year.
- 20.2 In order to receive the annual allowance the employee must be currently employed by the county. An employee separating will be given a prorated allowance based on the actual months of service in relation to a full year.
- 20.3 The County will not replace uniforms, clothing, or equipment damaged as a result of normal wear and tear. The employee will be expected to use their uniform allowance for this purpose.

## **ARTICLE 21 - WORKING OUT OF CLASSIFICATION**

Employees assigned by the EMPLOYER to assume the responsibilities and authority of a higher job classification for two (2) or more hours shall receive a wage commensurate with the step on the salary schedule of the higher job classification which will provide at least a 2% increase above the employee's regular rate of pay for the duration of this assignment. Employees will not be assigned to work out of classification in an "Acting Duty Supervisor" position when ADC Administration is present in the facility and available.

## **ARTICLE 22 - LEAVES OF ABSENCE**

### **22.1 Military Leave**

All existing Federal and State Statutes, applicable to the rights of an employee who is on a leave of absence from Goodhue County for military service, shall be applicable under this AGREEMENT.

### **22.2 Court Duty**

Any employee called and selected for Jury Duty, shall receive regular compensation and other benefits for such duty. Pay received for Jury Duty must be given to the EMPLOYER by the employee. Pay for the expenses may be kept by the employee.

### **22.3 Parental Leave**

Parental leave, not to exceed six (6) months, may be granted by the EMPLOYER upon request of an employee. An extension of a Parental leave may be granted by the EMPLOYER under mutually-

agreeable circumstances between the EMPLOYER and the employee. All Parental leave shall be without compensation. Sick leave and vacation time and seniority shall not accumulate during any Parental leave but accrued amounts of both shall remain on record at the inception of the leave of absence and shall resume upon return of the employee. Health and welfare benefits described in Article 8, Section 1 of this AGREEMENT, will be extended at employee expense during the period in which any Parental leave is granted.

#### 22.4 **General Leave Regulations**

All employees covered by this AGREEMENT are encouraged to give as much prior notice for any leave of absence as possible so that the employer can make appropriate adjustments of staff, to ensure continuation of service to the citizens of Goodhue County.

#### 22.5 **Personal Leave of Absence**

Personal leaves include all leaves of absence granted for reasons other than for those stated above and shall be granted at the discretion of the EMPLOYER for a period of time not to exceed seven-hundred and twenty (720) hours. Seniority, sick leave or vacation leave shall not accrue during personal leave. Personal leave is automatically extended to the employee on sick leave where accumulated paid leave expires, until such time as the EMPLOYER decides on a formal extension of personal leave.

### **ARTICLE 23- JOB POSTING AND EXAMINATION FOR PROMOTIONS**

Any position covered by this AGREEMENT, when vacant, shall be posted electronically for fifteen (15) days, for information of the members of the unit.

### **ARTICLE 24 - MILEAGE AND MEAL ALLOWANCE**

Any reimbursement for mileage or meal allowance, as a result of approved staff training opportunities, to be paid as a result of this AGREEMENT, shall be reimbursed in accordance with the EMPLOYER'S current policies.

### **ARTICLE 25 - LEGAL PROTECTION**

The EMPLOYER shall provide, through insurance coverage or otherwise, defense, necessary legal expense and other costs, to an employee, against whom a claim is made or a lawsuit is commenced, which is based upon the conduct of the employee acting in the regular course of employment, except for intentional torts, crimes or ordinance violation committed by such employee.

### **ARTICLE 26 - WAGES**

Employees shall be paid in accordance with Appendix A Salary Schedule attached hereto and made a part of this AGREEMENT. Dispatchers, Detention Deputy and Activities Director will be in grade 81.

**ARTICLE 27 – SHIFT DIFFERENTIAL**

A shift differential of \$1.00 per hour shall be paid when the employee works a majority of their shift between 6:00 p.m. and 6:00 a.m.

**ARTICLE 28 - WAIVER**

- 27.1 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.
- 27.2 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 29 - DURATION**

This AGREEMENT shall become effective as of January 1, 2023 and shall remain in effect through December 31, 2025 and shall continue in effect from year-to-year thereafter, unless either party shall notify the other, in writing, ninety (90) days prior to the termination date, that it desires to modify this AGREEMENT.

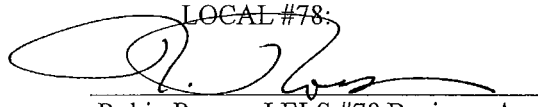
IN WITNESS WHEREOF, the parties have executed this AGREEMENT on this 17<sup>th</sup> day of JANUARY, 2023.


FOR GOODHUE COUNTY:

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Administrator

FOR LAW ENFORCEMENT LABOR SERVICES, INC.,  
LOCAL #78:

  
\_\_\_\_\_  
Robin Roeser, LELS #78 Business Agent

  
\_\_\_\_\_  
Steve Schreiber, Union Steward



**APPENDIX A**  
**SALARY SCHEDULE**

		Step											
2023		1	2	3	4	5	6	7	8	9	10	11	12
Grade	81	\$23.30	\$24.46	\$25.64	\$26.80	\$27.96	\$29.13	\$30.29	\$31.46	\$32.62	\$33.78	\$34.96	\$36.12

		Step											
2024		1	2	3	4	5	6	7	8	9	10	11	12
Grade	81	\$24.00	\$25.19	\$26.41	\$27.60	\$28.80	\$30.00	\$31.20	\$32.40	\$33.60	\$34.79	\$36.01	\$37.20

		Step											
2025		1	2	3	4	5	6	7	8	9	10	11	12
Grade	81	\$24.72	\$25.95	\$27.20	\$28.43	\$29.66	\$30.90	\$32.14	\$33.37	\$34.61	\$35.83	\$37.09	\$38.32

**B. Professional Fees**

The EMPLOYER shall pay the license fee for all members of the bargaining unit who are required to have a P.O.S.T. license pursuant to Minnesota Statute. In the event an employee terminates employment with the Employer, the employee shall be responsible for repaying the Employer the remaining balance on a pro-rata basis.

**C. Tuition Reimbursement**

Tuition reimbursement will be done in accordance with Goodhue County's personnel policies and within departmental budgetary allocations.

**D. Training Officer Pay**

Employees assigned as Training Officers shall receive one (1) hour of compensatory time for each shift spent with a trainee.

**LETTER OF UNDERSTANDING  
BETWEEN  
GOODHUE COUNTY  
AND  
LAW ENFORCEMENT LABOR SERVICES, INC. #78**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Law Enforcement Labor Services, Inc. #78 (hereinafter LELS #78).

WHEREAS, the EMPLOYER and LELS #78 are parties to a collective bargaining agreement; and

WHEREAS, the parties have expressed the desire to undertake an 11.5 hour shift for the Dispatchers in the Sheriff's Department for the period commencing January 1, 2023 and running consecutively through December 31, 2052.

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

**HOURS OF WORK**

1. Dispatchers' regularly scheduled shift shall be 11.5 hours per day.
2. Dispatchers will be guaranteed at least 1840 hours of work in the 52-week period.
3. Dispatchers will not be regularly scheduled to work more than 2093 hours per year.
4. Overtime will not be paid to work regularly scheduled 11.5 hour shifts; however, any hours worked in excess of 2080 hours per year will be paid at the overtime rate.
5. No Dispatcher will work in excess of 2240 hours in the 52-week period.
6. If a Dispatcher is laid off from employment prior to the completion of the 52-week period, the employee's earnings will be recomputed for each work week worked within the 52-week period.
7. If a Dispatcher is terminated for just cause or resigns from employment prior to the completion of the 52-week period, the employee's earnings will not be recomputed for each work week worked within the 52-week work period.
8. Any hours paid for but not worked will be excluded from the 2240 hour count during the 52-week period.

**DURATION**

1. This Letter of Understanding shall remain in effect until December 31, 2025. During this period the Letter of Understanding may be cancelled by either party with a 60-day written notice.


**COMPLETE AGREEMENT**

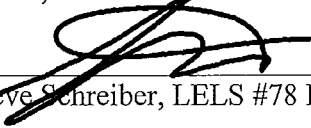
1. This Letter of Understanding represents the complete and total agreement between the parties regarding 11.5 hour shifts for Dispatchers.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this 17<sup>th</sup> day of JANUARY, 2023.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
Scott Arneson, Administrator

  
\_\_\_\_\_  
Robin Roeser, LELS #78 Business Agent

  
\_\_\_\_\_  
Steve Schreiber, LELS #78 Local President

**LETTER OF UNDERSTANDING  
BETWEEN  
GOODHUE COUNTY  
AND  
LAW ENFORCEMENT LABOR SERVICES, INC. #78**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Law Enforcement Labor Services, Inc. #78 (hereinafter LELS #78).

WHEREAS, the EMPLOYER and LELS #78 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 a/k/a Plan 2) beginning January 1, 2017.

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

**MINIMUM VALUE PLAN HEALTH INSURANCE**

1. The MVP a/k/a Plan 2 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 a/k/a Plan 2 deductible.
3. The EMPLOYEE will contribute \$20 per month toward the premium for individual group medical coverage for the MVP a/k/a Plan 2. The EMPLOYER will pay the remainder of the monthly premium for individual group medical coverage. Part time employees will contribute on a pro-rata basis. 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, 2025.

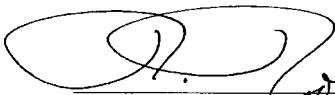
**COMPLETE AGREEMENT**

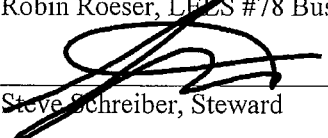
This Letter of Understanding represents the complete and total agreement between the parties regarding the Minimum Value Plan Health Insurance.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this 17<sup>th</sup> day of JANUARY, 2023.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
Scott Arneson, Administrator

  
\_\_\_\_\_  
Robin Roeser, LELS #78 Business Agent

  
\_\_\_\_\_  
Steve Schreiber, Steward

**LETTER OF UNDERSTANDING  
BETWEEN  
GOODHUE COUNTY  
AND  
LAW ENFORCEMENT LABOR SERVICES, INC. #78**

This Letter of Understanding is entered into between Goodhue County (hereinafter EMPLOYER) and Law Enforcement Labor Services, Inc. #78 (hereinafter LELS #78).

WHEREAS, the EMPLOYER and LELS #78 are parties to a collective bargaining agreement; and  
WHEREAS, the parties have expressed a desire to add a Health Care Savings Plan (hereinafter HCSP) administered by the Minnesota State Retirement System (MSRS) beginning January 1, 2023.

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

**HEALTH CARE SAVINGS PLAN**

1. The HCSP will be required for all eligible employees.
2. The EMPLOYEE will contribute the following amounts annually which will be deducted from their paychecks each pay period.
  - 1% of gross pay for 0-4 years of service
  - 2% of gross pay for 5-8 years of services
  - 3% of gross pay for 9-12 years of service
  - 4% of gross pay for 13 years of service and above
3. Upon separation of employment the value any severance pay as outlined in ARTICLE 19 will be deposited into the EMPLOYEE's HCSP instead of having a cash out option.

**DURATION**

This Letter of Understanding shall remain in effect until December 31, 2025 or until a successor collective bargaining agreement or Letter of Understanding is reached.


**COMPLETE AGREEMENT**

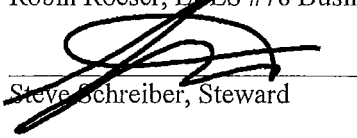
This Letter of Understanding represents the complete and total agreement between the parties regarding the Health Care Savings Plan (HCSP).

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this 17<sup>th</sup> day of JANUARY, 2023.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
Scott Arneson, Administrator

  
\_\_\_\_\_  
Robin Roeser, LELS #78 Business Agent

  
\_\_\_\_\_  
Steve Schreiber, Steward



Goodhue County

509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

To: Board of Commissioners

From: Scott O. Arneson, County Administrator

Briggs Tople, Outreach and Communications Specialist

Date: 2/7/23

Re: Request for Proposal (RFP) – County Branding

In 2018 a committee involving members from varying County departments met to discuss the idea of a new logo for the County. The committee ultimately disbanded having not agreed upon a new logo due to an excess of view points and beliefs of how the County should be branded.

In 2022 Goodhue County established an Outreach and Communications Specialist position. After having met with all County department heads and/or recommended personnel, the new position created a set of recommendations to further bolster communication efforts. During these meetings, many department heads mentioned and requested new branding be established. Thus, the first recommendation was to establish new branding for Goodhue County. The second was to create a Communications Committee for the purpose of creating dialogue between staff whose key functions involve communications.

After having researched similar public entity rebranding's the administration team allocated \$60,000 in the 2023 Budget towards rebranding efforts. This sum could be used to settle a contract for design services but also utilized towards implementation of the logo on County property.

A Request for Proposal was then written by the Outreach and Communications Specialist. A key function of this RFP is to involve the Communications Committee in the review/selection of a designer/design firm and to provide input and feedback to the finalist throughout the design process but leaving the ultimate decision of establishing a County logo to the County Board. Following reviews and edits by Administration staff, Lisa Hanni (County Surveyor), and Brian Anderson (County Finance Director), the RFP was brought to the 2023 Commissioner Goals workshop. Here Commissioners were able to review the RFP ahead of formal presentation for a vote and ask any clarifying questions.

## GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS  
1<sup>st</sup> District  
1121 W 4<sup>th</sup> St.  
Red Wing, MN 55066

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

TODD GRESETH  
3<sup>rd</sup> District  
46804 Hwy 57 Blvd  
Wanamingo, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 Co. 2 Blvd  
Goodhue, MN 55027

SUSAN BETCHER  
5<sup>th</sup> District  
30133 Lakeview Ave  
Red Wing, MN 55066

*An Equal Opportunity Employer*



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509 W. Fifth St.  
Red Wing, MN 55066  
Office (651) 385.3001

To: Board of Commissioners  
From: Scott O. Arneson, County Administrator  
Briggs Tople, Outreach and Communications Specialist  
Date: 02/07/2023  
Re: Request for Proposal – Rebranding for Goodhue County

### **Section 1: Introduction**

In 1990 the County Board held a contest to create a logo for the County. The Board selected and merged two of the presented designs together and this design has been utilized ever since. While the seal has been utilized across multiple platforms throughout the ages and has served the County well – it has become overused and does not align with the branding of multiple external communication efforts. A new and formal logo is needed to effectively represent the County’s desired image while leaving the seal to be utilized for more formal occasions and for constitutional officers alongside the motto, “To effectively promote the safety, health, and well-being of our residents.”

In addition, the County lacks a visual identity, brand standards, and a brand manual. This leaves County representatives to make their own decisions about formatting, font selection, and logo usage. All of these independent decisions have resulted in inefficiencies and inconsistencies, which are not beneficial for County staff or the community.

The County desires a more relevant and impactful branding that is unique to Goodhue County. Defining the County’s brand will ensure County representatives have the tools they need to create effective and strategic communications. This will be done by building a stronger awareness to promote Goodhue County within the community and beyond County limits.

As a result, Goodhue County is seeking a creative, qualified graphic designer, design firm, or agency to create a logo, tagline, and a brand manual. This project's guidelines and key messages will serve as the foundation for all marketing, communications, and engagement projects going forward.

### **GOODHUE COUNTY BOARD OF COMMISSIONERS**

LINDA FLANDERS  
1<sup>st</sup> District  
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5<sup>th</sup> District  
30133 Lakeview Ave  
Red Wing, MN 55066

*An Equal Opportunity Employer*

## **Section 2: Goodhue County, Minnesota Background Information**

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Goodhue County has a vibrant community which is friendly and welcoming. Our community is rich in heritage, connection, and well-known for its natural beauty. Even with our county seat being located in Red Wing, MN, we share a strong connection to all of our cities, townships, and the tribal nation. We pride ourselves on being interconnected as we believe every community affects one another and when one jurisdiction succeeds, we all succeed.

There are approximately 47,500 residents who call Goodhue County home. These residents can enjoy a high quality of life, a thriving business community, protected neighborhoods, excellent schools, parks system that includes community and state parks, and well-maintained road networks; all while enjoying a community feel with direct access to the Twin Cities and Rochester areas. Goodhue County is continuing to grow and expand both in terms of demographics and government organization. With an increasing presence within our communities' residents are becoming more and more aware of the workings of County government.

Additionally, Goodhue County continues to see growth in economic development. Having large corporations, medium sized firms, and small main street businesses our County is familiar with strong businesses and aims to promote a strong business climate. Of our four pillars, commerce, industry, manufacturing, and agriculture, all directly correlate to the success of businesses both large and small. With this is an increased need for an updated and relevant logo to bring Goodhue County into the modern era to demonstrate we are moving forward alongside our private partners.

## **Section 3: Scope of Work**

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The scope of work will extend from concept to completion. Goodhue County will retain all rights to any images, logos, taglines, style guides, and brand manuals created by the designer or firm.

1. Project Management. The consultant will lead aspects of the County's branding initiative, including facilitating various meetings with the County Communication Committee to determine existing attitudes, perceptions, opportunities, and challenges to enhancing the County's image.
2. Research. The research will be the basis of the development of a brand concept, creative elements, messaging, and the overall brand initiative.
3. Creative/Development of Brand. The consultant will develop creative elements that include:
  - a. New Goodhue County logos
  - b. New tagline
  - c. Typeface



- d. Color palette
  - e. Other deliverables to support the overall brand initiative.
  - f. A minimum of three distinct logo options must be represented based on the results of the research with a primary logo, secondary logo, and sub mark.
  - g. The selected logo design will be delivered, with the final option delivered with a style manual and guidelines for use in the following:
    - i. Print and electronic advertising
    - ii. Media Placement
    - iii. Public relations
    - iv. Events
    - v. Collateral (letterhead, business cards, memos, email signature, etc.)
    - vi. Signage (building, street, welcome, vehicles, etc.)
4. Goals/Objectives. The primary goals/objectives to be achieved by the branding initiative include but are not limited to:
- a. *Consistency.* The brand should convey a consistent message and image to the audience both within and outside Goodhue County reflective of the community.
  - b. *Community Identity.* Identify and promote what makes Goodhue County distinct and appealing to investors, businesses, retailers, visitors, and residents
  - c. *Community and Economic Development Promotion.* Promote a healthy economy, attract private investment, new residents, young professionals, and retain key businesses and creative talent.
  - d. *Endorsement.* The brand must be authentic, original, and resonate with representatives of Goodhue County

#### **Section 4: Review Process and Selection Criteria**

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Proposals will be reviewed and evaluated by the Goodhue County Communication Committee where each member will recommend their top three choices. The RFP with the highest ranking will be chosen. Criteria for evaluation will include, but are not limited to:

- a) Demonstrated knowledge, skills, validity, and experience in branding design for localities or governmental agencies
- b) Understanding of usability, best practices, trends, and foresight
- c) Ability to meet deadlines and operate within a budget
- d) Requested allocation

- e) Recommendations from past clients
- f) Explanation of why this project is of interest
- g) Summary of branding experience – include examples that illustrate the process from research to package delivery
- h) Proposed approach, work plan, and timeline describing how you will implement the design and development process for this project

## **Section 5: Questions and Submittal Requirements**

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Proposals should include the following:

- a) Name, title, and contact details
- b) List of personnel who will work on this project including their education, experience, and qualifications
- c) Line-item budget for the stages of development in which you will provide work described within this RFP
- d) An hourly rate (if applicable) for subsequent work that may be required or deemed necessary
- e) A portfolio showcasing your current work with an emphasis on branding or rebranding
- f) Three references from clients who have used your services for branding or rebranding
- g) Proposals shall be valid for not less than 90 days from the date of required submittal.

## **Section 6: Timeline**

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February 2023: RFP Posted

March 1st, 2023: Proposals Due

April 17th, 2023: Applications processed/selected firms interviewed

May 2nd, 2023: Firm Selected

June 1<sup>st</sup>, 2023: Project Begins

September 1<sup>st</sup>, 2023: Branding Design Complete

October, 2023: Present to County Board

October, 2023: Implement Branding Adoption and Roll Out Plan

## **Section 7: Submittal Date and Information**

---

All proposals should be received by Wednesday , March 1<sup>st</sup>, 2023. Final logo development and brand identity should be completed within three to four months after the contract is signed.

Submit your proposal:

Email (.pdf format):

Briggs Tople, Outreach and Communications Specialist  
[Briggs.Tople@co.goodhue.mn.us](mailto:Briggs.Tople@co.goodhue.mn.us)

Hard copy by mail:

Briggs Tople  
Goodhue County Administration  
509 W 5<sup>th</sup> Street  
Red Wing, MN 55066

Goodhue County will conduct follow-up interviews with a minimum of three finalists. Those interviewed may be required to furnish additional information as deemed necessary.

## **Section 8: General Provisions**

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### Budget

Proposals requesting less allocations toward the project will be reviewed favorably.

### Contract Negotiations & Insurance

The County reserves the right to enter into a contract with the selected vendor that the County deems to offer the best overall qualifications and experience. The County intends that after the successful vendor has been selected, the County and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and the County shall not be contractually bound to any bidder before the execution of such written contractual agreement.

### Costs of Proposal

The County will not be liable for any costs incurred by the vendor in preparation of a proposal submitted in response to this RFP, in conducting a presentation, or in any other activities related to responding to this RFP.

### No Obligation

This RFP does not obligate the County to award a contract for services specified herein.

In addition, the County reserves the right to cancel this RFP, reject any proposals, waive any informalities and/or irregularities, or re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of the County.

### Modification or Withdrawal of Proposal

Before the scheduled closing time for receiving proposals, any vendor may withdraw their proposal. Only written requests for the modification or correction of a previously submitted proposal received by the County before the RFP due date and time will be accepted. Oral, telephone, or fax modifications or corrections will not be recognized or considered. No proposal may be withdrawn after the scheduled closing date and time for receiving proposals.

### Proposal Submission Certification

By submitting a proposal, the vendor certifies that he or she has carefully examined all the documents, thoroughly reviewed this RFP, and understands the nature and scope of the work to be done and the terms and conditions thereof.

### **Section 9: Additional Information or Clarification**

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#### Contact:

Briggs Tople, Outreach and Communications Specialist

Briggs.Tople@co.goodhue.mn.us

651-385-3249

Goodhue County Administration

509 W 5th Street

Red Wing, MN 55066



Goodhue County Justice  
Center  
454 W. 6<sup>th</sup> Street  
Red Wing, MN 55066-2475

Telephone (651) 267-4950  
FAX (651) 267-4972

## **STEPHEN F. O'KEEFE**

*Goodhue County Attorney*

ASSISTANT COUNTY ATTORNEYS

ERIN L. KUESTER

CHRISTOPHER J. SCHRADER

ELIZABETH M.S. BREZA

DAVID J. GROVE

ANGELA R. STEIN


JESSICA M. PERKINS

JORDAN T. COOK

EMMA L. RUSS

### **MEMORANDUM**

**TO:** The Honorable Goodhue County Commissioners  
Scott Arneson, Goodhue County Administrator  
Brian Anderson, Goodhue County Finance Director

**FROM:** Stephen F. O'Keefe, Goodhue County Attorney  
Erin L. Kuester, Assistant County Attorney III 

**RE:** County Attorney Office Request To Hire Full Time Legal Secretary

**DATE:** February 2, 2023

#### **Funding Request**

The County Attorney's Office is requesting to hire a full time secretarial support professional beginning at Grade 81, Step 1, to assist with the high volume of work. This position would continue to be ARP funded through 2023 and a new position in the 2024 budget. The estimated cost with salary and benefits for this position, if approved, would be \$78,055.67.

#### **Background**

The Goodhue County Attorney's Office has a total of ten (10) attorneys, with nine (9) full time attorneys and one (1) attorney position allocated for six hours a week. There is a total of eight (8) support staff, with only three (3) Legal Secretaries. Prior to the disruption in the courts caused by the COVID-19 pandemic, we thought seriously about making a request for an additional full time legal secretary due to the continued increasing caseloads and support staff workloads. In August 2021, it became possible to use American Rescue Plan (ARP) funds to hire a temporary full time secretarial support for the purpose of addressing the backlog of criminal cases directly caused by the COVID-19 pandemic. This position is funded through 2023. We are grateful to the Board for approving our request for a temporary full time legal secretary on August 17, 2021, as it gave use the ability to determine the level of need.

Fortunately, we were able to find a qualified and hardworking employee willing to take a temporary position approved only for a 23 month duration. After working for a one year time period (January 2022 to January 2023), this employee recently accepted a full time permanent

position in our office that was created by the retirement of long term employee Deb O'Connor. As a result, we are returned to existing staff levels.

During the past year we learned that the current workload required a full time Legal Secretary not only to diligently address the backlog caused by COVID 19, but to address the increased volume of cases created by the re-opening of society. If approved, the new position would be a permanent position assigned to assist attorneys with work related to Gross Misdemeanor, Misdemeanor, Traffic, and Petty Misdemeanor cases. A review of the 2022 statistics shows a return to pre-pandemic numbers and a large increase of case volume. For example, there is a 127% increase in misdemeanor cases from 2019, a 109% increase in DWI cases as well as an over 22% increase in Traffic/Alcohol/Drug Related Offenses from 2019, in addition to the continuing trend of increased law enforcement case referrals for review for criminal charges each year. In 2022, we received 2,446 cases to review, representing an almost 26% increase over 2021.

In comparing staffing levels to surrounding counties that are similar in size, the Goodhue County Attorney's Office is understaffed. Rice County has ten (10) attorneys and nine (9) support staff, with six (6) of them being Legal Secretaries. Winona County also has ten (10) attorneys and nine (9) support staff, with seven (7) of them being Legal Secretaries. In contrast, Goodhue County has a total of ten (10) attorneys with only three (3) Legal Secretaries. This direct county to county comparison using population does not consider factors such as geographical location, amenities found within the county, city prosecution contracts, as well as other factors that impact the volume and the complexity of the work done in the Goodhue County Attorney's Office.

Our office is dedicated to meeting our obligations to crime victims, to the public, and to the citizens of Goodhue County. We continue to keep our focus on public safety and realize that it takes a team to keep our citizens safe. The workload continues to increase each year and we believe that the addition of a full time secretarial support professional is needed for this office to meet our legal obligations to victims of crime, to meet our legal obligations to the citizens of Goodhue County, and to continue making progress on addressing the existing criminal case backlog. Thank you for considering our request to hire for the new position of one full time secretarial support professional beginning at Grade 81, Step 1, as outlined above.

Thank you for your consideration.

SFO/jk



# REQUEST TO HIRE FORM

## DEPARTMENT & POSITION INFORMATION

Department: Goodhue County Attorney's Office

Date: February 1, 2023

Submitter Name: Stephen F. O'Keefe, Goodhue County Attorney

Position Title: Legal Secretary

Position Reports To: Goodhue County Attorney

Has the job description been reviewed by the department head?  Yes  No

Type of Hire:  Replacement (backfill) Replacing Who? \_\_\_\_\_  New Position

Classification:  Full Time  Part Time

Status:  Permanent  Temporary (67 day)  Seasonal  Intern - paid

### How does Goodhue County staff in this position compare to similar sized counties?

Two counties similar in size to Goodhue County are Rice and Winona counties. Rice has 10 attorneys and 9 support staff, 6 of whom are legal secretaries; Winona has 10 attorneys and 9 support staff, 7 of whom are legal secretaries; Goodhue County has 10 attorneys, 1 of whom is approx. 8 hours per week, and 8 support staff, 3 of whom are legal secretaries and one is provisional ARPA funded through 2023. An accurate comparison is difficult as population alone does not take into account geographical location, amenities found within the county, city prosecution contracts and other factors that impact the volume and complexity of work.

## BUDGET & SALARY INFORMATION

### Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
- New position in budget
- New position not in budget

### Has this job classification been evaluated by the Hay Group?

Yes  No

FLSA Status:  Exempt (salaried)  Non-Exempt (hourly)

Starting Pay Grade / Step: Grade 81 / Step 1

Anticipated Benefit Cost: \$ 9,038.96

Use this link for help calculating salary & benefits:  
[Total Comp & Benefits Calculator](#)

Total Cost: \$ 78,055.67

\*Salary & Benefits

Total Budgeted: \$ 78,055.67

## ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Job Posting Type:  Internal only  Internal & External

### Advertising Requested:

- ADP Career Center (includes indeed.com)
- Lake City Shopper/ Graphic
- Cannon Falls Beacon
- Assoc. MN Counties (AMC) website
- County website (includes Facebook & Twitter)
- Republican Eagle (includes JobsHQ online)
- Zumbrota Shopper
- League of MN Cities (LMC) website

Other Advertising Requested: \_\_\_\_\_

Send completed form & job description to Human Resources Director.

**REQUEST TO HIRE FORM**  
APPROVALS PAGE

**Department:** Goodhue County Attorney

**Date:** January 11, 2023

**Submitter Name:** Stephen O'Keefe, Goodhue County Attorney

**Position Title:** Legal Secretary

**Position Reports To:** Goodhue County Attorney

**HUMAN RESOURCES USE ONLY**

**Did HR review job description?**  Yes  No

**Recommendation:**  Approve Hire  Deny Hire

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**HR Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**COUNTY ADMINISTRATOR USE ONLY**

**Disposition:**  Approve Hire  Deny Hire  Require to go to Board

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**County Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice



# Goodhue County Land Use Management

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

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Building | Planning | Zoning  
Telephone: 651.385.3104  
Fax: 651.385.3106



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

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TO: Goodhue County Board of Commissioners  
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder  
DATE: February 7, 2023 County Board meeting  
RE: Cannon Valley Trail Property Conversion

## Summary:

Approve Grant Amendment and transfer property.

## Background:

Over the last few years, the County Surveyor's office has been researching and platting the 25 mile corridor of the Cannon Valley Trail from Cannon Falls through Red Wing. We recorded 44 plats thus far and would like to finalize the project by recording the 45<sup>th</sup> plat that ends at the Trailhead near Bench Street and Old West Main Street.

While researching and surveying this area, we discovered encroachments on the Trail property. The business adjacent and westerly of the Trail property has built a building, an expansion to the building, and a portion of a parking lot on part of the Trail property. It has been our intention to try to resolve this encroachment in the best, most expeditious manner not only for the benefit of the Trail but also for the benefit of the business/landowner.

Staff reviewed all the property that the County currently owns along the trail corridor to see: 1) if any parcel would qualify as a replacement; 2) verification that the replacement land was not obtained with Lawcon funding; and 3) if the parcel had a useful purpose for the Trail. Both the encroachment area and the proposed replacement parcel had a market analysis performed. The replacement parcel also had to be of equal or more area, and be of equal or more value. The proposed parcel meets all the requirements.

Staff worked with the DNR to prepare the paperwork for the National Park Service (NPS) to review. We received word that the NPS approved the conversion package on December 19, 2022.

The Grant Amendment would delete the encroachment area from the Trail, and add the replacement parcel into the Trail. The replacement parcel would then be under all the rules and obligations as if it was purchased with Lawcon funds.

## Recommendation:

Staff recommends the following actions:

- 1) The County Board approve and execute the attached Grant Amendment; and
- 2) Quit claim the encroachment area to the adjacent land owner

**Amendment # 2 for Grant Contract Agreement #LW27-01248**

Grant Contract Agreement Start Date:	6/4/1985	Total Grant Contract Agreement Amount:	\$ 465,000.00
Original Grant Contract Agreement Expiration Date:	8/11/1987	Original Grant Contract Agreement Amount:	\$ 465,000.00
Current Grant Contract Agreement Expiration Date:		Previous Amendment(s) Total:	\$ 0
Requested Grant Contract Agreement Expiration Date:		This Amendment:	\$ 0

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources (“State”) and Goodhue County, 509 W 5<sup>th</sup> Street, Red Wing, MN 55066 (“Grantee”).

**Recitals**

1. The State has a grant contract agreement with the Grantee identified as LW27-01248, Cannon Valley Trail (“Original Grant Contract”) to provide acquire 278 acres and develop trail.
2. The National Park Service has approved a 6(f) conversion for Cannon Valley Trail to delete .11 acres from the boundary and replace with 1.24 acres adjacent to the Cannon Valley Trail.
3. The State and the Grantee are willing to amend the Original Grant Contract Agreement as stated below.

**Grant Contract Agreement Amendment**

To delete .11 acres from the 6(f) boundary of Cannon Valley Trail and replace with 1.24 acres adjacent to the Cannon Valley Trail. The revised boundary maps are attached. The original Contract and previous amendment are incorporated into this amendment by reference.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. 16A.15*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract/PO No(s). **No SWIFT Contract or PO**

**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: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution:  
Agency  
Grantee  
State's Authorized Representative

27-01248 Cannon Valley Trail Property converted (.11 acres) - Yellow highlighted area to be removed.



Existing legal description

Encroachment area

552850030  
ST JOHNS  
EVAN LUTH  
CHURCH OF

552850090  
BLUFFS  
OF RED  
WING

552850060  
GOODHUE  
COUNTRY

OLD WEST MAIN ST

647'033 235'971 6 Feet

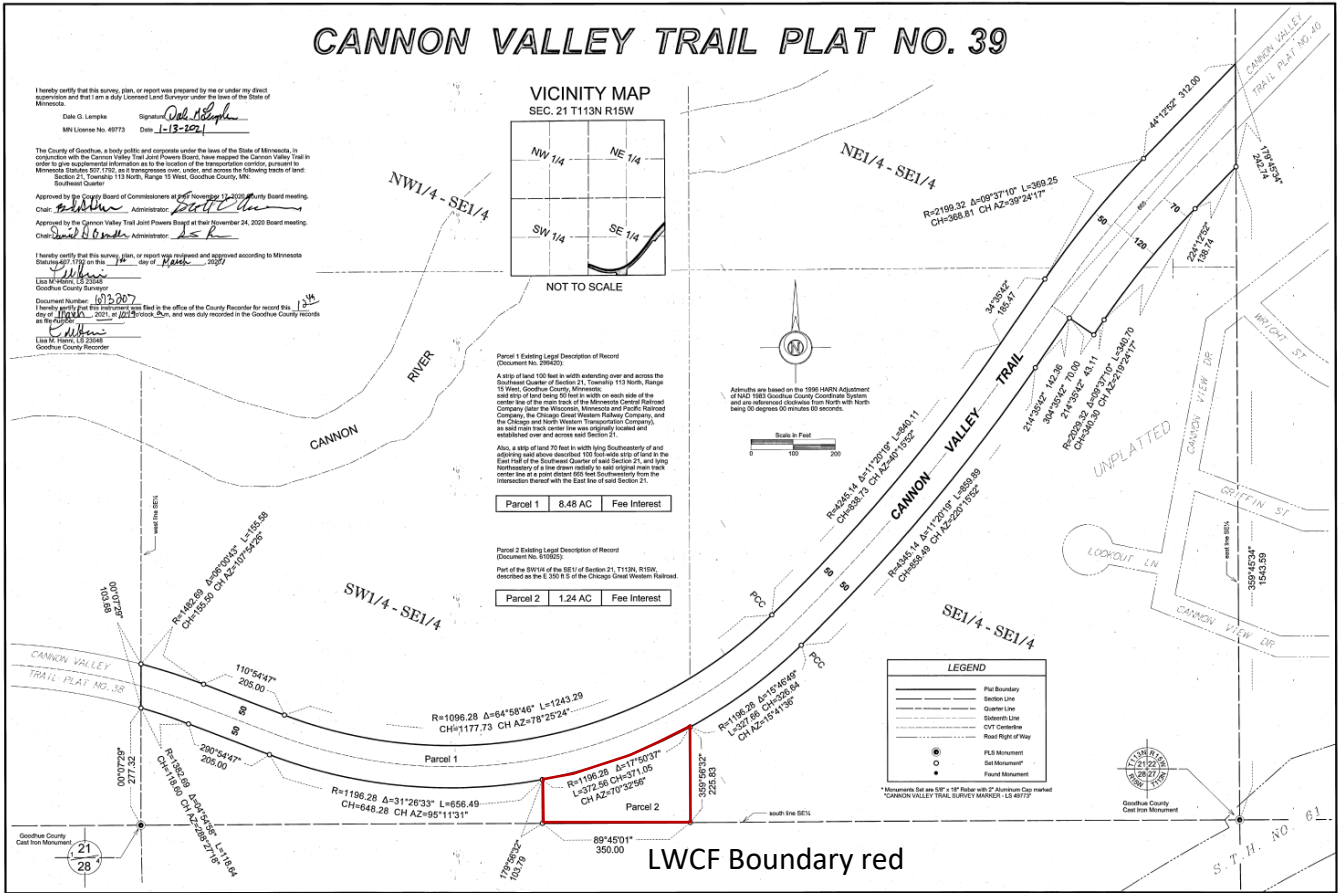




# Parcel 2, Cannon Valley Trail Plat No. 39

## (PIN 55-986-0020)

27-01248 Replacement land



(Top 3 inches reserved for recording data)

**QUIT CLAIM DEED**  
**Business Entity to Individual(s)**

**Minnesota Uniform Conveyancing Blanks**  
**Form 10.3.4 (2016)**

eCRV number: \_\_\_\_\_

DEED TAX DUE: \$ 1.65

DATE: \_\_\_\_\_  
(month/day/year)

FOR VALUABLE CONSIDERATION, Goodhue County  
(insert name of Grantor)

a municipal corporation under the laws of Minnesota ("Grantor"),  
hereby conveys and quitclaims to Bluffs of Red Wing, LLC  
(insert name of each Grantee)

\_\_\_\_\_ ("Grantee"), as

(Check only one box.)  tenants in common, (If more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)  
 joint tenants,

real property in Goodhue County, Minnesota, legally described as follows:

That part of Lot 4 of HOYT'S OUTLOTS in the City of Red Wing, on file and of record in the Goodhue County Recorder's Office, Goodhue County, lying westerly and southerly of the following line:

Commencing at the West Quarter corner of Section 25, Township 113 North, Range 15 West; thence on a easterly azimuth of 90 degrees 27 minutes 13 seconds, along the south line of the Northwest Quarter of said Section 25, 1102.04 feet; thence on an azimuth of 00 degrees 27 minutes 13 seconds 357.75 feet to the south line of Parcel 1, CANNON VALLEY TRAIL PLAT NO. 45, of record in the Goodhue Count Recorder's office, 357.75 feet to the point of beginning of the line to be described; thence northerly on an azimuth of 359 degrees 32 minutes 18 seconds along said Parcel 1, 83.00 feet; thence northwesterly continuing along said Parcel 1 on an azimuth of 303 degrees 43 minutes 46 seconds 162.84 feet to the west line of said Lot 4, HOYT'S OUTLOTS and there terminating.

5869.92 square feet (0.13 acres), more or less

The County reserves iron ore, other valuable minerals, and rights per Minnesota Statutes 373.01, (5)(h), over, under, and across the above described property.

This deed transfers Minnesota real property in exchange for \$3,000 or less of consideration.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Goodhue County

(name of Grantor)

By: \_\_\_\_\_  
(signature)

Its: \_\_\_\_\_  
(type of authority) County Board Chair

By: \_\_\_\_\_  
(signature) Scott O. Arneson

Its: \_\_\_\_\_  
(type of authority) County Administrator

State of Minnesota, County of Goodhue

This instrument was acknowledged before me on \_\_\_\_\_, by \_\_\_\_\_  
(month/day/year) (name of authorized signer)

\_\_\_\_\_ as \_\_\_\_\_  
(type of authority)

and by \_\_\_\_\_  
(name of authorized signer)

as \_\_\_\_\_ of \_\_\_\_\_  
(type of authority) (name of Grantor)

(Stamp)

\_\_\_\_\_  
(signature of notarial officer)

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:  
(insert name and address)

David J. Grove  
Assistant Goodhue County Attorney  
454 West 6th Street  
Red Wing, MN 55066

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:  
(insert legal name and residential or business address of Grantee)

Bluffs of Red Wing, LLC  
2518 Old West Main Street  
Red Wing, MN 55066

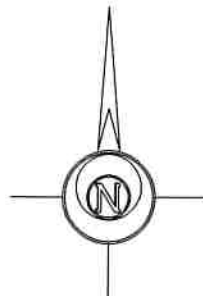
# Exhibit A

Hoyt's

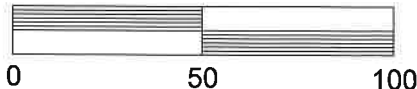
Outlots

west line of Lot 4, Hoyt's Outlots

4



Scale in Feet

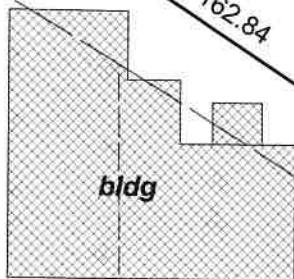


- Found monument
- Set monument

east line of Lot 4, Hoyt's Outlots and  
west line SE1/4 NW1/4 Sec.25,T113N,R15W

3

$303^{\circ}43'46''$  162.84



bldg

Cannon Valley Trail Plat No. 45  
Parcel 1

$359^{\circ}32'18''$   
83.00

Hoyt's

Outlots

POB

OLD WEST MAIN STREET



south line of the NW1/4  
Sec. 25, T113N, R15W

$90^{\circ}27'13''$  1102.04

$00^{\circ}27'13''$  357.75



$90^{\circ}27'13''$  5219.50

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.

Lisa M. Hanni, LS  
MN Lic. 23048

Date



# Goodhue County Land Use Management

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

---

Building | Planning | Zoning  
Telephone: 651.385.3104  
Fax: 651.385.3106



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

---

TO: Goodhue County Board of Commissioners  
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder  
DATE: February 7, 2023 County Board meeting  
RE: County Riparian Aid Funds (Buffers) -- FYI

Goodhue County and Soil and Water staff have been working with landowners to ensure the statutory riparian strips are established and maintained throughout the County. The Riparian Aid funds are dedicated for the enforcement of the buffer program, they are not levied dollars, nor included in the County's general fund. These funds have been used for the highly accurate aerial photography every two years, Lidar projects, and staffing costs associated with enforcement.

We have noticed that since we have been reviewing the parcels (2018, 2020, 2022 aerial photography) that although the landowners have been diligent establishing and keeping vegetative buffers, there are numerous areas along some of the public waters that are seeing extensive erosion along the bends and turns of the water course. This may cause landowners to come out of compliance and either have to move their buffer back and/or stabilize the erosion.

We spoke with BWSR, who is our resource for the administration of the program, to see if we could use a portion of the Riparian Aid funds to assist landowners in a cost-share program related to help stabilize some of the erosion and thereby accomplish the water quality improvement goal.

We are proposing to use some of the funds to assist landowners who are affected by the riparian buffer law, to re-establish buffers affected by stream erosion or expand their buffer to remain in compliance. The SWCD would be available to provide technical assistance with vegetative buffer standards, streambank stabilization design and offer cost-share dollars to implement the practice(s). The cost-share amount would be limited to a percentage of the total cost with a maximum payment identified prior to executing a contract with a landowner. These funds would be available on a first come first serve basis. The SWCD would request reimbursement from the County Riparian Aid fund for this initiative.

We anticipate that by our annual meeting with SWCD we will report on the progress of the program.

# Goodhue County Land Use Management

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



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: Goodhue County Board of Commissioners  
FROM: Lisa M. Hanni, LUM Director / County Surveyor / County Recorder  
DATE: February 7, 2023 County Board meeting  
RE: Old Highway 19 road parcel to be sold

## **Summary:**

The County has received a request to sell a strip of land that was acquired in 1920 to the adjacent land owner.

## **Background:**

In May 1920, the County purchase 1.21 acres from a landowner adjacent to what was then designated at CSAH 6, in Section 32, T113N, R15W. In 1933 MnDot took this road over for Trunk Highway 100, which turned into Trunk Highway 19. In 1950, MnDot released that portion of the road when TH19 was re-aligned.

It appears that this strip of land has been farmed at least since the 1980's by the adjacent landowner. The original purchase by the County in 1920 was by warranty deed, therefore we need to relinquish it by deed. Neither Goodhue County nor the City of Red Wing have a road purpose interest to keep this strip of land.

We feel that the statute that best represents a course of action is MS 161.44, Subd 3 which would allow the County to re-convey this to the adjacent landowner.

## **Recommendation:**

Staff recommends the County Board approve the attached resolution.

# Board of County Commissioners Goodhue County, Minnesota

Date: \_\_\_\_\_

---

WHEREAS, in May 1920 Goodhue County purchased a strip of land adjacent to the public highway designated as CSAH 6 from C.A. Meline (Document number 66117); and

WHEREAS, in December 1933 MnDOT took over this road for TH100 (now TH19); and

WHEREAS, in February 1950 MnDOT released a portion of TH19 back to the County when TH19 was relocated and opened (Release Number 53); and

WHEREAS, the Goodhue County Public Works has determined that this strip of land (adjacent to now Old Highway 19) is no longer needed; and

WHEREAS, the current land owner of the parcel from which the strip was acquired has petitioned the County to purchase said strip; and

WHEREAS, the County received an appraisal showing the current market value of said strip of land to be \$5,000.00; and

WHEREAS, the County Board may, according to Minnesota Statute 161.44, Subd 3, re-convey such portion of highway to the person owning the remaining tract.

NOW, THEREFORE, BE IT RESOLVED,

1. That the Goodhue County Board directs that this resolution shall be served on the adjacent land owner of the parcel of land from which the strip was acquired; and
2. That the said adjacent land owner has 60 days from the date of mailing of this resolution to accept and tender to the County Auditor the required sum of \$5,000.00; and
3. That the County will execute a deed for said strip of land to the adjacent land owner after receiving the required sum and the recording fee of \$46.00 is paid.

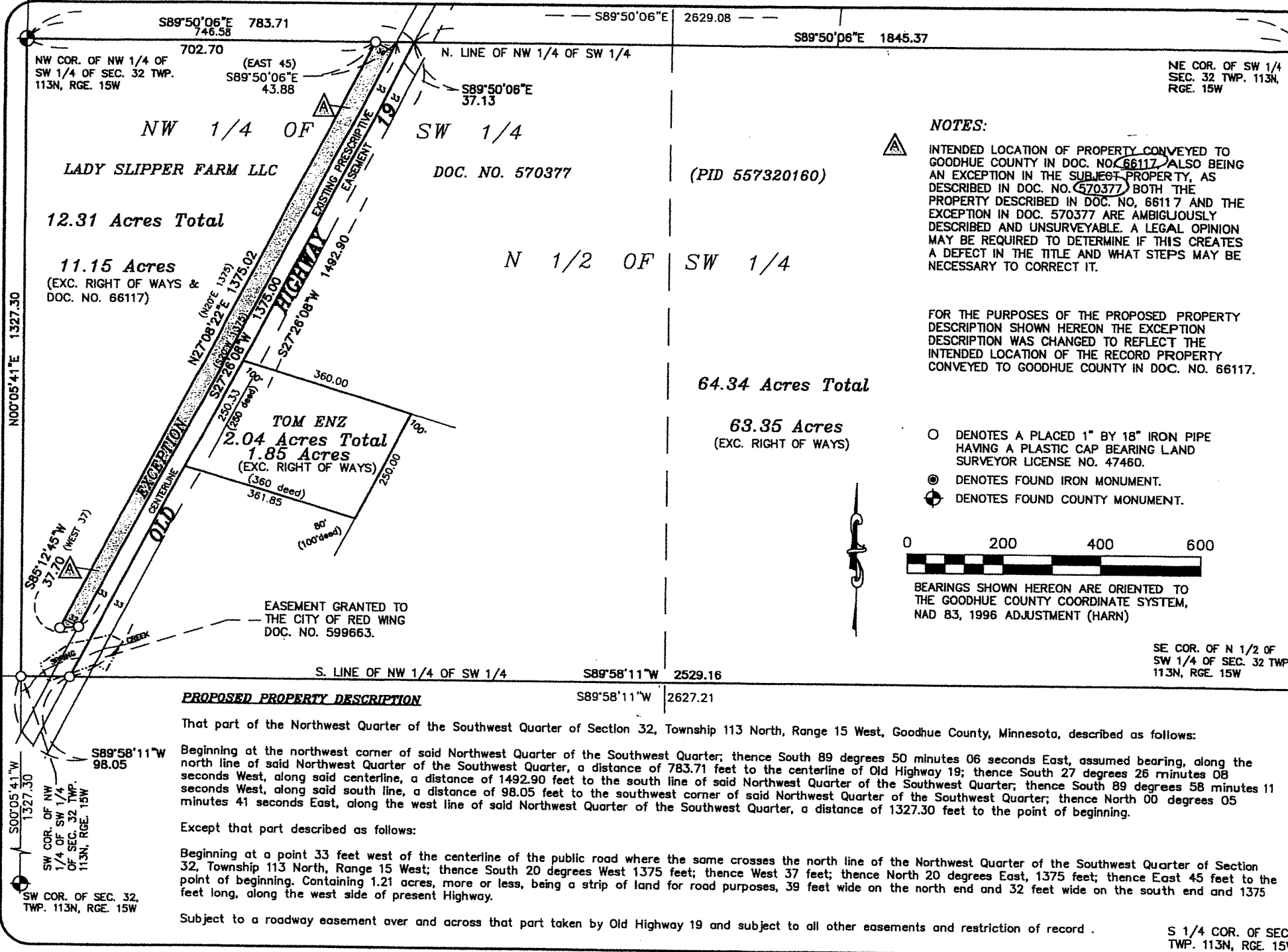
State of Minnesota  
County of Goodhue

Commissioner Flanders	Yes _____	No _____
Commissioner Majerus	Yes _____	No _____
Commissioner Greseth	Yes _____	No _____
Commissioner Anderson	Yes _____	No _____
Commissioner Betcher	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 \_\_\_\_ day of \_\_\_\_\_, 2023, 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 \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Scott Arneson, County Administrator



NE COR. OF SW 1/4 OF SEC. 32 TWP. 113N, RGE. 15W

**NOTES:**



INTENDED LOCATION OF PROPERTY CONVEYED TO GOODHUE COUNTY IN DOC. NO. 66117 ALSO BEING AN EXCEPTION IN THE SUBJECT PROPERTY, AS DESCRIBED IN DOC. NO. 570377 BOTH THE PROPERTY DESCRIBED IN DOC. NO. 66117 AND THE EXCEPTION IN DOC. 570377 ARE AMBIGUOUSLY DESCRIBED AND UNSURVEYABLE. A LEGAL OPINION MAY BE REQUIRED TO DETERMINE IF THIS CREATES A DEFECT IN THE TITLE AND WHAT STEPS MAY BE NECESSARY TO CORRECT IT.

FOR THE PURPOSES OF THE PROPOSED PROPERTY DESCRIPTION SHOWN HEREON THE EXCEPTION DESCRIPTION WAS CHANGED TO REFLECT THE INTENDED LOCATION OF THE RECORD PROPERTY CONVEYED TO GOODHUE COUNTY IN DOC. NO. 66117.

- DENOTES A PLACED 1" BY 18" IRON PIPE HAVING A PLASTIC CAP BEARING LAND SURVEYOR LICENSE NO. 47460.
- DENOTES FOUND IRON MONUMENT.
- ⊕ DENOTES FOUND COUNTY MONUMENT.



BEARINGS SHOWN HEREON ARE ORIENTED TO THE GOODHUE COUNTY COORDINATE SYSTEM, NAD 83, 1996 ADJUSTMENT (HARN)

SE COR. OF N 1/2 OF SW 1/4 OF SEC. 32 TWP. 113N, RGE. 15W

**PROPOSED PROPERTY DESCRIPTION**

That part of the Northwest Quarter of the Southwest Quarter of Section 32, Township 113 North, Range 15 West, Goodhue County, Minnesota, described as follows:

Beginning at the northwest corner of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 50 minutes 06 seconds East, assumed bearing, along the north line of said Northwest Quarter of the Southwest Quarter, a distance of 783.71 feet to the centerline of Old Highway 19; thence South 27 degrees 26 minutes 08 seconds West, along said centerline, a distance of 1492.90 feet to the south line of said Northwest Quarter of the Southwest Quarter; thence South 89 degrees 58 minutes 11 seconds East, along the west line of said Northwest Quarter of the Southwest Quarter, a distance of 1327.30 feet to the point of beginning.

Except that part described as follows:

Beginning at a point 33 feet west of the centerline of the public road where the same crosses the north line of the Northwest Quarter of the Southwest Quarter of Section 32, Township 113 North, Range 15 West; thence South 20 degrees West 1375 feet; thence West 37 feet; thence North 20 degrees East, 1375 feet; thence East 45 feet to the point of beginning. Containing 1.21 acres, more or less, being a strip of land for road purposes, 39 feet wide on the north end and 32 feet wide on the south end and 1375 feet long, along the west side of present Highway.

Subject to a roadway easement over and across that part taken by Old Highway 19 and subject to all other easements and restriction of record .

S 1/4 COR. OF SEC TWP. 113N, RGE. 15W

WARRANTY DEED

No. 66117

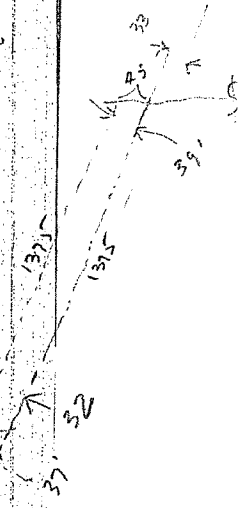
This Indenture, Made this 5th day of May, in the year of our Lord one thousand nine hundred and Ninety between C. A. Melin, a bachelor,

part of the first part, and Goodhue County, Minnesota,

part of the second part; WITNESSETH, That the said part of the first part, in consideration of the sum of Five Hundred and Ninety DOLLARS to him in hand paid by the said part of the second part, the receipt whereof is hereby acknowledged, does by these presents GRANT, BARGAIN, SELL and CONVEY to the said part of the second part, heirs and assigns, FOREVER, all that tract or parcel of land, lying and being in the County of Goodhue and State of Minnesota, described as follows, to-wit:

Commencing at a point 33ft West of the center of Public road where the same crosses the north line of the NW 1/4 of the S 21 1/4 of sec. 32 T. 113. R. 15; thence N. 20° E. 137.5ft, thence West 37ft; thence N. 20° E. 137.5ft; thence East 45ft to the point of beginning containing 1.21 acres more or less, being a strip of land for road purposes, 39ft wide at north end and 32ft wide at South end and 137.5ft long, along the West side of present Highway.

RECORD STAMPS in the amount of 3.50 OFFICE AND CANCELLED



TO HAVE AND TO HOLD THE SAME, Together with all the hereditaments and appurtenances thereunto in anywise appertaining and the said C. A. Melin, a bachelor

part of the first part, do covenant with the said part of the second part, heirs and assigns, as follows: FIRST, That he is lawfully seized of said premises as an Estate in fee simple; SECOND, that he has good right to convey the same; THIRD, that the same are free from all incumbrances

and FOURTH, that the said part of the second part, heirs and assigns, shall quietly enjoy and possess the same; and that he with WARRANT AND DEFEND the title to the same against all lawful claims.

IN TESTIMONY WHEREOF, The said part of the first part has hereunto set his hand and seal the day and the year first above written.

Signed, Sealed and Delivered in Presence of Arthur E. Arntsen P. A. Peterson.

C. A. Melin (with seal) (with seal) (with seal) (with seal)

State of Minnesota County of Goodhue

A. D. 1920, before me personally appeared C. A. Melin, a bachelor, On this 5th day of May,

to me known to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same as his free act and deed. Arthur E. Arntsen

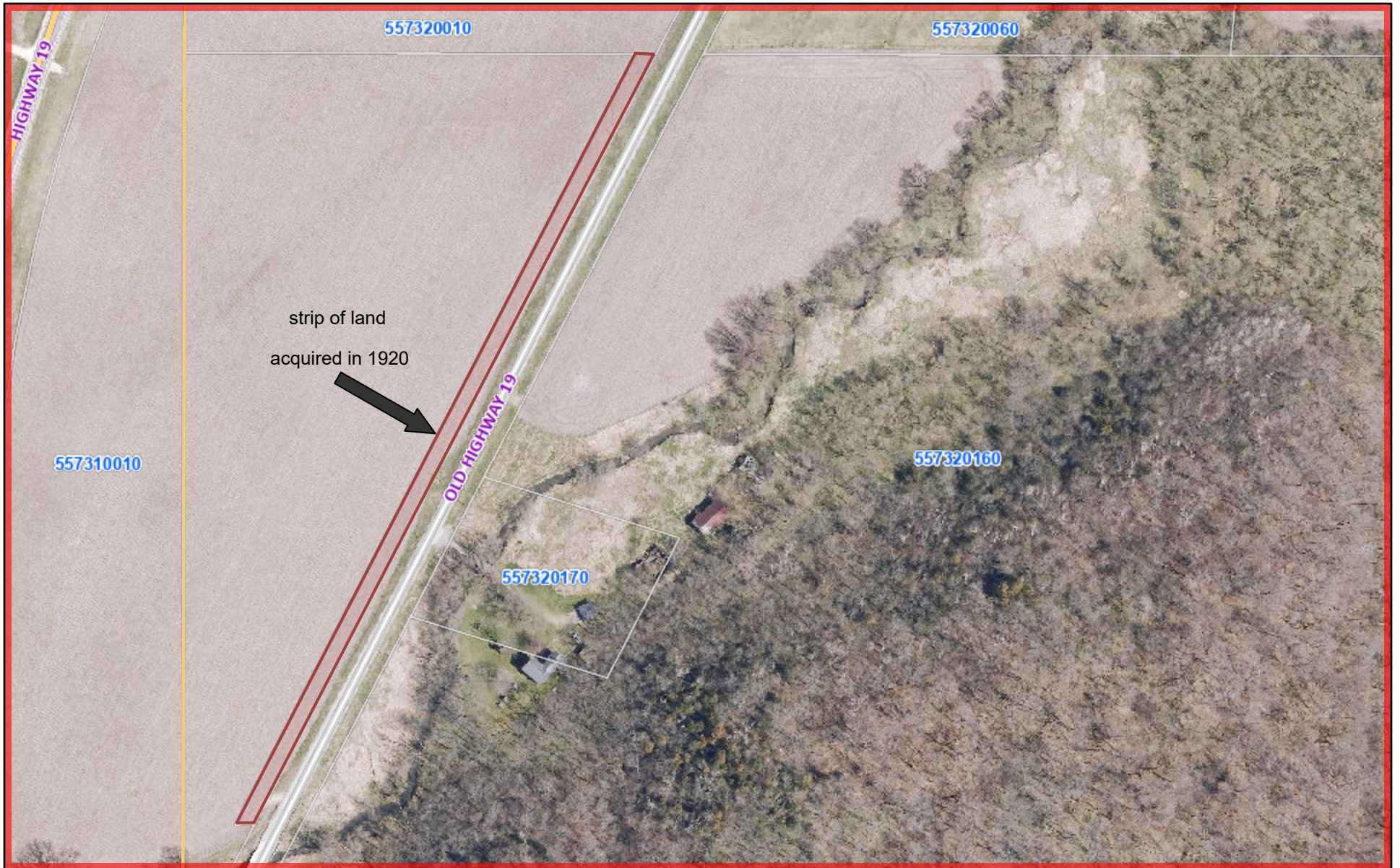


Notary Public, Goodhue County, Minnesota. My commission expires March 27th, 1926.

Filed for record the 22nd day of December, A. D. 1920, at 9:30 o'clock A. M.



# Strip of Land



January 30, 2023

 Public Land Survey

PIN

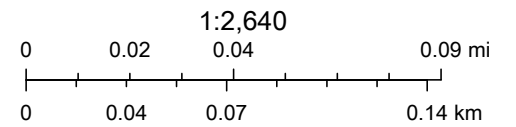
 SHWY

 Parcels

 Goodhue County Roads

 Municipal Boundary

 CEM; ; OCTY; OCRLN; CTRLN





**Jess L. Greenwood, P.E.**  
Deputy Director – Assistant Engineer  
Goodhue County Public Works Department

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

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Jess Greenwood, Deputy Director / Assistant Engineer

RE: 07 Feb 23 County Board Meeting  
**Five-Year Bridge Program**

Date: 01 Feb 23

### 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 County Board on 1 Feb 22. Three of the structures on that list were replaced in 2022 and three new bridges meeting various replacement criteria have been added to 2027. Bridge 25501 has been advanced to 2023 from 2024 due to its current condition state. Other changes include the following:

<u>Bridge</u>	<u>Owner</u>	<u>Original</u>	<u>Current</u>	<u>Reason for Move</u>
L5948	Cherry Grove	2022	2023	Construction 2023
L0574	Florence	2022	2024	Right-of-Way
L0624	Wanamingo	2023	2024	Right-of-Way
R0901	Kenyon	2026	2024	Closed Status

Due to the increased costs of box culverts, higher cement prices, and an increased demand for construction, the funding currently available for bridge replacements is not going as far as it had been. However, with some success securing funding from various sources we look to maintain an aggressive program and would add more structures to the replacement list if additional funding were made available.



<b>2023 Bridge Replacement Priority List</b>				
<b>Bridge</b>	<b>Agency</b>	<b>Location</b>	<b>Estimate</b>	<b>Year</b>
25501	County	CSAH 2	\$800,000	2023
L5948	Cherry Grove	110 <sup>th</sup> Avenue	\$710,000	
L8937	Holden	20 <sup>th</sup> Avenue	\$150,000	
L0618	Featherstone	325 <sup>th</sup> Street	\$215,000	
L0701	Zumbrota	400 <sup>th</sup> Avenue	\$250,000	
25502	County	CR 45	\$850,000	2024
L2510	City of Pine Island	511 <sup>th</sup> Street	\$750,000	
L0549	Welch	Welch Trail	\$275,000	
L0574	Florence	Hill Avenue	\$295,000	
L0624	Wanamingo	90 <sup>th</sup> Avenue	\$215,000	
R0901	Kenyon	Goodhue Ave.	\$250,000	
25516	County	CSAH 8	\$970,000	2025
L0679	Goodhue	370 <sup>th</sup> Street	\$350,000	
L0740	Pine Island	195 <sup>th</sup> Avenue	\$375,000	
L0612	Vasa	325 <sup>th</sup> Street	\$275,000	
L0415	County	CSAH 7 (Welch)	\$300,000	2026
97629	Zumbrota	460 <sup>th</sup> Street	\$300,000	
L6387	Holden	430 <sup>th</sup> Street	\$300,000	
25J07	Belle Creek	360 <sup>th</sup> Street	\$325,000	
25573	County	CR 43	\$750,000	2027
L0470	County	CSAH 12	\$400,000	
L0519	County	CR 44	\$300,000	

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 attached resolution for the 2023 Five-Year Bridge Program as presented.



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

Date: 07 Feb 2023

**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.

2023 Bridge Replacement Priority List				
Bridge	Agency	Location	Estimate	Year
25501	County	CSAH 2	\$800,000	2023
L5948	Cherry Grove	110 <sup>th</sup> Avenue	\$710,000	
L8937	Holden	20 <sup>th</sup> Avenue	\$150,000	
L0618	Featherstone	325 <sup>th</sup> Street	\$215,000	
L0701	Zumbrota	400 <sup>th</sup> Avenue	\$250,000	
25502	County	CR 45	\$850,000	2024
L2510	City of Pine Island	511 <sup>th</sup> Street	\$750,000	
L0549	Welch	Welch Trail	\$275,000	
L0574	Florence	Hill Avenue	\$295,000	
L0624	Wanamingo	90 <sup>th</sup> Avenue	\$215,000	
R0901	Kenyon	Goodhue Ave.	\$250,000	
25516	County	CSAH 8	\$970,000	2025
L0679	Goodhue	370 <sup>th</sup> Street	\$350,000	
L0740	Pine Island	195 <sup>th</sup> Avenue	\$375,000	
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L0415	County	CSAH 7 (Welch)	\$300,000	2026
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25573	County	CR 43	\$750,000	2027
L0470	County	CSAH 12	\$400,000	
L0519	County	CR 44	\$300,000	

State of Minnesota  
County of Goodhue

Majerus      Yes \_\_\_    No \_\_\_  
 Flanders     Yes \_\_\_    No \_\_\_  
 Betcher      Yes \_\_\_    No \_\_\_  
 Greseth      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 7<sup>th</sup> day of February, 2023, 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 7<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
 Scott Arneson  
 County Administrator



**Jess L. Greenwood, P.E.**  
Deputy Director – Assistant Engineer  
Goodhue County Public Works Department

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

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Jess Greenwood, Deputy Director / Assistant Engineer

RE: 07 Feb 23 County Board Meeting  
**Updated County Highway Construction Program**

Date: 22 Jan 23

### **Summary**

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

### **Background**

This Highway Construction program is an update to the last approved Five-Year County Highway Construction program approved by the Board on 01 Feb 22.

The projects highlighted in pink are on our list of projects that were authorized to use Local Optional Sales Tax (LOST) proceeds in 2022. This list was simply all projects in our 2022 Five-Year Construction program.

The 2023 program includes;

- Bituminous surfacing on CSAH 4, 6, 7, 18, and CR's 48 & 53.
- Concrete rehabilitation on CSAH 6.
- The replacement of Bridge 25501 on CSAH 2.

The 2023 program consists of several paving projects. We have included some 'Mill and Fill' projects where several inches are removed from the top of the pavement and replaced with new bituminous. These projects cost less and have a shorter life span before the road surfaces return to existing conditions. We are planning to use these projects to get another 10 or more years out of the existing pavements and then program either a regrading project or a full depth reclamation (FDR) project when needed.

As always, this is a living document; paving projects may be moved up as their pavements deteriorate, new projects may be added as funding programs and grants change or due to other extenuating circumstances.

### **Alternatives**

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

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

**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.

It is also recommended that the County reconsider and develop a new list of projects that are eligible for LOST funding under another agenda item during this Board meeting.

2023 - 2027 PROPOSED 5-YEAR COUNTY ROAD PROGRAM							
YEAR	ROAD #	TYPE OF PROJECT	TERMINI	LENGTH	EST COST	FUNDING	
2023	CSAH 4	SURFACING	FDR (CSAH 16 - TH 58)	6.9	\$3,200,000		
	CSAH 6	SURFACING	MILL & FILL (CSAH 1 - TH 19)	4.9	\$1,100,000		
	CSAH 7	SURFACING	MILL & FILL (TH 52 - CSAH 9)		\$1,200,000		
	CSAH 18	SURFACING	MILL & FILL (South Bridge - Dakota County)		\$2,000,000		
	CR 48	SURFACING	FDR (CSAH 10 - CSAH 4)	2.5	\$1,300,000		
	CR 53	SURFACING	FDR (CSAH 1 - SPRING CREEEK)	4.9	\$2,200,000		
	CSAH 6	REHABILITATION	CONCRETE GRINDING (CSAH 9 - CSAH 1)	5.2	\$650,000		
	CSAH 2	REPLACE BR 25501	BRIDGE SOUTH OF CR 45		<u>\$800,000</u>		
	<b>TOTAL 2023 PROJECT COSTS</b>					<b>\$12,450,000</b>	
					EST BALANCE FWD	\$6,254,345	
					EST STATE AID	\$4,159,639	
					LOCAL	\$2,100,000	
					LOST	<u>\$4,000,000</u>	
						<b>\$16,513,984</b>	
2024	CSAH 2	GRADING	CSAH 5 - TH 61	4.8	\$7,200,000		
	100TH AVE	GRADING	CSAH 9 - CSAH 1	1.8	\$2,700,000		
	100TH AVE	SURFACING (CONC)	INITIAL PAVEMENT CSAH 9 - CSAH 1	1.8	\$1,350,000		
	CSAH 21	TRAIL SURFACING	FDR (TH 58 – CIRCLE S ROAD)	4.7	\$500,000		
	CSAH 28	SURFACING	FDR (CSAH 2 - END OF ROAD)	1.8	\$720,000		
	CSAH 63	SURFACING	MILL & FILL (TH 57 - TH 57)	0.3	\$200,000		
	CSAH 9	ROUNDBABOUT	CSAH 9 & TH 58		\$1,100,000		
	CR 45	REPLACE BR 25502	(State Bridge Bond \$\$\$ If Available)		<u>\$850,000</u>		
	<b>TOTAL 2024 PROJECT COSTS</b>					<b>\$14,620,000</b>	
					MUN CSAH	\$200,000	
					EST STATE AID	\$4,159,639	
					LOCAL	\$2,100,000	
					LOST	<u>\$4,000,000</u>	
						<b>\$10,459,639</b>	

## 2023 - 2027 PROPOSED 5-YEAR COUNTY ROAD PROGRAM

YEAR	ROAD #	TYPE OF PROJECT	TERMINI	LENGTH	EST COST	FUNDING
<b>2025</b>	CSAH 2	SURFACING (CONC)	INITIAL PAVEMENT (CSAH 5 - TH 61)	4.8	\$3,600,000	
	CSAH 8	SURFACING	FDR (CSAH 1 - TH 57)	4.4	\$2,300,000	
	CSAH 12	MUN GRADING	IN KENYON, EAST SIDE	0.5	\$750,000	
	CSAH 8	REPLACE BR 25516	(State Bridge Bond \$\$\$ If Available)		<u>\$970,000</u>	
<b>TOTAL 2025 PROJECT COSTS</b>					<b>\$7,620,000</b>	
						MUN CSAH \$750,000
						EST STATE AID \$4,159,639
						LOCAL \$2,100,000
						LOST \$4,000,000
						FEDERAL <u>\$708,000</u>
						<b>\$11,717,639</b>
<b>2026</b>	CSAH 1	GRADING & PAVING	CSAH 1 – 2500' EAST OF CSAH 25	1.0	\$1,500,000	
	CSAH 1	SURFACING (CONC)	CR 53 - BENCH STREET	5.0	\$3,900,000	
	CSAH 11	GRADING	CR 55 TO ECL	5.2	\$7,800,000	
	CSAH 7	REPLACE BR L0415	(State Bridge Bond \$\$\$ If Available)		<u>\$300,000</u>	
<b>TOTAL 2026 PROJECT COSTS</b>					<b>\$13,500,000</b>	
						EST STATE AID \$4,159,639
						LOCAL \$2,100,000
						LOST \$4,000,000
						<b>\$10,259,639</b>
<b>2027</b>	CSAH 11	INITIAL SURFACING	CR 55 - ECL	5.2	\$2,860,000	
	CSAH 11	GRADING	CR 27 - PINE ISLAND	6.0	\$8,100,000	
	CSAH 62	MUN GRADING	S MAIN ST. IN PINE ISLAND	0.2	\$300,000	
	CSAH 12	REPLACE BR L0470	(State Bridge Bond \$\$\$ If Available)		\$400,000	
	CR 43	REPLACE BR 25573	(State Bridge Bond \$\$\$ If Available)		\$750,000	
	CR 44	REPLACE BR L0519	(State Bridge Bond \$\$\$ If Available)		<u>\$300,000</u>	
<b>TOTAL 2027 PROJECT COSTS</b>					<b>\$12,710,000</b>	
						MUN CSAH \$300,000
						EST STATE AID \$4,159,639
						LOCAL \$2,100,000
						LOST \$4,000,000
						FEDERAL \$4,650,000
						<b>\$15,209,639</b>



**Jess L. Greenwood, P.E.**  
*Deputy Director – Assistant Engineer*  
*Goodhue County Public Works Department*

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

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Jess Greenwood, Deputy Director / Assistant Engineer

RE: 07 Feb 23  
**Consider Additional Highway Projects that are Eligible to use Local Optional Sales Tax Revenues.**

Date: 25 Jan 23

#### Summary

It is requested that the County Board consider adding additional highway construction projects to the list of projects that are eligible to use Local Optional Sales Tax (LOST) revenues.

#### Background

On an annual basis Goodhue County Public Works prepares updated 5-year Road & Bridge programs that address current issues with County infrastructure. These programs are driven by available funding, issues that arise during the year, and changes in what is happening with the industry as it relates to market trends. The Road & Bridge programs are fluid documents that change from year to year because of those factors. 2023 is no exception to that, especially with inflationary pricing and material un-availability.

As programs change and new projects are added, there becomes a need to re-visit the list of LOST eligible projects. Updating this list of projects ensures that the collected dollars are able to be spent on projects approved in the 5-year programs.

During the February 1, 2022 meeting, of the Board of Commissioners, the list of LOST eligible projects was updated. Over the last year, several projects were added to the program. The 2023 Five-Year County Highway Construction projects that are highlighted indicate their LOST funding eligibility.

Staff is requesting that the County Board approve a new list of eligible projects to utilize proceeds collected through the Local Option Sales Tax.

## Alternatives

- Adopt an updated list of Highway Construction Projects that are eligible to use revenues from the Local Option Sales Tax.
- Seek funding from other sources.
- Take no action and continue to work off of the approved list of eligible projects from 2022.

Adoption of a revised Local Option Sales Tax project list requires a public hearing. Notice of this public hearing was published on the County's website and in the local papers on January 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> or the 28<sup>th</sup>. After the public hearing and considering public comment, the Board must pass a resolution containing a list of projects that would be eligible for funding by the Local Option Sales Tax. These funds cannot be used for maintenance, paying staff, buying equipment, or other purposes.

## Recommendations

Staff is recommending two separate actions:

First, it is the recommendation of staff that the Board hold a public hearing, consider the public's opinions expressed at the hearing, and decide what legacy related to the condition of the County's highway system they wish to leave for future generations.

Second, it is the recommendation of staff that the Board considers adopting the updated list of projects attached to this agenda report through these two separate actions:

- First, adopt a list of projects that could receive proceeds from the Local Optional Sales Tax. The Board is reminded that this list of projects is fluid and will require revisions as the system ages, new needs develop, and opportunities emerge; and,
- Second, approve the attached resolution as written or revised through the first action.

## LOST Eligible Project List - As of 07 Feb 2023

CSAH 4	SURFACING	FDR (CSAH 16 - TH 58)
CSAH 6	SURFACING	MILL & FILL (CSAH 1 - TH 19)
CSAH 7	SURFACING	MILL & FILL (TH 52 - CSAH 9)
CSAH 18	SURFACING	MILL & FILL (South Bridge - Dakota County)
CR 48	SURFACING	FDR (CSAH 10 - CSAH 4)
CR 53	SURFACING	FDR (CSAH 1 - SPRING CREEEK)
CSAH 6	REHABILITATION	CONCRETE GRINDING (CSAH 9 - CSAH 1)
CSAH 2	REPLACE BR 25501	BRIDGE SOUTH OF CR 45
CSAH 2	GRADING	CSAH 5 - TH 61
100TH AVE	GRADING	CSAH 9 - CSAH 1
100TH AVE	SURFACING (CONC)	INITIAL PAVEMENT CSAH 9 - CSAH 1
CSAH 21	TRAIL SURFACING	FDR (TH 58 - CIRCLE S ROAD)
CSAH 28	SURFACING	FDR (CSAH 2 - END OF ROAD)
CSAH 63	SURFACING	MILL & FILL (TH 57 - TH 57)
CSAH 9	ROUNDBOUT	CSAH 9 & TH 58
CR 45	REPLACE BR 25502	BRIDGE & APPROACH GRADING
CSAH 2	SURFACING (CONC)	INITIAL PAVEMENT (CSAH 5 - TH 61)
CSAH 8	SURFACING	FDR (CSAH 1 - TH 57)
CSAH 12	MUN GRADING	IN KENYON, EAST SIDE
CSAH 8	REPLACE BR 25516	BRIDGE & APPROACH GRADING
CSAH 1	GRADING & PAVING	CSAH 1 - 2500' EAST OF CSAH 25
CSAH 1	SURFACING (CONC)	CR 53 - BENCH STREET
CSAH 11	GRADING	CR 55 TO ECL
CSAH 7	REPLACE BR L0415	BRIDGE & APPROACH GRADING
CSAH 11	INITIAL SURFACING	CR 55 - ECL
CSAH 11	GRADING	CR 27 - PINE ISLAND
CSAH 62	MUN GRADING	S MAIN ST. IN PINE ISLAND
CSAH 12	REPLACE BR L0470	BRIDGE & APPROACH GRADING
CR 43	REPLACE BR 25573	BRIDGE & APPROACH GRADING
CR 44	REPLACE BR L0519	BRIDGE & APPROACH GRADING

NEW PROJECTS

EXISTING PROJECTS

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

Date: 07 Feb 2023

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WHEREAS, Minnesota Statute 297A.993, Subdivision 1, authorizes county boards to adopt a countywide transportation sales tax of up to ½ percent (.5%), and an excise tax of \$20 per motor vehicle (purchased or acquired from any person engaged in the business of selling motor vehicles at retail occurring within the jurisdiction of Goodhue County) after holding a public hearing and passing an official resolution; and

WHEREAS, Minnesota Statute 297A.993, Subdivision 2, requires proceeds of these countywide transportation taxes to be dedicated exclusively to fund capital costs of specific transportation projects or improvements, both capital and operating costs of specific transit projects or improvements, payment of the capital costs of a safe route to school program, or payment of transit operating costs; and

WHEREAS, the Goodhue County Board held a public hearing on July 24, 2018 to initially approved this Local Optional Sales Tax and directed the Auditor-Treasurer to certify this tax to the Minnesota Department of Revenue for collection of the sales tax on or before September 30, 2018; and

WHEREAS, the Goodhue County Board held a public hearing on February 7, 2023, approved an updated list of projects that are eligible to use revenues generated by this local optional sales tax; and

WHEREAS, proceeds of these countywide transportation sales taxes shall be spent on projects specifically identified at the February 7, 2023 public hearing; and

WHEREAS, the addition of other projects or improvements to be considered for funding by these countywide transportation sales taxes shall be presented at a public hearing and included in a resolution passed by the Goodhue County Board of Commissioners; and

WHEREAS, Minnesota Statute 297A.993, Subdivision 2, requires these countywide transportation sales taxes to terminate when revenues raised are sufficient to finance the identified projects or improvements;

NOW, THEREFORE, BE IT RESOLVED, the countywide transportation sales taxes shall continue each subsequent year until revenues raised are sufficient to finance all projects identified or December 31, 2033, whichever occurs first.

BE IT FURTHER RESOLVED, the sales tax revenue shall only fund transportation projects within Goodhue County and improvements identified and presented at the February 7, 2023, public hearing.



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

Date: 07 Feb 2023

LOST Eligible Project List - As of 07 Feb 2023		
CSAH 4	SURFACING	FDR (CSAH 16 - TH 58)
CSAH 6	SURFACING	MILL & FILL (CSAH 1 - TH 19)
CSAH 7	SURFACING	MILL & FILL (TH 52 - CSAH 9)
CSAH 18	SURFACING	MILL & FILL (South Bridge - Dakota County)
CR 48	SURFACING	FDR (CSAH 10 - CSAH 4)
CR 53	SURFACING	FDR (CSAH 1 - SPRING CREEEK)
CSAH 6	REHABILITATION	CONCRETE GRINDING (CSAH 9 - CSAH 1)
CSAH 2	REPLACE BR 25501	BRIDGE SOUTH OF CR 45
CSAH 2	GRADING	CSAH 5 - TH 61
100TH AVE	GRADING	CSAH 9 - CSAH 1
100TH AVE	SURFACING (CONC)	INITIAL PAVEMENT CSAH 9 - CSAH 1
CSAH 21	TRAIL SURFACING	FDR (TH 58 - CIRCLE S ROAD)
CSAH 28	SURFACING	FDR (CSAH 2 - END OF ROAD)
CSAH 63	SURFACING	MILL & FILL (TH 57 - TH 57)
CSAH 9	ROUNDAABOUT	CSAH 9 & TH 58
CR 45	REPLACE BR 25502	BRIDGE & APPROACH GRADING
CSAH 2	SURFACING (CONC)	INITIAL PAVEMENT (CSAH 5 - TH 61)
CSAH 8	SURFACING	FDR (CSAH 1 - TH 57)
CSAH 12	MUN GRADING	IN KENYON, EAST SIDE
CSAH 8	REPLACE BR 25516	BRIDGE & APPROACH GRADING
CSAH 1	GRADING & PAVING	CSAH 1 - 2500' EAST OF CSAH 25
CSAH 1	SURFACING (CONC)	CR 53 - BENCH STREET
CSAH 11	GRADING	CR 55 TO ECL
CSAH 7	REPLACE BR L0415	BRIDGE & APPROACH GRADING
CSAH 11	INITIAL SURFACING	CR 55 - ECL
CSAH 11	GRADING	CR 27 - PINE ISLAND
CSAH 62	MUN GRADING	S MAIN ST. IN PINE ISLAND
CSAH 12	REPLACE BR L0470	BRIDGE & APPROACH GRADING
CR 43	REPLACE BR 25573	BRIDGE & APPROACH GRADING
CR 44	REPLACE BR L0519	BRIDGE & APPROACH GRADING

State of Minnesota  
County of Goodhue

Flanders     Yes \_\_\_     No \_\_\_  
 Anderson     Yes \_\_\_     No \_\_\_  
 Majerus     Yes \_\_\_     No \_\_\_  
 Betcher     Yes \_\_\_     No \_\_\_  
 Greseth     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 7<sup>th</sup> day of February 2023, 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 7<sup>th</sup> day of February 2023.

\_\_\_\_\_  
 Scott Arneson  
 County Administrator



**Greg Isakson, P.E.**  
Public Works Director/County Engineer  
Goodhue County Public Works Department  
[www.co.goodhue.mn.us](http://www.co.goodhue.mn.us)

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2140 Pioneer Road  
Red Wing, MN 55066  
Office (651) 385-3025

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Feb 23 County Board Meeting  
**Closure and Removal of Br. 25501 on CSAH 2**

Date: 06 Feb 23

#### Summary

Due to a public safety concern, staff closed Br. 25501 on Tuesday 31 Jan 23. It is requested that the County Board consider a contract for removing the existing structure to take advantage of contractor availability during the winter months and to shorten the timeframe for constructing the replacement structure.

#### Background

After an inspection of Br. 25501 found a critical finding based on the condition of several piling, and based on a bridge engineer's report, the Board determined that Br. 25501 would remain open in a two-way, one lane configuration.

That engineer's report was based on the assumption that the trucks using the bridge were obeying the load posting signs installed at the bridge. Public Works staff has determined that overweight loads have crossed Br. 25501, and there is no way to know if additional overweight loads have already crossed this bridge or if they will continue to cross over this bridge.

The County Engineer is required to hold paramount the safety, health, and welfare of the public. Therefore, the bridge was closed on Tuesday 31 Jan 23.

Plan development for the replacement of Bridge 25501 is currently in process with Stonebrooke Engineering. Final plan development is nearing completion and will be ready for reviews by Goodhue County and the State of Minnesota in the coming weeks. The replacement of this bridge should begin early this summer.

Part of replacing the bridge will involve the removal of the existing structure. This portion of the work could take place prior to contracting the work with a bridge builder and would ultimately

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

facilitate full replacement that much quicker. Staff has begun working on potential permitting issues to verify when the structure would be able to be removed.

With limited amounts of construction activity taking place during the cold months of the year it is believed that contractor availability and competitive pricing would help expedite the replacement of the bridge.

#### Alternatives

- Develop a Request for Quote to remove the existing structure (pending environmental permitting if before 15 Apr 23) and have this structure out of the way for the contractor who will build the replacement structure.
- Take no action at this time and include the removal of the existing structure in the contract for building the new structure.

#### Recommendation

It is the recommendation of staff that the Board authorize Public Works to request quotes for bridge removal as soon as is practical. If the Board wishes to follow this path, it is recommended that this decision be made soon so the final plans for the replacement structure can be modified to minimize any delay in the completion of those plans.



**Greg Isakson, P.E.**  
Public Works Director/County Engineer  
Goodhue County Public Works Department  
[www.co.goodhue.mn.us](http://www.co.goodhue.mn.us)

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2140 Pioneer Road  
Red Wing, MN 55066  
Office (651) 385-3025

TO: Honorable County Commissioners  
Scott Arneson, County Administrator

FROM: Greg Isakson, Public Works Director

RE: 07 Feb 23 County Board Meeting – FOR YOUR INFORMATION  
**Closure of Br. 25501 on CSAH 2**

Date: 17 Jan 23

After an inspection of Br. 25501 found a critical finding based on the condition of several piling, and based on a bridge engineer's report, the Board determined that Br. 25501 would remain open in a two-way, one lane configuration.

That engineer's report was based on the assumption that the trucks using the bridge were obeying the load posting signs installed at the bridge.

Public Works staff has determined that overweight loads have crossed Br. 25501, and there is no way to know if additional overweight loads have already crossed this bridge or if they will continue to cross over this bridge.

The County Engineer is required to hold paramount the safety, health, and welfare of the public.

Therefore, the bridge was closed on Tuesday 31 Jan 23.

Plans for the replacement of this bridge are almost finalized. The replacement of this bridge should begin early this summer.

**Goodhue County Public Works  
Project Status Report for February 7, 2023**

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
	<b>Bidding</b>	
Various	2023 Guardrail CSAH 7 & 8	Bid opening scheduled for 10:00 A.M. on February 22, 2023.
Various	2023 Aggregate Surfacing CR 41, 44, & 49	Bid opening scheduled for 11:00 A.M. on February 22, 2023.
Various	2023 Traffic Marking County Wide	Bid opening scheduled for 10:30 A.M. on February 22, 2023.
Various	2023 Seal Coat	Bid opening scheduled for 11:00 A.M. on February 28,2023.
Various	2023 Micro-Surfacing	Bid opening scheduled for 10:30 A.M. on February 28,2023.
Various	2023 Bituminous Paving	Bid opening scheduled for 10:00 A.M. on February 28,2023.
	<b>Road Construction</b>	
Twp	Br. 25623 Cherry Grove Twp	Project awarded to ICON Constructors. Work to begin February 6 <sup>th</sup> .
CSAH 11	Bridge L0463	Project awarded to Fitzgerald Trucking and Excavating. Construction completed. Project to be finalized in the spring, once turf is established.
CVT	Cannon Valley Trail Bridge Replacements R0896, R0897, R0899, & R0900	Project awarded to ICON Constructors. Work began the first week of November. Pedestrian bridge has been constructed.
CR 57	Bridge L0546	Project awarded to ICON Constructors. Construction completed. Project to be finalized in the spring, once turf is established.
Various	2022 Guardrail	Project awarded to Mattison Contractors. Work complete. Need to final.
Various	2022 Bituminous Paving	Project awarded to Rochester Sand & Gravel. Construction completed. Need to final.
Twp	2022 Box Culverts Wanamingo & Kenyon Twps.	Project awarded to Fitzgerald Excavating & Trucking. Minor work remains in Wanamingo. Will final in spring once turf is established.

ROUTE	TYPE OF WORK/PROJECT LOCATION	CURRENT STATUS
CSAH 24	CSAH 24: SEC-N Grading, Aggregate Base & Shouldering, Storm Sewer	Project awarded to Northland Grading & Excavating. Construction completed. Project suspended until turf establishment has been achieved and erosion control items have been removed from the project. Project needs to be finalized.
	<b>Parks &amp; Trails</b>	
Byllesby	Park Pavilion Construction	Lift Bridge Builders awarded the construction contract. Ground breaking ceremony held May 6, 2022. Construction began May 11 <sup>th</sup> . Finish plumbing, septic, finish carpentry, painting, security system, and landscaping still to be completed.
Byllesby	Prairie Restoration	Prairie was dormant seeded fall of 2021. Site to be monitored for prairie species germination, weed species control, and maintenance mowing needs. Potential maintenance burn fall 2023.
	<b>Maintenance Department</b>	
Various	Ditch & Culvert Cleaning CSAH 8, CR 49, CR 53, CSAH 7, CSAH 14	CR 53 complete & CR 49 in progress. Hopefully CSAH 7, 8, and 14 will be completed by end of October. Work suspended until spring/summer 2023.
Shops	Haul Icing Sand	Work to continue on an as needed basis through the winter plowing season.
Various	Tree Trimming & Brushing	Work to continue through the winter months.
	<b>Planning &amp; Studies</b>	
St Paul - Chicago	Great River Rail Commission	The Commission continues to advocate for the Twin Cities – Milwaukee – Chicago Intercity City Passenger Rail Service, or the TCMC Second Train, or the TCMC second train to Chicago. <b>The Commission has begun the final design phase for the improvements needed for the second, daily round trip passenger rail project. These plans should be complete by the summer of 2023 with service starting in 2024.</b>



Amanda Holst  
Human Resources Generalist  
Goodhue County

509 W. Fifth Street  
Red Wing, MN 55066  
651.385.3031  
(f) 651.267.4872  
Amanda.Holst@co.goodhue.mn.us

TO: Goodhue County Commissioners  
FROM: Amanda Holst, HR Generalist  
DATE: February 1, 2023  
RE: 2023 Staffing Report (through January)

Effective Date	Status	Name	Position	Notes
1/1/2023	Promotion/ Transfer	Sutton Brown, Steve	Patrol Sergeant - Civil	replacing Jay Kindseth
1/5/2023	Employment Ended	Bowron, Matt	Patrol Deputy	
1/6/2023	Employment Ended	McCarthy, Malachy	Patrol Deputy	
1/6/2023	Employment Ended	Gronquist, Alison	Summer Help	
1/6/2023	Employment Ended	Fiedler, Emma	Summer Help	
1/9/2023	New Hire	Germann-Hutter, Leslie	Facilities Maint. Tech	replacing John Kleeberger
1/9/2023	New Hire	Hayen, Matthew	Patrol Deputy	replacing John Madden
1/9/2023	Promotion/ Transfer	Otterness, Leslie	Office Support Specialist	replacing Katie Kosmach
1/9/2023	New Hire	Seaton, Brooke	Juvenile Case Administrator	replacing Michelle Walker
1/10/2023	Employment Ended	Czech, Joseph	Facilities Maintenance Tech	
1/12/2023	Employment Ended	Iverson, Dylan	Highway Equipment Operator	
1/17/2023	New Hire	Eckblad, Kevin	Facilities Maintenance Tech	replacing Dennis Andrews
1/20/2023	Employment Ended	Kindseth, Jay	Patrol Sergeant - Civil	
1/23/2023	New Hire	Stubfors, Sara	Appraiser	replacing Jordan Hillstead
1/24/2023	Employment Ended	Johnson, Jason	Patrol Deputy II	

**2022 CAPITAL PLAN REPORT - SUMMARY**

	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>
	<b>Budget</b>	<b>Capital</b>	<b>Final</b>	<b>Amount</b>	<b>Budget</b>
	<b>Request</b>	<b>Carryovers</b>	<b>Budget</b>	<b>Expended</b>	<b>Balance</b>
Administration	1,579.00	1,550.00	3,129.00	4,852.23	(1,723.23)
Attorney	3,904.00	185,550.00	189,454.00	11,547.84	177,906.16
Courts	28,009.00		28,009.00	27,942.00	67.00
Court Services	866.00		866.00	928.74	(62.74)
Election	0.00		0.00	124,385.00	(124,385.00)
Extension	1,732.00		1,732.00	1,392.27	339.73
Facilities Maintenance	38,102.00	171,190.00	209,292.00	423,901.28	(214,609.28)
Finance & Taxpayer Services	152,672.00	123,487.00	276,159.00	19,576.16	256,582.84
Fleet	24,780.00	48,000.00	72,780.00	0.00	72,780.00
Health & Human Services	65,349.00		65,349.00	28,588.38	443.62
Human Resources	1,579.00		1,579.00	6,358.43	(4,779.43)
Information Technology	256,805.00	163,896.00	420,701.00	75,128.78	345,572.22
Planning/Building/Zoning/EH	12,323.00	33,450.00	45,773.00	33,432.32	12,340.68
Public Works	923,725.00	304,468.00	1,228,193.00	119,035.91	1,109,157.09
Recorder	27,499.50		27,499.50	0.00	27,499.50
<b>Sheriff:</b>					
ADC	89,150.00	10,850.00	100,000.00	244,623.39	(144,623.39)
Civil/Patrol Division	752,385.30	71,313.00	823,698.30	671,382.90	152,315.40
Dispatch	0.00	0.00	0.00	50,511.18	(50,511.18)
Communication Infrastructure	188,797.00		188,797.00	132,559.87	56,237.13
Seasonal B&W	113,315.00	3,000.00	116,315.00	116,059.59	255.41
Surveyor/GIS	3,006.00	3,950.00	6,956.00	3,013.74	3,942.26
Veterans Services	1,760.00		1,760.00	1,346.21	413.79
Waste Management	402,430.00	240,601.00	643,031.00	376,443.85	266,587.15
<b>Total Capital Plan Budget</b>	<b>3,089,767.80</b>	<b>1,361,305.00</b>	<b>4,451,072.80</b>	<b>2,473,010.07</b>	<b>1,941,745.73</b>
Future Fund Balance	0.00		0.00		0.00
Operating Levy	(195,317.00)		(195,317.00)	(106,684.57)	(88,632.43)
Unassigned Fund Balance	(398,603.50)		(398,603.50)		(398,603.50)
2021 Capital Carryover	0.00		0.00		0.00
<b>Total Capital Plan Levy</b>	<b>2,495,847.30</b>	<b>1,361,305.00</b>	<b>3,857,152.30</b>	<b>2,366,325.50</b>	<b>1,454,509.80</b>
		<b>2022 Summary</b>			
2022 Balance Forward		\$ 1,674,166.05			
<b>Funding Sources:</b>					
Tax Settlement & Related Aids		\$ 2,506,475.52			
Sale of Capital Assets (net)		\$ 7,593.44			
Energy Rebates		\$ 600.00			
Other Reimbursements		\$ 830.92			
Transfers: Other Revenue Sources		\$ 799,056.72			
2022 Plan Purchases		\$ (2,473,010.07)			
<b>12/31/2022</b>		<b>\$ 2,515,712.58</b>			



2022 CAPITAL PLAN REPORT - SUMMARY						
Department		2022 Budgeted Amount	Amount Spent as of 12/31/2022	Remaining Balance 2022	Original Recommended Account	Vehicle #
<b>Administration</b>						
	DELL COMPUTER	1,579.00	1,118.93	460.07	34-031-000-0000-6480	
	LAPTOP:ADMIN CONF (2021 Carryover)	1,550.00	1,118.93	431.07	34-031-000-0000-6480	
	Surface Pro Tablet	-	2,614.37	(2,614.37)	34-031-000-0000-6480	
		<b>3,129.00</b>	<b>4,852.23</b>	<b>(1,723.23)</b>		
<b>Attorney</b>						
	EPSON PROJECTOR	3,904.00		3,904.00	34-091-000-0000-6480	
	SURFACE PRO (2021 Carryover)	1,850.00	1,669.94	180.06	34-091-000-0000-6480	
	SURFACE PRO (2021 Carryover)	1,850.00		1,850.00	34-091-000-0000-6480	
	SURFACE PRO (2021 Carryover)	1,850.00	1,669.94	180.06	34-091-000-0000-6480	
	SURFACE PRO (2021 Carryover)	1,850.00	1,669.94	180.06	34-091-000-0000-6480	
	SURFACE PRO 4 (2021 Carryover)	1,850.00	1,669.94	180.06	34-091-000-0000-6480	
	SURFACE PRO 4 (2021 Carryover)	1,850.00	1,669.94	180.06	34-091-000-0000-6480	
	DELL LAPTOP: LIBRARY (2021 Carryover)	1,700.00		1,700.00	34-091-000-0000-6480	
	CD PRINTER (2021 Carryover)	900.00	979.99	(79.99)	34-091-000-0000-6432	
	LAW LIBRARY/OFFICE REMODEL (2021 Carryover)	170,000.00		170,000.00	34-091-000-0000-6669	
	DESKTOP COMPUTER		1,224.31	(1,224.31)	34-091-000-0000-6480	
	DESKTOP COMPUTER (CD PRINTER)		993.84	(993.84)	34-091-000-0000-6480	
		<b>189,454.00</b>	<b>11,547.84</b>	<b>177,906.16</b>		
<b>Courts</b>						
	(40) WAITING AREA CHAIRS	10,185.00	10,160.60	24.40	34-011-000-0000-6669	
	(70) JURY ASSEMBLY CHAIRS	17,824.00	17,781.40	42.60	34-011-000-0000-6669	
		<b>28,009.00</b>	<b>27,942.00</b>	<b>67.00</b>		
<b>Court Services</b>						
	GATEWAY COMPUTER:CONF RM	866.00	928.74	(62.74)	34-255-000-0000-6432	
		<b>866.00</b>	<b>928.74</b>	<b>(62.74)</b>		
<b>Election</b>						
	Poll Pads (96)	-	124,385.00	(124,385.00)	34-071-000-0000-6480	
		<b>-</b>	<b>124,385.00</b>	<b>(124,385.00)</b>		
<b>Extension Services</b>						
	COMPUTER	866.00	1,392.27	(526.27)	34-601-000-0000-6432	
	DELL COMPUTER	866.00		866.00	34-601-000-0000-6432	
		<b>1,732.00</b>	<b>1,392.27</b>	<b>339.73</b>		
<b>Facilities Maint</b>						
	21" LAWN MOWER:STS	1,222.00		1,222.00	34-111-000-0000-6480	
	30" LAWN MOWER:STS	1,630.00		1,630.00	34-111-000-0000-6480	
	60" ROTARY BROOM	5,092.00		5,092.00	34-111-000-0000-6669	
	LAPTOP	1,579.00	1,377.53	201.47	34-111-000-0000-6480	
	LAPTOP	1,579.00	1,377.53	201.47	34-111-000-0000-6480	
	IT DATA CENTER BACK-UP A/C UNIT	27,000.00	9,000.00	18,000.00	34-111-000-0000-6669	
	GOV CTR REPAIR & CAULK STEPS (2021 Carryover)	30,000.00	21,577.00	8,423.00	34-111-110-0000-6305	
	COMPUTER (2021 Carryover)	1,100.00	1,377.53	(277.53)	34-111-000-0000-6480	
	GOV CTR BD RM TECHNOLOGY UPGRADE (2021 Carryover)	134,712.00	306,410.15	(171,698.15)	34-111-000-0000-6669	
	GOV CTR BD RM PAINTING	-	6,700.00	(6,700.00)	34-111-000-0000-6669	
	ENERGY IMPROVEMENTS (2021 Carryover)	5,378.00	4,797.00	581.00	34-111-000-0000-6305	
	WORKSTATIONS (Atty new employees)	-	12,374.00	(12,374.00)	34-111-000-0000-6480	
	CHILLER	-	16,105.00	(16,105.00)	34-111-000-0000-6999	
	LAPTOP	-	1,377.54	(1,377.54)	34-111-000-0000-6480	
	Boiler-LEC	-	41,428.00	(41,428.00)	34-111-000-0000-6669	
		<b>209,292.00</b>	<b>423,901.28</b>	<b>(214,609.28)</b>		
<b>Finance &amp; Taxpayer Services</b>						
	TAX/CAMA SOFTWARE-PHASE 2	245,953.00	12,513.00	233,440.00	34-041-000-0000-6669	
	COMPUTER	1,200.00		1,200.00	34-055-000-0000-6480	
	SOILS MAPS	9,778.00		9,778.00	34-055-000-0000-6669	
	HP M605 PRINTER	917.00		917.00	34-041-000-0000-6432	
	(4) COMPUTERS	4,511.00	5,425.75	(914.75)	34-041-000-0000-6480	
	(6) SURFACE PRO TABLETS: APPRAISERS (2021 Carryover)	11,100.00		11,100.00	34-055-000-0000-6669	
	SURFACE PRO 4 (2021 Carryover)	1,850.00	1,637.41	212.59	34-055-000-0000-6480	
	COMPUTER (2021 Carryover)	850.00		850.00	34-055-000-0000-6432	
		<b>276,159.00</b>	<b>19,576.16</b>	<b>256,582.84</b>		
<b>Fleet</b>						
	2013 FORD TAURUS (Fund Balance)	24,780.00		24,780.00	34-130-000-0000-6663	
	ELECTRIC CAR (2021 Carryover)	33,000.00		33,000.00	34-130-000-0000-6663	
	ELECTRIC CAR CHARGING STATION (2021 Carryover)	15,000.00		15,000.00	34-130-000-0000-6663	
		<b>72,780.00</b>	<b>-</b>	<b>72,780.00</b>		
<b>Health &amp; Human Services</b>						
	COMPUTERS (18)	29,032.00	28,588.38	443.62	34-479-000-0000-6480	
	COMPUTERS (23) (Oper)	36,317.00	Expended from HHS Fund		34-479-000-0000-6480	
		<b>65,349.00</b>	<b>28,588.38</b>	<b>443.62</b>		
<b>Human Resources</b>						
	LAPTOP:HR SPARE	1,579.00	1,129.69	449.31	34-061-000-0000-6480	
	Surface Pro Tablet (2)	-	5,228.74	(5,228.74)	34-061-000-0000-6480	
		<b>1,579.00</b>	<b>6,358.43</b>	<b>(4,779.43)</b>		
<b>Information Technology</b>						
	IT CONFERENCE ROOM COMPUTER	800.00		800.00	34-063-000-0000-6432	
	PHONE CONFERENCE BRIDGE SERVER	2,500.00		2,500.00	34-063-000-0000-6480	
	COMPUTER FOR NEW EMPLOYEE	1,750.00		1,750.00	34-063-000-0000-6480	
	IT OFFICE AT LEC	800.00		800.00	34-063-000-0000-6432	
	FIBER CABLE INSTALLATION(1997)	22,548.00		22,548.00	34-063-000-0000-6669	
	FIBER CABLE INSTAL (1997)	3,555.00		3,555.00	34-063-000-0000-6480	
	FIBER-CITY-CB,GOV (1997)	17,065.00		17,065.00	34-063-000-0000-6669	
	ALPINE SAN (2013)	22,478.00		22,478.00	34-063-000-0000-6669	
	COMPUTER (2015)	866.00		866.00	34-063-000-0000-6432	
	COMPUTER (2015)	866.00		866.00	34-063-000-0000-6432	
	COMPUTER (2015)	866.00		866.00	34-063-000-0000-6432	
	COMPUTER:IT (2015)	866.00		866.00	34-063-000-0000-6432	
	SCANNER (2015)	837.00		837.00	34-063-000-0000-6432	
	AS 400 (2015)	42,980.00		42,980.00	34-063-000-0000-6669	

2022 CAPITAL PLAN REPORT - SUMMARY						
Department		2022 Budgeted Amount	Amount Spent as of 12/31/2022	Remaining Balance 2022	Original Recommended Account	Vehicle #
	HP PRINTER (2015)	1,221.00		1,221.00	34-063-000-0000-6480	
	VMWARE HOST SERVER (2012)	25,463.00		25,463.00	34-063-000-0000-6669	
	HW-COMPUTER TABLET	1,884.00		1,884.00	34-063-000-0000-6480	
	DESKTOP COMPUTER (2014)	866.00		866.00	34-063-000-0000-6432	
	LENOVO LAPTOP-IT (2014)	1,579.00		1,579.00	34-063-000-0000-6480	
	DELL LAPTOP (2014)	1,579.00		1,579.00	34-063-000-0000-6480	
	COMPUTER (2014)	1,579.00		1,579.00	34-063-000-0000-6480	
	VMWARE HOST SERVER (2017)	15,278.00		15,278.00	34-063-000-0000-6669	
	DELL LAPTOP (2018)	1,579.00		1,579.00	34-063-000-0000-6480	
	VOICE FIREWALL (Fund Balance)	2,000.00		2,000.00	34-063-000-0000-6480	
	VIDEO SECURITY STORAGE (Fund Balance)	15,000.00	21,891.96	(6,891.96)	34-063-000-0000-6669	
	DATA BACKUP STORAGE (Fund Balance)	40,000.00	35,090.00	4,910.00	34-063-000-0000-6669	
	SECURITY SYSTEM HARDWARE UPGRADES (Fund Balance)	10,000.00		10,000.00	34-063-000-0000-6669	
	NETWORK SECURITY MONITORING (Fund Balance)	20,000.00		20,000.00	34-063-000-0000-6669	
	SWITCH PROJECT-LEC (2014) (2021 Carryover)	38,696.00		38,696.00	34-063-000-0000-6669	
	VMWARE HOST SERVER (2012) (2021 Carryover)	25,000.00		25,000.00	34-063-000-0000-6669	
	TAPE LIBRARY PROJECT (2017) (2021 Carryover)	20,000.00		20,000.00	34-063-000-0000-6669	
	VM HOST (2016) (2021 Carryover)	12,500.00	18,146.82	(5,646.82)	34-063-000-0000-6669	
	MAIN WIFI (2016) (2021 Carryover)	10,000.00		10,000.00	34-063-000-0000-6669	
	NTWRK SWITCH REFRESH-GOV(2013) (2021 Carryover)	10,000.00		10,000.00	34-063-000-0000-6669	
	VIRTUAL EMAIL ARCHIVE SERVER (2017) (2021 Carryover)	7,000.00		7,000.00	34-063-000-0000-6669	
	SWITCH REFRESH-JUS (2013) (2021 Carryover)	5,700.00		5,700.00	34-063-000-0000-6669	
	CISCO SWITCH-PHS (2011) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
	CISCO SWITCH-ATTY (2011) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
	CISCO SWITCH-COURTS (2011) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
	CISCO SWITCH-IT (2011) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
	CISCO SWITCH-SS (2011) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
	CISCO SWITCH-WELFARE (2011) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
	PW SWITCH (2014) (2021 Carryover)	5,000.00		5,000.00	34-063-000-0000-6669	
		420,701.00	75,128.78	345,572.22		
<b>Planning/Building/Zoning &amp; Environmental Health</b>						
	CANON SCANNER	2,852.00		2,852.00	34-127-000-0000-6480	
	(3) COMPUTERS	3,360.00	2,792.88	567.12	34-127-000-0000-6480	
	COPIER SCANNER	6,111.00		6,111.00	34-127-000-0000-6669	
	2014 FORD P/U #1441 (2021 Carryover)	30,000.00	26,671.16	3,328.84	34-127-000-0000-6663	
	DELL LAPTOP (2021 Carryover)	1,550.00	2,565.25	(1,015.25)	34-127-000-0000-6480	
	COMPUTER: IT SCANNER (2021 Carryover)	1,100.00		1,100.00	34-127-000-0000-6480	
	DESKTOP COMPUTER:LUM FRONT COUNTER (2021 Carryover)	800.00	1,403.03	(603.03)	34-127-000-0000-6432	
		45,773.00	33,432.32	12,340.68		
<b>Public Works</b>						
	2007 TANDEM TRUCK W/SNOW PLOW	223,885.00		223,885.00	34-340-000-0000-6663	
	05 CAT 140H MOTOR GRADER	250,000.00		250,000.00	34-340-000-0000-6669	
	ROLLER/COMPACTOR	38,703.00		38,703.00	34-340-000-0000-6669	
	2006 FORD F-150 2WD PICKUP	47,753.00		47,753.00	34-340-000-0000-6663	
	2008 FORD PICKUP	47,753.00	1,500.00	46,253.00	34-340-000-0000-6663	
	CREWCAB PICK UP TRUCK	69,694.00	1,500.00	68,194.00	34-340-000-0000-6663	
	I-R P250WJD AIR COMPRESS	28,009.00		28,009.00	34-340-000-0000-6669	
	HP DESIGNJET T1530	9,472.00	9,345.00	127.00	34-320-000-0000-6669	
	LAPTOP:PW GARAGE SPARE (2008)	1,579.00	1,129.69	449.31	34-330-000-0000-6480	
	LAPTOP (2015)	1,579.00	1,403.03	175.97	34-330-000-0000-6480	
	POLYCOM SOUNDSTATION	562.00		562.00	34-330-000-0000-6432	
	DESKTOP TOWER (2018)	1,120.00	3,466.72	(2,346.72)	34-320-000-0000-6480	
	WORKSTATIONR TOWER (2018)	2,037.00	3,466.72	(1,429.72)	34-320-000-0000-6480	
	DELL LAPTOP (2018)	1,579.00	3,466.72	(1,887.72)	34-320-000-0000-6480	
	COMPUTER (Spare)		1,403.03	(1,403.03)	34-310-000-0000-6480	
	1986 FORD LT 9000 WATER TRUCK	150,000.00		150,000.00	34-340-000-0000-6663	
	4WD CHEVY EXT CAB TRUCK (Fund Balance 01)	50,000.00		50,000.00	34-340-000-0000-6663	
	KENWORTH SIGN TRUCK (2021 Carryover)	304,468.00	92,355.00	212,113.00	34-340-000-0000-6663	2103
				-		
				-		
		1,228,193.00	119,035.91	1,109,157.09		
<b>Recorder</b>						
	SERVER/HYPERCACHE MODULE (Fund Balance)	27,499.50		27,499.50	34-101-000-0000-6669	
		27,499.50	-	27,499.50		
<b>Sheriff - ADC</b>						
	CONVECTION STEAMER	12,500.00	12,833.02	(333.02)	34-207-000-0000-6669	
	HOT FOOD WELL UNIT	1,350.00		1,350.00	34-207-000-0000-6480	
	(3) COMPUTER	3,000.00	3,590.94	(590.94)	34-207-000-0000-6480	
	(2) TASERS: ADC	4,000.00		4,000.00	34-207-000-0000-6480	
	SCANNER	3,000.00	3,687.68	(687.68)	34-207-000-0000-6480	
	13 PORTABLE RADIOS (Fund Balance)	37,000.00	35,600.85	1,399.15	34-207-000-0000-6480	
	ADC BIDIRECTIONAL ANTENNA SYSTEM (Fund Balance)	28,300.00	27,380.00	920.00	34-207-000-0000-6669	
	LAPTOP:EXTRA (2021 Carryover)	1,425.00		1,425.00	34-207-000-0000-6480	
	ADC: ITV (2021 Carryover)	1,425.00	1,601.02	(176.02)	34-207-000-0000-6480	
	COMPUTER:INTAKE #3 (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	COMPUTER:CRT HOLDING (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00	1,601.02	(601.02)	34-207-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	COMPUTER:INTAKE #2 (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	COMPUTER:INTAKE #1 (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	COMPUTER:SHIFT COMMAND (2021 Carryover)	1,000.00	1,196.98	(196.98)	34-207-000-0000-6432	
	BODY SCANNER		149,950.00	(149,950.00)	34-207-000-0000-6669	
		100,000.00	244,623.39	(144,623.39)		
<b>Sheriff - Civil/Patrol</b>						
	NIGHT VISION MONOCULAR	3,889.65	3,336.50	553.15	34-201-000-0000-6480	
	NIGHT VISION MONOCULAR	3,889.65	3,336.50	553.15	34-201-000-0000-6480	
	SPEED MONITOR TRAILER	14,259.00	10,900.00	3,359.00	34-201-000-0000-6663	
	#1725 GRAND CHEROKEE	35,000.00		35,000.00	34-201-000-0000-6663	2221
	#1722 FORD UTILITY	68,500.00	55,908.78	12,591.22	34-201-000-0000-6663	2228
	#1822 FORD EXPLORER	55,500.00	54,714.97	785.03	34-201-000-0000-6663	2226
	#1726 FORD EXPLORER	55,500.00	55,039.87	460.13	34-201-000-0000-6663	2224
	#1728 CHEVY TAHOE	43,000.00	2,127.69	40,872.31	34-201-000-0000-6663	2222

2022 CAPITAL PLAN REPORT - SUMMARY						
Department		2022	Amount	Remaining	Original Recommended	Vehicle #
		Budgeted	Spent as of	Balance		
		Amount	12/31/2022	2022	Account	
	#1821 FORD EXPLORER	56,700.00	38,233.25	18,466.75	34-201-000-0000-6663	2225
	#1823 FORD EXPLORER	55,500.00	53,728.48	1,771.52	34-201-000-0000-6663	2223
	#1824 FORD EXPLORER	55,500.00	52,095.79	3,404.21	34-201-000-0000-6663	2227
	POLE CAMERA (2016)	6,000.00		6,000.00	34-201-000-0000-6669	
	HANDHELD LIDAR RADAR (2013)	2,500.00	1,925.00	575.00	34-201-000-0000-6480	
	5 GUN SIGHTS (2004)	2,700.00	2,640.98	59.02	34-201-000-0000-6480	
	FORENSIC LAPTOP: (2014)	1,700.00	2,126.62	(426.62)	34-201-000-0000-6480	
	FN15 RIFLE WITH SUPPRESSOR (5)	6,750.00	6,777.05	(27.05)	34-201-000-0000-6480	
	GPS TRACKER-INVESTIGATIONS (2017)	1,200.00		1,200.00	34-201-000-0000-6480	
	COMPUTER:(2018)	1,800.00		1,800.00	34-201-000-0000-6480	
	LESS-LETHAL KIT: 2 PEPPERBALL LAUNCHER	2,350.00	2,300.14	49.86	34-201-000-0000-6480	
	CAMERA: BEARCAT 25%	8,230.00	7,990.00	240.00	34-201-000-0000-6669	
	TACTICAL VEST:	2,700.00	2,344.77	355.23	34-201-000-0000-6480	
	BALLISTIC HELMETS: ERT (8)	6,716.00	6,716.48	(0.48)	34-201-000-0000-6432	
	COMMUNICATION HEADSETS: ERT (8)	11,477.00	8,951.08	2,525.92	34-201-000-0000-6480	
	20 RADIOS (Oper)	107,000.00	103,293.00	3,707.00	34-201-000-0000-6669	
	25 PORTABLE RADIOS (Fund Balance)	136,524.00	119,922.25	16,601.75	34-201-000-0000-6669	
	MOBILE RADIO (Fund Balance)	7,500.00	7,215.92	284.08	34-201-000-0000-6669	
	#1622 CHEVY TAHOE (2021 Carryover)	50,445.00	50,222.73	222.27	34-201-000-0000-6663	2126
	#1625 FORD TAURUS (2021 Carryover)	6,993.00	5,018.85	1,974.15	34-201-000-0000-6663	2122
	#1723 FORD EXPLORER (2021 Carryover)	4,375.00	3,121.00	1,254.00	34-201-000-0000-6663	2123
	COMPUTER (2021 Carryover)	1,750.00	2,126.62	(376.62)	34-201-000-0000-6480	
	COMPUTER (2021 Carryover)	1,750.00	2,126.62	(376.62)	34-201-000-0000-6480	
	COMPUTER (2021 Carryover)	1,000.00		1,000.00	34-201-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00	1,470.32	(470.32)	34-201-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00		1,000.00	34-201-000-0000-6432	
	COMPUTER: FRONT DESK (2021 Carryover)	1,000.00	1,470.32	(470.32)	34-201-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00		1,000.00	34-201-000-0000-6432	
	COMPUTER (2021 Carryover)	1,000.00	1,400.44	(400.44)	34-201-000-0000-6432	
	Laptop:Pole Camera		1,400.44	(1,400.44)	34-201-000-0000-6480	
	Laptop:TM/Investigations		1,400.44	(1,400.44)	34-201-000-0000-6480	
		823,698.30	671,382.90	152,315.40		
<b>Sheriff - Communications</b>						
	ASPEN MICROWAVE	61,297.00	58,621.98	2,675.02	34-211-000-0000-6669	
	PAGING QUANTAR: SANDHILL (BU SIREN)	14,000.00	14,416.38	(416.38)	34-211-000-0000-6669	
	RADIO SITE SECURITY ENHANCEMENT	11,500.00	12,773.78	(1,273.78)	34-211-000-0000-6669	
	CANNON FALLS TANK RECONDITIONING	50,000.00	43,356.16	6,643.84	34-211-000-0000-6305	
	CONSOLETTES (Oper)	48,000.00	900.00	47,100.00	34-211-000-0000-6669	
	TOWER ACCESS CONTROL (Oper)	4,000.00	2,491.57	1,508.43	34-211-000-0000-6669	
		188,797.00	132,559.87	56,237.13		
<b>Sheriff - Dispatch</b>						
	Remote 911 Phone Consoles (4)	-	50,511.18	(50,511.18)	34-209-000-0000-6669	
		-	50,511.18	(50,511.18)		
<b>Sheriff - Seasonal B&amp;W</b>						
	NIGHTVISION BINOCULARS	3,800.00		3,800.00	34-205-000-0000-6480	
	HANDHELD LIDAR RADAR	2,500.00	1,448.00	1,052.00	34-205-000-0000-6480	
	OUTBOARD ENGINE: LOWE BOAT	4,000.00		4,000.00	34-205-000-0000-6480	
	SKI DOO SNOWMOBILE	12,000.00	11,806.36	193.64	34-205-000-0000-6669	
	SIDE SONAR: ALUMACRAFT BOAT	3,500.00		3,500.00	34-205-000-0000-6480	
	SIDE SONAR: LOWE BOAT	3,500.00		3,500.00	34-205-000-0000-6480	
	CREW CAB SIDE BY SIDE, WHEELS, TRACKS,	26,000.00	42,579.60	(16,579.60)	34-205-000-0000-6669	
	MUNSON BOAT (DIVE BOAT) 25%	51,515.00	50,067.00	1,448.00	34-205-000-0000-6669	
	SHERIFF SHED OFFICE CONSTRUCTION	6,500.00	6,731.63	(231.63)	34-205-000-0000-6669	
	TOUGHPAD:WP BOAT (2021 Carryover)	3,000.00	3,427.00	(427.00)	34-205-000-0000-6480	
		116,315.00	116,059.59	255.41		
<b>Surveyor/GIS</b>						
	PICO DRILL	2,089.00		2,089.00	34-103-000-0000-6480	
	XEROX PRINTER	917.00		917.00	34-103-000-0000-6432	
	DELL LAPTOP (2021 Carryover)	1,550.00	1,065.99	484.01	34-103-000-0000-6480	
	PUBLIC ACCESS COMPUTER (2021 Carryover)	1,400.00	1,947.75	(547.75)	34-103-000-0000-6480	
	COMPUTER:GIS/SURVEY INTERN (2021 Carryover)	1,000.00		1,000.00	34-103-000-0000-6432	
		6,956.00	3,013.74	3,942.26		
<b>Veterans Services</b>						
	COMPUTER-PUBLIC	894.00		894.00	34-121-000-0000-6432	
	DELL COMPUTER	866.00	1,346.21	(480.21)	34-121-000-0000-6432	
		1,760.00	1,346.21	413.79		
<b>Waste Management</b>						
	PARKING LOT	152,775.00	131,487.57	21,287.43	34-398-000-0000-6669	
	2007 MACK HOOK TRUCK	202,370.00	243,826.59	(41,456.59)	34-398-000-0000-6663	7013
	30 CY BOX	8,148.00		8,148.00	34-398-000-0000-6669	
	VERTTECH CONVEYOR	25,463.00		25,463.00	34-398-000-0000-6669	
	COMPARTMENT ROLLOFF (2012)	12,222.00		12,222.00	34-398-000-0000-6669	
	LAPTOP	1,452.00	1,129.69	322.31	34-399-000-0000-6480	
	AMERICAN HORIZON BALER (2021 Carryover)	240,601.00		240,601.00	34-398-000-0000-6669	
		643,031.00	376,443.85	266,587.15		
	<b>Total Capital Plan Budget</b>	\$ 4,451,072.80	\$ 2,473,010.07	\$ 1,941,745.73		
	USE OF FUND BALANCE-2021 BUDGET CARRYOVER	(1,361,305.00)				
	OPERATING LEVY	(195,317.00)	(106,684.57)	(88,632.43)		
	USE OF FUND BALANCE-APPROVED 2022 BUDGET	(398,603.50)		(398,603.50)		
	TRANSFER SHERIFF FORFEITURE/CONTINGENCY					
	<b>Capital Plan Levy</b>	\$ 2,495,847.30	\$ 2,366,325.50	\$ 1,454,509.80		

**DEBT SERVICE**  
**December 2022**

Date	Description of Activity	Dept. 820	Dept 821	Dept. 825	Dept. 830	Dept. 840	
		2012A G.O. Highway Projects	2014A G.O. CIP Bonds-Hwy Projects	2012B Taxable G.O. Bonds (QECCB)	2015A G.O. Citizens Bldg & Other CIP	Prior Years' Debt Residual	End of the Month Balance
<b>1/1/2022</b>	<b>Balance Forward</b>	<b>551,822.91</b>	<b>870,678.65</b>	<b>842,152.31</b>	<b>338,823.50</b>	<b>324,081.56</b>	<b>3,135,749.06</b>
1/21/2022	US Bank-Princ	(430,000.00)	(770,000.00)		(195,000.00)		
1/21/2022	US Bank-Int	(7,678.75)	(35,718.75)	(22,338.75)	(147,000.00)		
<b>1/31/2022</b>	<b>Balance 1/31/22</b>	114,144.16	64,959.90	819,813.56	(3,176.50)	324,081.56	1,528,012.81
<b>2/28/2022</b>	<b>Balance 2/28/22</b>	114,144.16	64,959.90	819,813.56	(3,176.50)	324,081.56	1,528,012.81
<b>3/31/2022</b>	<b>Balance 3/31/22</b>	114,144.16	64,959.90	819,813.56	(3,176.50)	324,081.56	1,528,012.81
4/8/2022	US Bank-Admin Fee				(500.00)		
<b>4/30/2022</b>	<b>Balance 4/30/22</b>	114,144.16	64,959.90	819,813.56	(3,676.50)	324,081.56	1,527,512.81
<b>5/31/2022</b>	<b>Balance 5/31/22</b>	114,144.16	64,959.90	819,813.56	(3,676.50)	324,081.56	1,527,512.81
6/10/2022	US Bank	(550.00)					
6/30/2022	May Settlement	187,244.60	357,778.75	41,794.62	205,149.26		
<b>6/30/2022</b>	<b>Balance 6/30/22</b>	300,838.76	422,738.65	861,608.18	201,472.76	324,081.56	2,334,584.94
7/11/2022	US Treasury			18,763.50			
7/22/2022	US Bank-Int	(4,023.75)	(28,018.75)	(22,338.75)	(144,075.00)		
<b>7/31/2022</b>	<b>Balance 7/31/22</b>	296,815.01	394,719.90	858,032.93	57,397.76	324,081.56	2,154,892.19
8/31/2022	State of MN -DNR Wildlife Mgmt	184.46	352.64	41.14	202.09		
<b>8/31/2022</b>	<b>Balance 8/31/22</b>	296,999.47	395,072.54	858,074.07	57,599.85	324,081.56	2,155,687.89
9/1/2022	1st 1/2 DRA	128.34	245.44	28.76	140.75		
<b>9/30/2022</b>	<b>Balance 9/30/22</b>	297,127.81	395,317.98	858,102.83	57,740.60	324,081.56	2,156,241.69
10/7/2022	US Bank		(550.00)	(1,485.00)			
10/31/2022	1st 1/2 MV Credit Aid -Ag	2,093.30	4,003.23	469.15	2,295.72		
<b>10/31/2022</b>	<b>Balance 10/31/22</b>	299,221.11	398,771.21	857,086.98	60,036.32	324,081.56	2,163,239.55
<b>11/30/2022</b>	<b>Balance 11/30/22</b>	299,221.11	398,771.21	857,086.98	60,036.32	324,081.56	2,163,239.55
12/27/2022	2nd 1/2 MV Credit-Ag	2,093.30	4,003.23	469.15	2,295.72		
12/27/2022	2nd 1/2 DRA	128.34	245.44	28.76	140.75		
12/31/2022	December Settlement	163,067.48	311,521.24	36,379.89	178,520.11	122.10	
<b>12/31/2022</b>	<b>Balance 12/31/22</b>	464,510.23	714,541.12	893,964.78	240,992.90	561,968.00	2,875,977.03
	<b>2022 Activity</b>	87,312.68	156,137.53	(51,812.47)	97,830.60	(29,453.11)	259,772.03
<b>NOTES:</b>	No activity - February, March, May, November						
Department 825, QECCB Bonds will contain balances/funds carried over from prior years levy. The county budgets for the entire year's allocated payment but only pay the interest.							
The principal portion of the levy for this debt will stay in the departmental account until the final lump sum principal payment is paid 2/1/2027.							
Per the State Auditors, any residual balances should be used to offset any remaining debt obligations.							
Per bond counsel, any residual balances can be used to fund projects that would otherwise be funded with bond proceeds							

**Special Revenue Fund  
Fund Balance Report  
December 2022 (Final)**

	<b>2021 Balance</b>	<b>2022 Revenue</b>	<b>2022 Expenses</b>	<b>2022 Activity (net)</b>	<b>Balance 12/31/2022</b>
Ditch Fund	\$ 421,325.74	\$ -	\$ 291,966.07	\$ (291,966.07)	\$ 129,359.67

**General Fund  
Fund Balance Report (Cash Basis)  
December 2022 (Final)**

<b>Cash on Hand - General Fund</b>	<b>\$ 34,328,197.84</b>
<b>Restrictions</b>	<b>(6,653,069.80)</b>
<b>Commitments</b>	<b>(2,914,113.39)</b>
<b>Assignments</b>	<b>(3,112,092.39)</b>
<b>Unassigned Fund Balance (Cash on Hand)</b>	<b>\$ 21,648,922.26</b>

<b>Restrictions</b>	<b>2021 Balance</b>	<b>2022 Levy</b>	<b>2022 Revenues</b>	<b>2022 Expenses</b>	<b>2022 Activity (net)</b>	<b>Balance 12/31/2022</b>
Unclaimed Funds	\$ 589.94	\$ -	\$ 764.57	\$ 166.05	\$ 598.52	\$ 1,188.46
Gravel Pit Closure/Restoration	305,728.73	-	25,328.55	-	25,328.55	331,057.28
ARP - American Rescue Plan	4,407,854.09	-	4,500,501.00	4,825,723.95	(325,222.95)	4,082,631.14
Local Assistance and Tribal Consistency	-	-	50,000.00	-	50,000.00	50,000.00
Law Library	260,075.90	-	86,746.83	36,753.76	49,993.07	310,068.97
Attorney's Forfeiture Fund	27,861.91	-	7,778.20	-	7,778.20	35,640.11
Attorney Victim/Witness Assistance	6,058.23	-	496.54	368.48	128.06	6,186.29
Drug Treatment Court	271,367.08	100,000.00	106,196.00	113,410.64	92,785.36	364,152.44
Recorder's Technology Fund	122,951.65	-	86,810.00	61,419.99	25,390.01	148,341.66
Recorder's Compliance Fund	232,989.02	-	95,491.00	77,995.27	17,495.73	250,484.75
Veterans Operational Grant	8,453.62	-	9,387.16	11,088.12	(1,700.96)	6,752.66
Veterans Transportation (donations)	(3,729.67)	-	20,706.49	42,503.62	(21,797.13)	-
Buffer Initiative	253,871.00	-	109,346.00	70,150.00	39,196.00	293,067.00
Aquatic Invasive Species Prevention	263,369.51	-	63,172.00	103,897.97	(40,725.97)	222,643.54
Sheriff's Forfeiture Fund	-	-	-	-	-	-
Sheriff CounterAct	22,559.80	-	5,021.12	4,633.88	387.24	22,947.04
Sheriff's K-9 Account (donations)	18,713.00	-	1,640.00	-	1,640.00	20,353.00
Gun Permit Application Fees	60,624.78	-	49,690.00	49,614.49	75.51	60,700.29
Sheriff's Contingency	565.00	-	4,400.50	4,115.50	285.00	850.00
Enhanced 911 System	313,546.58	-	297,099.46	270,759.10	26,340.36	339,886.94
Correction Service Fee	18,756.00	-	4,470.00	1,661.00	2,809.00	21,565.00
Local Correctional Fees (Adult)	59,684.93	-	54,868.30	30,000.00	24,868.30	84,553.23
<b>Restricted Fund Balance</b>	<b>\$ 6,651,891.10</b>	<b>\$ 100,000.00</b>	<b>\$ 5,579,913.72</b>	<b>\$ 5,704,261.82</b>	<b>\$ (24,348.10)</b>	<b>\$ 6,653,069.80</b>

<b>Commitments</b>	<b>2021 Balance</b>	<b>2022 Levy</b>	<b>2022 Revenues</b>	<b>2022 Expenses</b>	<b>2022 Activity (net)</b>	<b>Balance 12/31/2022</b>
Land Use/Environmental Ordinance	\$ 158,496.50	\$ -	\$ 17,652.86	\$ -	\$ 17,652.86	\$ 176,149.36
Petty Cash Change Funds	1,675.00	-	100.00	-	100.00	1,775.00
Employee Wellness Committee	6,816.40	-	6,493.68	2,266.96	4,226.72	11,043.12
Byllesby Dam	18,216.24	-	-	4,871.00	(4,871.00)	13,345.24
Compensated Absences	161,527.36	375,000.00	254,107.00	372,933.90	256,173.10	417,700.46
27th Payroll	671,741.00	225,000.00	-	-	225,000.00	896,741.00
Tax Court Settlements	226,500.00	-	-	-	-	226,500.00
Natural, tech, human-caused hazards	1,000,000.00	-	-	-	-	1,000,000.00
Tax Forfeited Property Funding	4,085.50	-	175,643.28	8,869.57	166,773.71	170,859.21
<b>Committed Fund Balance</b>	<b>\$ 2,249,058.00</b>	<b>\$ 600,000.00</b>	<b>\$ 453,996.82</b>	<b>\$ 388,941.43</b>	<b>\$ 665,055.39</b>	<b>\$ 2,914,113.39</b>

<b>Assignments</b>	<b>2021 Balance</b>	<b>2022 Levy</b>	<b>2022 Revenues</b>	<b>2022 Expenses</b>	<b>2022 Activity (net)</b>	<b>Balance 12/31/2022</b>
Election Activities	\$ 108,535.67	\$ 35,642.00	\$ 71,802.39	\$ 166,945.62	(59,501.23)	49,034.44
County Motor Pool	128,336.62	-	74,065.25	83,259.42	(9,194.17)	119,142.45
Inmate Improvement Fund	106,000.12	-	40,890.04	38,748.54	2,141.50	108,141.62
Employee Training & Development	(7,900.20)	15,000.00	7,374.04	28,019.39	(5,645.35)	-
Radio Tower Repairs	63,593.88	20,000.00	-	13,292.00	6,708.00	70,301.88
County Program Aid Contingency	1,518,111.00	-	-	-	-	1,518,111.00
Building Contingencies	1,327,784.00	-	-	80,423.00	(80,423.00)	1,247,361.00
<b>Assigned Fund Balance</b>	<b>\$ 3,244,461.09</b>	<b>\$ 70,642.00</b>	<b>\$ 194,131.72</b>	<b>\$ 410,687.97</b>	<b>\$ (145,914.25)</b>	<b>\$ 3,112,092.39</b>

The following is a summary of the claims to be reviewed and approved at the February 07, 2023 board meeting:

01	General Fund	\$ 1,123,846.49
03	Public Works	\$ 592,300.31
11	Human Service Fund	\$ 96,484.18
12	GC Family Services Collaborative	\$ -
15	County Ditch 1	\$ 6,865.25
20	National Opioid Settlement Fund	\$ -
25	EDA	\$ 19,549.00
34	Capital Equipment	\$ 41,913.00
35	Debt Service	\$ 1,623,456.25
61	Waste Management	\$ 52,029.28
72	Other Agency	\$ 186,364.37
81	Settlement	\$ 725,822.97
	Totals	<u>\$ 4,468,634.55</u>

GROSS PAYROLL

(including Employer Related Tax Payments)

Period Ending	Paid Date	Amount
1/6/2023	1/19/2023	\$ 1,199,036.01

Checks (WFXX,WFXX-ACH)	\$ 4,230,131.07
EFT (Manual Warrants)	\$ 238,503.48
Total:	<u>\$ 4,468,634.55</u>

# Goodhue County

## WARRANT REGISTER



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>
12423	2783	Bmo P-Card Payment					
			152.32	Costs related to FA 11/25	11-430-710-3640-6020	Bystrom Katie	0
				9,179 Super 8 Motels (OBO)			
			21.43	Racquetballs 12/7	01-207-240-0000-6464	Heiden Justin	0
				27,672 Amazon.Com			
			130.00	Const Installer:L.Eggert	03-310-000-0000-6357	Public Works	0
				14,028 U of M Cont Learning (OBO)			
			712.36	2023 MCEA Conf-JRezac	03-320-000-0000-6357	Public Works	0
				74,077 Cragun's Conference And Golf Resort			
			712.36	2023 MCEA Conf-JGreenw	03-320-000-0000-6357	Public Works	0
				74,077 Cragun's Conference And Golf Resort			
			215.00	Const Site Mngr:KHolst	03-320-000-0000-6357	Public Works	0
				14,028 U of M Cont Learning (OBO)			
			120.00	Recert-Const Site Mngr:CV	03-320-000-0000-6357	Public Works	0
				14,028 U of M Cont Learning (OBO)			
			1,250.00	Costs related to CREST 12	11-430-740-3180-6020	Voth Maggie	0
				4,118 Kwik Trip (OBO)			
			1,000.00	Costs related to CREST 12	11-430-740-3180-6020	Voth Maggie	0
				6,464 Walmart			
<b>Warrant #</b>	<b>12423</b>	<b>Total</b>	<b>4,313.47</b>	<b>Date 1/5/2023</b>			
	<b>Final Total...</b>		<b>4,313.47</b>	<b>9</b>	<b>Transactions</b>		



# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	21.43	County General Revenue
3	1,889.72	County Road and Bridge
11	2,402.32	Health & Human Service Fund
	4,313.47	TOTAL

ndahlstrom  
01/12/2023

11:50:16AM

# 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>
12430	6327	Lakeview Bank	1,360.37	Early CD Withdrawal Penalty	01-001-000-0000-6375	3100030473	0
	<b>Warrant #</b>	<b>12430</b>	<b>Total</b>	<b>1,360.37</b>	<b>Date 1/12/2023</b>		
	<b>Final Total...</b>		<b>1,360.37</b>	<b>1</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	1,360.37	County General Revenue
	1,360.37	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 # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1353	Ag Partners Coop	96.57-	Fuel Discount Kyn	03-340-000-0000-6565	811573	N
1353		3,795.20	Diesel Winter Blend Kyn	03-340-000-0000-6565	811573	N
	<b>Warrant #</b>	<b>465888</b>	<b>Total...</b>	<b>3,698.63</b>		
14608	AMC MACA	878.00	2023 Mbrshp: SArneson	01-031-000-0000-6243	437	N
	<b>Warrant #</b>	<b>465889</b>	<b>Total...</b>	<b>878.00</b>		
14720	AMC MCCFMA	350.00	2023 Membership	01-111-000-0000-6243	12891	N
	<b>Warrant #</b>	<b>465890</b>	<b>Total...</b>	<b>350.00</b>		
2477	Association of Minnesota Counties	22,520.00	2023 Dues	01-005-000-0000-6243	63197	N
	<b>Warrant #</b>	<b>465891</b>	<b>Total...</b>	<b>22,520.00</b>		
14642	AT&T Mobility, LLC	47.48	Cell Phone:Steffen 11/26-12/25	01-201-000-0000-6202	287303914782	N
14642		200.00-	Wireless Activation CR 11/28	01-201-000-0000-6202	287303914782	N
14642		36.24	Cradlepoint Line 11/26-12/25	01-209-000-0000-6206	287303914782	N
14642		144.96	4 Cradlepoint Lines 11/26/12/2	01-211-000-0000-6206	287303914782	N
14642		3.00	Status IP: CF Twr 11/26/12/25	34-211-000-0000-6305	287303914782	N
	<b>Warrant #</b>	<b>465892</b>	<b>Total...</b>	<b>31.68</b>		
14905	Bettich/Erich Matthew	100.00	PAC Mtg Security 1/9/23	01-127-128-0000-6284		N
	<b>Warrant #</b>	<b>465893</b>	<b>Total...</b>	<b>100.00</b>		
14487	Buck/Christopher David	100.00	Per Diem: PAC Mtg 1/9/23	01-127-128-0000-6106		N
14487		24.89	PAC Mtg Mileage 1/9/23	01-127-128-0000-6331		N
	<b>Warrant #</b>	<b>465894</b>	<b>Total...</b>	<b>124.89</b>		
14625	Cannon River Watershed Joint Powers Brd	5,000.00	2023 CRWJPB Dues	01-005-000-0000-6243	33	N
	<b>Warrant #</b>	<b>465895</b>	<b>Total...</b>	<b>5,000.00</b>		
14939	Captivated, LLC	769.95	SMS Texting 1/1/23-1/1/24	01-255-000-0000-6270	022768	N
14939		2,232.84	SMS Texting 1/1/23-1/1/24	11-430-700-0010-6283	022768	N
14939		76.99	SMS Texting 1/1/23-1/1/24	11-463-463-0000-6283	022768	N
14939		384.97	SMS Texting 1/1/23-1/1/24	11-466-450-0000-6283	022768	N
14939		76.99	SMS Texting 1/1/23-1/1/24	11-466-462-0000-6283	022768	N

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/13/2023  
Pay Date 01/13/2023



<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>Total...</u>		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			<b>3,541.74</b>				
11439	CenturyLink		66.00	LEC/Sandhill Circuit 1/23	01-211-000-0000-6201	612 E31-8008	N
	<b>Warrant #</b>	<b>465897</b>	<b>Total...</b>	<b>66.00</b>			
1227	Dalco Enterprises, Inc		457.17	Ice Melt-Pallet 1/4/23	01-111-000-0000-6306	4029076	N
1227			94.08	Neutral Floor Cleaner 1/4/23	01-111-110-0000-6411	4028865	N
	<b>Warrant #</b>	<b>465898</b>	<b>Total...</b>	<b>551.25</b>			
8526	Diversified Real Estate Services, Inc.		1,000.00	Consultation - RW Walmart	01-000-000-0000-2511	22311	N
	<b>Warrant #</b>	<b>465899</b>	<b>Total...</b>	<b>1,000.00</b>			
12325	England Law Office LTD		2,306.25	Prof Svc 10/2022	01-011-000-0000-6271	1800-G	N
12325			2,306.25	Prof Svc 11/2022	01-011-000-0000-6271	1800-G	N
12325			1,725.00	Prof Svc 10-12/22	01-011-000-0000-6271	25-JV-21-1	N
	<b>Warrant #</b>	<b>465900</b>	<b>Total...</b>	<b>6,337.50</b>			
1276	Erv's Supply Of Parts Inc		8.29	Hitch Pin 1401	03-340-000-0000-6562	437558	N
	<b>Warrant #</b>	<b>465901</b>	<b>Total...</b>	<b>8.29</b>			
4644	Express Services, Inc.		518.40	Bldg Concierge Temp 1/8	01-001-000-0000-6850	28469853	N
	<b>Warrant #</b>	<b>465902</b>	<b>Total...</b>	<b>518.40</b>			
2474	Falk Auto Body Inc		2,174.65	#2016 Repair 11/3/22	01-130-000-0000-6303	RO Number: 5204	N
	<b>Warrant #</b>	<b>465903</b>	<b>Total...</b>	<b>2,174.65</b>			
9818	Greater Minnesota Parks & Trails		330.00	2023 Membership	03-521-000-0000-6243	2023 Membershi	N
9818			200.00	2023 Lobbying	03-521-000-0000-6278	2023 Lobbying	N
	<b>Warrant #</b>	<b>465904</b>	<b>Total...</b>	<b>530.00</b>			
15767	Grote/Steve		221.88	Transp Mileage 12/6-12/19/22	01-121-140-0000-6220		N
15767			91.70	Transp Mileage 1/5/23	01-121-140-0000-6220		N
	<b>Warrant #</b>	<b>465905</b>	<b>Total...</b>	<b>313.58</b>			
6901	Gs Distributing		437.26	Jail Plumbing Rpr Parts 12/26	01-111-113-0000-6305	6282	N
	<b>Warrant #</b>	<b>465906</b>	<b>Total...</b>	<b>437.26</b>			
5234	HBC		63.14	Cable TV 1/2023	01-207-240-0000-6340	80387	N

# Goodhue County

## WARRANT REGISTER Auditor Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
5234	HBC	199.00	Dedicated Fiber 1/2023			01-211-000-0000-6340	81677	N
5234		300.00	CF-Aspen Link 1/2023			01-211-000-0000-6340	81677	N
5234		165.67	Cable TV 1/2023			01-281-280-0000-6340	80389	N
5234		56.71	Fire Alarm Lines			03-330-000-0000-6209	93976	N
5234		100.00	Fiber: CF Twr Refurbish 1/2023			34-211-000-0000-6305	81677	N
5234		100.00	Internet/Comm Rcy			61-398-000-0000-6209	81940	N
5234		56.71	Fire Alarm Lines			61-398-000-0000-6209	81940	N
	<b>Warrant #</b>	<b>465907</b>	<b>Total...</b>					
				<b>1,041.23</b>				
11446	Hoisington Koegler Group, Inc	2,048.13	Byllesby Pavilion Signs			03-521-000-0000-6278	022-060-1	N
	<b>Warrant #</b>	<b>465908</b>	<b>Total...</b>					
				<b>2,048.13</b>				
15074	Holst/Anthony and Arlene	2,418.29	CARES-Permit 22-G074			01-003-000-0000-6892		N
	<b>Warrant #</b>	<b>465909</b>	<b>Total...</b>					
				<b>2,418.29</b>				
2310	Huebsch Services	108.63	Uniform Delivery 1/12			01-111-000-0000-6307	20200632	N
2310		108.63	Uniform Delivery 1/5			01-111-000-0000-6307	20199053	N
2310		108.63	Uniform Delivery 12/29			01-111-000-0000-6307	20197455	N
2310		199.11	Mats/Mops/Towels GC 1/5			01-111-110-0000-6347	20199051	N
2310		65.56	Mats/Mops/Towels LEC 1/12			01-111-112-0000-6347	2020625	N
2310		135.14	Mats/Mops/Towels CB 1/5			01-111-115-0000-6347	20199045	N
2310		39.93	Mats/Mops/Towels JUS 1/5			01-111-116-0000-6347	20199052	N
2310		98.67	Mats/Mops/Towels JUS 1/12			01-111-116-0000-6347	20200631	N
	<b>Warrant #</b>	<b>465910</b>	<b>Total...</b>					
				<b>864.30</b>				
8249	ICMA Membership Renewals	1,200.00	2023 Mbrshp: SArneson			01-031-000-0000-6357		N
	<b>Warrant #</b>	<b>465911</b>	<b>Total...</b>					
				<b>1,200.00</b>				
4712	JJ Lawnscape Under Ground Sprinkler Sys	133.33	Irrigation Winterization 9/30			01-111-110-0000-6306	26749	N
4712		133.34	Irrigation Winterization 9/30			01-111-112-0000-6306	26749	N
4712		133.33	Irrigation Winterization 9/30			01-111-115-0000-6306	26749	N
	<b>Warrant #</b>	<b>465912</b>	<b>Total...</b>					
				<b>400.00</b>				
15859	Krager/Margaret E	13.00	52.96.030A Overpmt			81-850-000-0000-2102		N

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	<u>Warrant #</u>	<u>465913</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			<b>13.00</b>				
15858	Matt Maring Auction Co. Inc.		3,370.86	66.680.0310 Overpmt	81-850-000-0000-2102		N
	<b>Warrant #</b>	<b>465914</b>	<b>Total...</b>				
			<b>3,370.86</b>				
7584	Matthees Oil Inc		396.90	LP - Vasa	03-350-000-0000-6252	131798	N
7584			1,587.60	LP - CF	03-350-000-0000-6252	131810	N
	<b>Warrant #</b>	<b>465915</b>	<b>Total...</b>				
			<b>1,984.50</b>				
12655	Mayo Clinic		672.00	Ex/Scrng/Vac Roy ,Hayden 12/22	01-201-000-0000-6291	700005050	N
	<b>Warrant #</b>	<b>465916</b>	<b>Total...</b>				
			<b>672.00</b>				
13333	Miller/Richard		100.00	Per Diem: PAC Mtg 1/9/23	01-127-128-0000-6106		N
13333			36.68	PAC Mtg Mileage 1/9/23	01-127-128-0000-6331		N
	<b>Warrant #</b>	<b>465917</b>	<b>Total...</b>				
			<b>136.68</b>				
8522	Minnesota Energy Resources Corporation		1,314.84	Gas - Zta Shop	03-350-000-0000-6252	504254044-1	N
8522			463.74	Gas - Kyn Shop	03-350-000-0000-6252	504254044-2	N
	<b>Warrant #</b>	<b>465918</b>	<b>Total...</b>				
			<b>1,778.58</b>				
1592	MN Association of County Surveyors		210.00	2023 Member Dues	01-103-000-0000-6243		N
	<b>Warrant #</b>	<b>465919</b>	<b>Total...</b>				
			<b>210.00</b>				
1187	MN Department of Revenue		100.00	2022 State Deeds	72-850-000-0000-2195		N
	<b>Warrant #</b>	<b>465920</b>	<b>Total...</b>				
			<b>100.00</b>				
1821	Mn Dept Of Finance		1,164.00	Battered Wmn/Birth Cert 12/22	72-850-000-0000-2173		N
1821			154.50	RE Assurance Q422	72-850-000-0000-2176		N
1821			6,751.86	State Surcharges 12/2022	72-850-000-0000-2209		N
1821			1,448.00	Birth/Death Surchg 12/2022	72-850-000-0000-2218		N
1821			830.00	Birth Cert S/C 12/2022	72-850-000-0000-2218		N
	<b>Warrant #</b>	<b>465921</b>	<b>Total...</b>				
			<b>10,348.36</b>				
6788	Mn Dept Of Health		170.00	Well Permits Q422	01-127-129-0000-6283		N
	<b>Warrant #</b>	<b>465922</b>	<b>Total...</b>				
			<b>170.00</b>				
6788	Mn Dept Of Health		1,105.00	Well Certs Q422	72-850-000-0000-2207		N

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	<u>Warrant #</u>			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	<b>465923</b>	<b>Total...</b>	<b>1,105.00</b>				
2728	National Assn Of Counties (Naco)		924.00	2023 Membership Dues	01-001-000-0000-6243	202216497	N
	<b>465924</b>	<b>Total...</b>	<b>924.00</b>				
14162	Nokomis Energy		6,270.95	Community Solar 11/2022	01-111-112-0000-6251	ZPVWGO-2022-12-31	N
	<b>465925</b>	<b>Total...</b>	<b>6,270.95</b>				
9516	Nuvera (FKA NU-Telecom)		172.10	Goodhue Backup Phone 1/2023	01-209-000-0000-6201	1192564	N
9516			92.58	Tele CF	03-350-000-0000-6201	1182424	N
9516			90.90	DSL CF	03-350-000-0000-6209	1182424	N
	<b>465926</b>	<b>Total...</b>	<b>355.58</b>				
5189	Nystuen/Richard		100.00	Per Diem: PAC Mtg 1/9/23	01-127-128-0000-6106		N
5189			48.47	PAC Mtg Mileage 1/9/23	01-127-128-0000-6331		N
	<b>465927</b>	<b>Total...</b>	<b>148.47</b>				
6484	Old Republic Title		1,242.00	Mortgage Reg Tax Refund	72-850-000-0000-2310		N
	<b>465928</b>	<b>Total...</b>	<b>1,242.00</b>				
44402	Olmsted County Sheriff		100.00	Subpoena Svc: KJohnson 12/29	01-011-000-0000-6277	22003076	N
	<b>465929</b>	<b>Total...</b>	<b>100.00</b>				
14082	Quadient Finance USA, Inc.		2,015.00	Postage Mtr: JUS 12/28/22	01-001-000-0000-6203		N
	<b>465930</b>	<b>Total...</b>	<b>2,015.00</b>				
50709	Red Wing City Ambulance		3,909.00	Ambulance: Carbajal 11/23/22	01-201-000-0000-6330		N
	<b>465931</b>	<b>Total...</b>	<b>3,909.00</b>				
53901	Republican Eagle		110.24	PW Subscription 12 mo	03-330-000-0000-6244	1602	N
	<b>465932</b>	<b>Total...</b>	<b>110.24</b>				
1741	Revland Alignment Inc		109.38	#1925 Mt & Bal Tires 12/16	01-201-000-0000-6303	29921	N
	<b>465933</b>	<b>Total...</b>	<b>109.38</b>				
6450	Staples Advantage		38.33	File Folders 10/29	01-103-000-0000-6405	3521729640	N
6450			8.25	Sheet Protectors 11/1	01-103-000-0000-6405	3522200701	N
6450			38.33	File Folders 10/29	01-105-000-0000-6405	3521729640	N



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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
6450	Staples Advantage	8.25	Sheet Protectors 11/1		01-105-000-0000-6405	3522200701	N
6450		14.15	Envelopes 12/29		01-127-127-0000-6405	3526403677	N
6450		14.16	Envelopes 12/29		01-127-128-0000-6405	3526403677	N
6450		38.33	File Folders 10/29		01-127-129-0000-6405	3521729640	N
6450		8.26	Sheet Protectors 11/1		01-127-129-0000-6405	3522200701	N
<b>Warrant #</b>	<b>465934</b>	<b>Total...</b>	<b>168.06</b>				
6284	Steberg/Glen	2,275.00	Landfill Equip Hrs Dec		61-397-000-0000-6343	Dec 2022	N
6284		2,736.00	Landfill Hrs Dec		61-397-000-0000-6349	Dec 2022	N
<b>Warrant #</b>	<b>465935</b>	<b>Total...</b>	<b>5,011.00</b>				
5962	Stenerson/Howard	100.00	Per Diem: PAC Mtg 1/9/23		01-127-128-0000-6106		N
5962		5.90	PAC Mtg Mileage 1/9/23		01-127-128-0000-6331		N
<b>Warrant #</b>	<b>465936</b>	<b>Total...</b>	<b>105.90</b>				
1831	Streichers, Inc.	1,931.40	Pepperball Launchers 1/3		01-201-000-0000-6432	I1608734	N
1831		203.40	Launcher Parts 1/3		01-201-000-0000-6432	I1608734	N
1831		237.00	Carrier/Patches-Bachant 1/3		01-201-000-0000-6453	I1608816	N
1831		1,152.00	Vest Panel/Carrier-Rogers 1/5		01-201-000-0000-6453	I1069298	N
1831		99.00	B Vest Plate-Rogers 1/6		01-201-000-0000-6453	I1609554	N
1831		304.00	Carrier/Patches-Lemmerman 1/6		01-201-000-0000-6453	I1609683	N
<b>Warrant #</b>	<b>465937</b>	<b>Total...</b>	<b>3,926.80</b>				
14421	Toshiba Business Solutions USA	57.48	Hlth Unit Copier 12/22		01-207-000-0000-6302	5023380109	N
14421		11.14	Hlth Unit Copies 11/22		01-207-000-0000-6302	5023380109	N
14421		57.48	Hlth Unit Copier 1/23		01-207-000-0000-6302	5023380109	N
14421		8.69	Hlth Unit Copies 12/22		01-207-000-0000-6302	5023380109	N
<b>Warrant #</b>	<b>465938</b>	<b>Total...</b>	<b>134.79</b>				
2469	Toshiba Financial Services (L.A.)	20.55	Copies 11/2022		01-005-000-0000-6302	5023106495	N
2469		72.40	Copier 1/2023		01-005-000-0000-6302	5023106495	N
2469		72.41	Copier 1/2023		01-031-000-0000-6302	5023106495	N
2469		20.54	Copies 11/2022		01-031-000-0000-6302	5023106495	N
2469		72.41	Copier 1/2023		01-061-000-0000-6302	5023106495	N

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
2469	Toshiba Financial Services (L.A.)	20.54	Copies 11/2022		01-061-000-0000-6302	5023106495	N
<b>Warrant #</b>	<b>465939</b>	<b>Total...</b>	<b>278.85</b>				
9933	Tri-State Business Machines Inc	18.89	Copies 11/10-12/9/22		01-103-000-0000-6302	561302	N
9933		18.89	Copies 11/10-12/9/22		01-105-000-0000-6302	561302	N
9933		18.89	Copies 11/10-12/9/22		01-127-129-0000-6302	561302	N
<b>Warrant #</b>	<b>465940</b>	<b>Total...</b>	<b>56.67</b>				
12159	Vault Health	59.38	Pre-Empl Scrn-Bang		03-310-000-0000-6291	FL00553628	N
<b>Warrant #</b>	<b>465941</b>	<b>Total...</b>	<b>59.38</b>				
73383	Xcel Energy	4,119.64	Electric: GC 12/2022		01-111-110-0000-6251	51-5647699-8	N
73383		4,520.58	Gas: GC 12/2022		01-111-110-0000-6252	51-5057432-6	N
73383		2,263.66	Electric: LEC/ADC 12/2022		01-111-112-0000-6251	51-4345908-1	N
73383		16,137.69	Gas: LEC/ADC 12/2022		01-111-112-0000-6252	51-6061275-5	N
73383		3,204.40	Electric: CB 12/2022		01-111-115-0000-6251	51-6219858-5	N
73383		1,511.59	Gas: CB 12/2022		01-111-115-0000-6252	51-6219858-5	N
73383		4,002.38	Electric: JC 12/2022		01-111-116-0000-6251	51-5453377-8	N
73383		23.76	St Lts - 2N		03-310-000-0000-6251	51-57625991	N
73383		13.50	St Lts - 2S		03-310-000-0000-6251	51-60402524	N
73383		57.42	St Lts - 66		03-310-000-0000-6251	51-63607118	N
73383		58.00	St Lts - 1		03-310-000-0000-6251	51-63607118	N
73383		42.45	St Lts - 5		03-310-000-0000-6251	51-64100936	N
73383		80.13	St Lts - Bench		03-310-000-0000-6251	51-67548181	N
73383		240.41	Signals - 601 Bench		03-310-000-0000-6251	51-67548181	N
73383		236.50	Elec - RW Shared		03-350-000-0000-6251	51-101960186	N
73383		2,473.36	Elec - RW		03-350-000-0000-6251	51-51300497	N
73383		781.35	Gas - RW Shared		03-350-000-0000-6252	51-101960186	N
73383		3,395.28	Gas - RW		03-350-000-0000-6252	51-53157485	N
73383		13.60	Elec - Park Well		03-521-000-0000-6251	51-52934882	N
73383		21.45	Sec Lt - Park		03-521-000-0000-6251	51-73725269	N
73383		11.90	Elec - Pavilion/Well		03-521-000-0000-6251	51-0014308387-	N

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73383	Xcel Energy	79.59	St Lts - Park			03-521-000-0000-6251	51-46438082			N
73383		86.20	Elec - Drop Shed Dec			61-398-192-0000-6251	51-69848451			N
73383		948.07	Elec - Rcy Dec			61-398-192-0000-6251	51-69848451			N
73383		3,882.59	Gas - Rcy Dec			61-398-192-0000-6252	51-69848451			N
<b>Warrant #</b>	<b>465942</b>	<b>Total...</b>	<b>48,205.50</b>							
11965	Zemke Trucking LLC	1,701.00	Landfill Disp-Dec			61-397-000-0000-6839	2188			N
<b>Warrant #</b>	<b>465943</b>	<b>Total...</b>	<b>1,701.00</b>							
1919	Zumbrota Telephone Co	47.82	Fax 4046 Zta			03-350-000-0000-6201	652291			N
<b>Warrant #</b>	<b>465944</b>	<b>Total...</b>	<b>47.82</b>							
<b>Warrant Form</b>	<b>WFXX</b>	<b>Total...</b>	<b>150,923.19</b>			<b>146 Transactions</b>				

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
224	Arneson/Scott	113.47		Overnight Meal 12/5/22	01-005-000-0000-6332	N
224		37.83		Overnight Meal 12/5/22	01-031-000-0000-6332	N
	<b>Warrant # 38676</b>	<b>Total...</b>		<b>151.30</b>		
2108	Berg's Towing & Repair	193.28		#1625 Tow/Ditch 1/6/23	01-130-000-0000-6303	7015 N
	<b>Warrant # 38677</b>	<b>Total...</b>		<b>193.28</b>		
13221	Birmingham/Darel H.	444.75		Transp Mileage 12/7-12/30/22	01-121-140-0000-6220	N
	<b>Warrant # 38678</b>	<b>Total...</b>		<b>444.75</b>		
1137	Cannon Falls City	111.13		2022 Water - Rock	03-310-000-0000-6508	003028 N
	<b>Warrant # 38679</b>	<b>Total...</b>		<b>111.13</b>		
2972	CDW Government LLC	409.36		Squad Printer 12/6/22	01-201-000-0000-6432	FM02443 N
	<b>Warrant # 38680</b>	<b>Total...</b>		<b>409.36</b>		
10827	Crestwood Cabinetry, Inc.	358.00		Brd Rm Upgrade GC 1/3	34-111-000-0000-6669	7540 N
	<b>Warrant # 38681</b>	<b>Total...</b>		<b>358.00</b>		
8587	D & T Ventures LLC	520.38		Web Tax Support 1/2023	01-063-000-0000-6268	302187 N
	<b>Warrant # 38682</b>	<b>Total...</b>		<b>520.38</b>		
1226	Dakota Electric Association	9.52		St Lts #7	03-310-000-0000-6251	2-1366814 N
1226		20.65		St Lts #46	03-310-000-0000-6251	2-1366814 N
1226		82.36		St Lts #18	03-310-000-0000-6251	2-1366814 N
1226		9.52		St Lts #19	03-310-000-0000-6251	2-1366814 N
1226		9.52		St Lts #31	03-310-000-0000-6251	2-1366814 N
	<b>Warrant # 38683</b>	<b>Total...</b>		<b>131.57</b>		
9305	Fox/Darwin	100.00		Per Diem: PAC Mtg 1/9/23	01-127-128-0000-6106	N
9305		17.03		PAC Mtg Mileage 1/9/23	01-127-128-0000-6331	N
	<b>Warrant # 38684</b>	<b>Total...</b>		<b>117.03</b>		
11189	Gale/Thomas	100.00		Per Diem: PAC Mtg 1/9/23	01-127-128-0000-6106	N
11189		22.27		PAC Mtg Mileage 1/9/23	01-127-128-0000-6331	N
	<b>Warrant # 38685</b>	<b>Total...</b>		<b>122.27</b>		

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
11612	Goodhue County SWCD	52,010.56	2023 Feedlot Performance Grant	01-002-020-0000-6825		N
<b>Warrant #</b>	<b>38686</b>	<b>Total...</b>	<b>52,010.56</b>			
22150	Grimsrud Publishing	23.38	BOC Proceedings 12/20	01-005-000-0000-6242	11055	N
22150		27.63	BOC Proceedings 11/15	01-005-000-0000-6242	10893	N
<b>Warrant #</b>	<b>38687</b>	<b>Total...</b>	<b>51.01</b>			
11828	Huneke/Marcus	100.00	Per Diem: PAC Mtg 1/9/23	01-127-128-0000-6106		N
11828		37.34	PAC Mtg Mileage 1/9/23	01-127-128-0000-6331		N
<b>Warrant #</b>	<b>38688</b>	<b>Total...</b>	<b>137.34</b>			
13230	Johnson Law RW, LLC	2,306.25	Prof Svc 12/2022	01-011-000-0000-6271		N
<b>Warrant #</b>	<b>38689</b>	<b>Total...</b>	<b>2,306.25</b>			
3124	Kwik Trip Inc	71.87	KT Dec 2022	01-103-000-0000-6567	278333	N
3124		29.70	KT Dec 2022	01-127-127-0000-6303	278333	N
3124		478.96	KT Dec 2022	01-127-127-0000-6567	278333	N
3124		51.28	KT Dec 2022	01-127-128-0000-6567	278333	N
3124		161.33	KT Dec 2022	01-127-129-0000-6567	278333	N
3124		52.20	KT Dec 2022	01-130-000-0000-6303	278333	N
3124		1,501.08	KT Dec 2022	01-130-000-0000-6567	278333	N
3124		182.70	KT Dec 2022	01-201-000-0000-6303	278334	N
3124		5,344.96	KT Dec 2022	01-201-000-0000-6567	278334	N
3124		46.38	KT Dec 2022	01-205-000-0000-6567	278334	N
3124		11,317.71	KT Dec 2022	03-340-000-0000-6565	278333	N
3124		62.85	KT Dec 2022	03-340-000-0000-6567	278333	N
<b>Warrant #</b>	<b>38690</b>	<b>Total...</b>	<b>19,301.02</b>			
8820	Mayo Clinic Health System, Red Wing	43.00	Pre-Empl Test-A. Bang	03-310-000-0000-6291	700003124	N
<b>Warrant #</b>	<b>38691</b>	<b>Total...</b>	<b>43.00</b>			
3262	MHC Software Holdings & Subsidiaries	9,145.00	Maint Contract 11/22-10/23	01-101-000-0000-6284	INVVS589	N
<b>Warrant #</b>	<b>38692</b>	<b>Total...</b>	<b>9,145.00</b>			
1727	Red Wing City-Finance	8,460.77	REP NPP Q2 FY2023	01-281-280-0000-6897	10/22-12/22	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>
1727	Red Wing City-Finance	2,072.16	REP - EWD Q2 FY2023	01-281-280-0000-6897	10/22-12/22	N
<b>Warrant #</b>	<b>38693</b>	<b>Total...</b>	<b>10,532.93</b>			
2442	Riester Refrigeration Inc	6,017.00	Heat Pump Replace 8-11/22	01-111-110-0000-6305	00092961	N
<b>Warrant #</b>	<b>38694</b>	<b>Total...</b>	<b>6,017.00</b>			
11982	Summit Food Service LLC	448.00	Inmate Laundry 12/10-12/16/22	01-207-000-0000-6366	INV2000161358	N
11982		89.16	Condiments 12/16/22	01-207-000-0000-6463	INV2000161357	N
11982		5,572.93	Inmate Meals 12/10-12/16/22	01-207-000-0000-6463	INV2000161356	N
11982		334.50	CR wabashaMealPrep 12/12/22	01-207-000-0000-6463	INV2000161356	N
<b>Warrant #</b>	<b>38695</b>	<b>Total...</b>	<b>5,775.59</b>			
8381	Zumbrota Water & Sewer Dept	325.88	Wtr & Swr	03-350-000-0000-6253	8660	N
<b>Warrant #</b>	<b>38696</b>	<b>Total...</b>	<b>325.88</b>			
<b>Warrant Form</b>	<b>WFXX-ACH</b>	<b>Total...</b>	<b>108,204.65</b>	<b>45 Transactions</b>		
	<b>Final Total...</b>	<b>259,127.84</b>	<b>191 Transactions</b>			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed \_\_\_\_\_  
Director

PONCELET  
01/13/2023

11:04:14AM

Warrant Form **WFXX-ACH**  
Auditor's Warrants

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/13/2023  
Pay Date 01/13/2023



<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>
57	WFXX	465888	465944	01/13/2023	01/13/2023				
21	WFXX-ACH	38676	38696	01/13/2023	01/13/2023	6	1,493.07	15	106,711.58
	TOTAL								

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/13/2023  
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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	197,903.66	County General Revenue	95,854.51		102,049.15	
3	30,026.60	County Road and Bridge	11,992.14		18,034.46	
11	2,771.79	Health & Human Service Fund	-		2,771.79	
34	461.00	Capital Plan	358.00		103.00	
61	11,785.57	Waste Management Facilities	-		11,785.57	
72	12,795.36	Other Agency Funds	-		12,795.36	
81	3,383.86	Settlement Fund	-		3,383.86	
	259,127.84	TOTAL	108,204.65	TOTAL ACH	150,923.19	TOTAL NON-ACH



ndahlstrom  
01/17/2023

2:53:03PM

# 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>
12432	15863	Modern Bank					
			62.09	Int Forfeit Early CD Withdra	01-001-000-0000-5710	300091102	0
			1,055.51	Early CD Withdrawal Penalty	01-001-000-0000-6375	300091102	0
			<b>1,117.60</b>	<b>Date 1/17/2023</b>			
	<b>Warrant #</b>	<b>12432</b>	<b>Total</b>				
			<b>Final Total...</b>	<b>1,117.60</b>	<b>2 Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

FUND

AMOUNT

NAME

1

1,117.60

County General Revenue

1,117.60 TOTAL

# 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>
12436	11872	Intellicents, Inc.					
			985.71	Consultant Fee 1/2023	01-061-000-0000-6278	937	0
			111.95	Consultant Fee 1/2023	11-420-600-0010-6283	937	0
			43.05	Consultant Fee 1/2023	11-420-640-0010-6283	937	0
			154.99	Consultant Fee 1/2023	11-430-700-0010-6283	937	0
			43.05	Consultant Fee 1/2023	11-479-478-0000-6283	937	0
			77.50	Consultant Fee 1/2023	11-479-479-0000-6283	937	0
<b>Warrant #</b>	<b>12436</b>	<b>Total</b>	<b>1,416.25</b>	<b>Date 1/17/2023</b>			
	<b>Final Total...</b>		<b>1,416.25</b>	<b>6</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	985.71	County General Revenue
11	430.54	Health & Human Service Fund
	1,416.25	TOTAL

# 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>
12433	11506	Alerus Financial					
			22,326.57	1/19/23 Payroll - Co HSA C	01-000-000-2504-2005		0
			4,932.64	1/19/23 Payroll - Co HSA C	03-000-000-2504-2005		0
			14,091.12	1/19/23 Payroll - Co HSA C	11-000-000-2504-2005		0
			576.91	1/19/23 Payroll - Co HSA C	61-000-000-2504-2005		0
<b>Warrant #</b>	<b>12433</b>	<b>Total</b>	<b>41,927.24</b>	<b>Date 1/19/2023</b>			
		<b>Final Total...</b>	<b>41,927.24</b>	<b>4</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	22,326.57	County General Revenue
3	4,932.64	County Road and Bridge
11	14,091.12	Health & Human Service Fund
61	576.91	Waste Management Facilities
	41,927.24	TOTAL

# Goodhue County

## WARRANT REGISTER



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>
12434	1820	State Of Minnesota-Sales & Use Tax					
			1.05	- Sales tax Rounding Adj 12/	01-001-000-0000-6850		0
			0.41	Receipt Nbr 120222 12/02/	01-105-000-0000-5859		0
			0.21	Receipt Nbr 120822 12/08/	01-105-000-0000-5859		0
			0.21	Receipt Nbr 120922 12/09/	01-105-000-0000-5859		0
			0.55	Receipt Nbr 463793 12/16/	01-105-000-0000-5859		0
			2.19	Receipt Nbr 463470 12/01/	01-207-240-0000-5859		0
			4.84	Receipt Nbr 463770 12/14/	01-207-240-0000-5859		0
			8.93	Receipt Nbr 463712 12/12/	01-601-000-0000-5859		0
			3.43	Receipt Nbr 7122122 12/21	03-310-000-0000-5934		0
			60.60	S/W Asmt 12/2022	61-000-000-0000-2222		0
			490.45	S/W Mgmt 12/2022	61-000-000-0000-2223		0
			7.51	Warr Nbr 465397 12/09/2022	61-398-192-0000-6305		0
			107.32	Warr Nbr 465570 12/22/2022	61-398-192-0000-6305		0
			21.70	Warr Nbr 465287 12/02/2022	61-398-192-0000-6418		0
			1.14	Warr Nbr 12411 12/06/2022	61-398-192-0000-6418		0
			3.15	Warr Nbr 465509 12/16/2022	61-398-192-0000-6418		0
			0.41	Warr Nbr 465281 12/02/2022	61-398-192-0000-6575		0
<b>Warrant #</b>	<b>12434</b>	<b>Total</b>	<b>712.00</b>	<b>Date 1/19/2023</b>			
		<b>Final Total...</b>	<b>712.00</b>	<b>17</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	16.29	County General Revenue
3	3.43	County Road and Bridge
61	692.28	Waste Management Facilities
	712.00	TOTAL





# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
72	162,808.84	Other Agency Funds
	162,808.84	TOTAL

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/20/2023  
Pay Date 01/20/2023



<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>
15337	Abriter Law	55.00	Refund: Civil Proc Fee 1/12/23	01-201-000-0000-5465		N
	<b>Warrant # 465971</b>	<b>Total...</b>	<b>55.00</b>			
10315	Advanced Graphix, Inc.	53.00	2022 Snowmobile Decals	01-205-235-0000-6304	210636	N
10315		600.00	#2229 Decals 12/30/22	01-281-280-0000-6663	210637	N
	<b>Warrant # 465972</b>	<b>Total...</b>	<b>653.00</b>			
5583	Albers Auto Body Inc	503.12	#2129 Bumper Rpr 12/29/22	01-201-000-0000-6303		N
	<b>Warrant # 465973</b>	<b>Total...</b>	<b>503.12</b>			
11184	ASL Interpreting Services Inc.	12.25	Interpreting Services 12/2022	01-207-240-0000-6283	23.00634	N
	<b>Warrant # 465974</b>	<b>Total...</b>	<b>12.25</b>			
14126	Baycom, Inc.	2,744.00	Cradlepoint E3000 1/11/23	01-209-000-0000-6480	EQUIP_041560	N
	<b>Warrant # 465975</b>	<b>Total...</b>	<b>2,744.00</b>			
3592	Bruening Rock Products, Inc.	209.83	C5 Deicing Rock 55	03-310-000-0000-6502	272723	N
3592		197.42	C5 Deicing Rock 42	03-310-000-0000-6502	272723	N
3592		169.73	C5 Deicing Rock 43	03-310-000-0000-6502	272723	N
	<b>Warrant # 465976</b>	<b>Total...</b>	<b>576.98</b>			
15250	Central Farm Service	240.48	Diesel 2001	03-340-000-0000-6565	737725	N
	<b>Warrant # 465977</b>	<b>Total...</b>	<b>240.48</b>			
10432	Compass Minerals America	10,054.59	Salt RW	03-310-000-0000-6506	1107413	N
10432		1,211.62-	3.38% mstr 3093	03-310-000-0000-6506	1108300	N
10432		1,223.51-	3.3% mstr 3091	03-310-000-0000-6506	1108300	N
10432		12,529.88	Salt RW	03-310-000-0000-6506	1108300	N
10432		7,587.54	Salt Zta	03-310-000-0000-6506	1109292	N
10432		12,164.85	Salt Zta	03-310-000-0000-6506	1110380	N
10432		658.26-	2.71% mstr 9051001	03-310-000-0000-6506	1115780	N
10432		660.08-	2.67% mstr 9051096	03-310-000-0000-6506	1117634	N
10432		1,135.10-	3.63% mstr 9050263	03-310-000-0000-6506	1110380	N
10432		2,403.36	Salt RW	03-310-000-0000-6506	1111567	N
10432		9,109.02	Salt RW	03-310-000-0000-6506	1112575	N

# Goodhue County

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<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
10432	Compass Minerals America	2,490.80	Salt Zta		03-310-000-0000-6506	1112582	N
10432		28,042.08	Salt RW		03-310-000-0000-6506	1115780	N
10432		441.49-	2.33% mstr 9051146		03-310-000-0000-6506	1117634	N
10432		334.62-	2.26% mstr 9051005		03-310-000-0000-6506	1115780	N
10432		374.80-	2.33% mstr 9051089		03-310-000-0000-6506	1117634	N
10432		447.42-	2.33% mstr 9051064		03-310-000-0000-6506	1117634	N
10432		15,952.48	Salt RW		03-310-000-0000-6506	1117634	N
10432		1,167.88-	4% mstr 9051057		03-310-000-0000-6506	1117634	N
	<b>Warrant #</b>	<b>465978</b>	<b>Total...</b>		<b>92,679.82</b>		
6086	Ecolab	1,191.99	Steamer Filters 12/27/22		01-207-000-0000-6304	6274063910	N
	<b>Warrant #</b>	<b>465979</b>	<b>Total...</b>		<b>1,191.99</b>		
4445	Emblem Enterprises	220.99	Hashmarks 12/6/22		01-201-000-0000-6453	871905	N
	<b>Warrant #</b>	<b>465980</b>	<b>Total...</b>		<b>220.99</b>		
15869	Erdmann/Monty	65.00	Refund Payment 1/2023		01-201-238-0000-6850		N
	<b>Warrant #</b>	<b>465981</b>	<b>Total...</b>		<b>65.00</b>		
4644	Express Services, Inc.	680.40	Bldg Concierge Temp 1/15		01-001-000-0000-6850	28498972	N
	<b>Warrant #</b>	<b>465982</b>	<b>Total...</b>		<b>680.40</b>		
3266	Frontier Communications	102.42	Kenyon Phone		03-350-000-0000-6201	123197-2	N
3266		69.99	Kenyon DSL		03-350-000-0000-6209	123197-2	N
	<b>Warrant #</b>	<b>465983</b>	<b>Total...</b>		<b>172.41</b>		
1331	Goodhue County Cooperative Elec Assoc	49.59	Signs TH56 & 9		03-310-000-0000-6251	17064003	N
1331		72.39	Signs TH19 & 7		03-310-000-0000-6251	17064004	N
1331		14.96	St Lts #1 - Wt Rk		03-310-000-0000-6251	17064005	N
1331		8.78	St Lts #9		03-310-000-0000-6251	17064006	N
1331		8.78	St Lts #1		03-310-000-0000-6251	17064007	N
1331		8.78	St Lts #1		03-310-000-0000-6251	17064008	N
1331		8.78	St Lts #16		03-310-000-0000-6251	17064009	N
1331		8.78	St Lts #2		03-310-000-0000-6251	17064010	N

# Goodhue County

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							<u>From Date</u>	<u>To Date</u>
1331	Goodhue County Cooperative Elec Assoc	8.78	St Lts #1			03-310-000-0000-6251	17064011	N
1331		8.78	St Lts #1			03-310-000-0000-6251	17064012	N
1331		8.78	St Lts #9			03-310-000-0000-6251	17064013	N
1331		8.78	St Lts #9			03-310-000-0000-6251	17064014	N
1331		8.78	St Lts #10			03-310-000-0000-6251	17064015	N
1331		8.78	St Lts #1			03-310-000-0000-6251	17064016	N
1331		8.78	St Lts #9			03-310-000-0000-6251	17064017	N
1331		47.00	Park & Ride #8			03-310-000-0000-6251	17064018	N
1331		151.98	St Lts #24 - RBW			03-310-000-0000-6251	17064001	N
1331		113.40	St Lts #24 - RBE			03-310-000-0000-6251	17064002	N
1331		501.99	Elec - CF			03-350-000-0000-6251	1293002	N
1331		53.96	Elec - Vasa			03-350-000-0000-6251	901293001	N
1331		7.48	Park Light			03-521-000-0000-6251	5862001	N
	<b>Warrant # 465984</b>	<b>Total...</b>	<b>1,118.11</b>					
21220	Goodhue County Court Admin	78.95	25-JV-22-104			01-255-250-0000-6850		N
	<b>Warrant # 465985</b>	<b>Total...</b>	<b>78.95</b>					
21090	Goodhue County Recorder	46.00	A690780			01-127-128-0000-6850	202300000043	N
	<b>Warrant # 465986</b>	<b>Total...</b>	<b>46.00</b>					
13949	Griesert/Beverly Jo	100.00	Transp Mileage 12/30/22			01-121-140-0000-6220		N
13949		792.55	Transp Mileage 1/2-1/18/23			01-121-140-0000-6220		N
	<b>Warrant # 465987</b>	<b>Total...</b>	<b>892.55</b>					
11083	Haugen/Heidi	100.00	Part Reimb: MG Core Reg 2022			01-601-000-0000-6358		N
	<b>Warrant # 465988</b>	<b>Total...</b>	<b>100.00</b>					
3223	Johnson/Nancy	100.00	Part Reimb: MG Core Reg 2022			01-601-000-0000-6358		N
	<b>Warrant # 465989</b>	<b>Total...</b>	<b>100.00</b>					
1680	Justice Benefits Inc	88.00	SSI Q4/22 Claims 1/10/23			01-207-000-0000-6278	201705088	N
	<b>Warrant # 465990</b>	<b>Total...</b>	<b>88.00</b>					
7565	Kajewski/Kristen	100.00	Part Reimb: MG Core Reg 2022			01-601-000-0000-6358		N

# Goodhue County

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	<u>Warrant #</u>	<u>Total...</u>		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	<b>Warrant #</b>	<b>465991</b>	<b>Total...</b>	<b>100.00</b>			
12835	Knight Barry Title United LLC		1,100.00	(11) Owner Encumbrance Rpts	01-041-000-0000-6283		N
	<b>Warrant #</b>	<b>465992</b>	<b>Total...</b>	<b>1,100.00</b>			
7702	Marz/Julie		100.00	Part Reimb: MG Core Reg 2022	01-601-000-0000-6358		N
	<b>Warrant #</b>	<b>465993</b>	<b>Total...</b>	<b>100.00</b>			
12291	Mattison Contractors, Inc		222,382.65	2022 GR Contract Est 1	03-310-000-0000-6317	Est #1	N
	<b>Warrant #</b>	<b>465994</b>	<b>Total...</b>	<b>222,382.65</b>			
10139	MedTox Laboratories, Inc.		78.06	Drug Scrn: Roy/Hayen 12/31	01-201-000-0000-6291	1220224741	N
	<b>Warrant #</b>	<b>465995</b>	<b>Total...</b>	<b>78.06</b>			
7919	Menards-Red Wing		99.96	Hose/Cart Brine Rm	03-310-000-0000-6508	08663	N
7919			231.54	Mailboxes 7	03-310-000-0000-6508	09695	N
7919			39.98	Rtn Mailbox -2	03-310-000-0000-6508	09697	N
7919			39.98	Mailboxes 2	03-310-000-0000-6508	09698	N
7919			12.99	Batteries Const	03-320-000-0000-6405	08878	N
7919			26.95	Batteries/Cmnd Strips	03-320-000-0000-6405	08520	N
7919			59.94	Flashlights 6	03-340-000-0000-6420	09043	N
7919			34.63	Flex Tape/Sealer 8602	03-340-000-0000-6562	08687	N
7919			2,202.81	Sign Shop Shelving	03-350-000-0000-6305	08778	N
7919			123.79	Roof Rake/Bldng Maint Supp	61-398-000-0000-6411	09444	T
	<b>Warrant #</b>	<b>465996</b>	<b>Total...</b>	<b>2,792.61</b>			
11025	Midwest Monitoring & Surveillance		564.00	Monitoring Fees 12/2022	01-011-000-0000-6850	1222513	N
	<b>Warrant #</b>	<b>465997</b>	<b>Total...</b>	<b>564.00</b>			
1632	Minnesota State Law Library		500.00	MN Law Library Prog Q322	01-025-000-0000-6452	23-22	N
	<b>Warrant #</b>	<b>465998</b>	<b>Total...</b>	<b>500.00</b>			
837	Motorola Solutions Inc		14,913.10	2023 Dispatch Svc Agreement	01-209-000-0000-6301	8230395636	N
837			42,330.76	2023 GTR800 Mtnc 12/20/22	01-211-000-0000-6301	1188080705	N
	<b>Warrant #</b>	<b>465999</b>	<b>Total...</b>	<b>57,243.86</b>			

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
14612	Northland Securities, Inc.	2,200.00	Ann Cont Disc Rpt FY21 1/11	01-041-000-0000-6283	7331	N
	<b>Warrant # 466000</b>	<b>Total...</b>				
		<b>2,200.00</b>				
5828	Olmsted County	2,732.00	HHW Mgmt Prog 2022	61-399-192-0000-6838	HHAZGOOD22	N
	<b>Warrant # 466001</b>	<b>Total...</b>				
		<b>2,732.00</b>				
14303	Paragon Development Systems Inc.	6,000.00	Network Support Svc 12/2022	01-063-000-0000-6278	15151419	N
	<b>Warrant # 466002</b>	<b>Total...</b>				
		<b>6,000.00</b>				
13742	Premier Biotech Labs, LLC	187.23	UA Cups 12/30/22	01-207-240-0000-6434	2235984	N
	<b>Warrant # 466003</b>	<b>Total...</b>				
		<b>187.23</b>				
14082	Quadient Finance USA, Inc.	2,000.00	Postage Mtr: GOV 1/4/23	01-001-000-0000-6203	7900011001301632	N
	<b>Warrant # 466004</b>	<b>Total...</b>				
		<b>2,000.00</b>				
7648	Rent N Save Portable Services	65.00	Byllesby Park Toilet Dec	03-521-000-0000-6343	71998	N
	<b>Warrant # 466005</b>	<b>Total...</b>				
		<b>65.00</b>				
7353	Richardson/Susan	100.00	Part Reimb: MG Core Reg 2022	01-601-000-0000-6358		N
	<b>Warrant # 466006</b>	<b>Total...</b>				
		<b>100.00</b>				
12	Schrader/Susan	100.00	Part Reimb: MG Core Reg 2022	01-601-000-0000-6358		N
	<b>Warrant # 466007</b>	<b>Total...</b>				
		<b>100.00</b>				
5029	Short Elliot Hendrickson Inc	2,159.04	Monitor Wan Lndf-12/2022	61-397-000-0000-6283	439611	N
	<b>Warrant # 466008</b>	<b>Total...</b>				
		<b>2,159.04</b>				
6450	Staples Advantage	268.68	Misc office Supplies 12/31/22	01-207-000-0000-6405	8068761550	N
	<b>Warrant # 466009</b>	<b>Total...</b>				
		<b>268.68</b>				
13019	Stonebrooke Engineering Inc	11,849.11	602-032 Rpl Br 25501 Nov 2022	03-320-000-0000-6281	1045.1	N
13019		14,099.80	602-032 Rpl Br 25501 Dec 2022	03-320-000-0000-6281	1045.2	N
	<b>Warrant # 466010</b>	<b>Total...</b>				
		<b>25,948.91</b>				
13691	Toshiba America Business Solutions	163.92	Admin Copies 1/23	01-207-000-0000-6302	5023380107	N
13691		29.26	Admin Copies 12/22	01-207-000-0000-6302	5023380107	N
	<b>Warrant # 466011</b>	<b>Total...</b>				
		<b>193.18</b>				

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
2469	Toshiba Financial Services (L.A.)	144.78	Copier 1/2023	01-055-000-0000-6302	5023380108	N
2469		134.51	Copier 1/2023	01-121-000-0000-6402	5023375495	N
2469		197.91	Copier 1/2023	01-255-000-0000-6302	5023104028	N
2469		31.65	Copies 11/2022	01-255-000-0000-6302	5023104028	N
<b>Warrant #</b>	<b>466012</b>	<b>Total...</b>	<b>508.85</b>			
13883	Turnkey Corrections	543.95	10% Inmate Calls 12/1-12/31	01-207-240-0000-6201	3906	N
13883		26.00	Indigent Supplies 12/1-12/31	01-207-240-0000-6465	3906	N
<b>Warrant #</b>	<b>466013</b>	<b>Total...</b>	<b>569.95</b>			
15870	University of Wyoming	4,270.00	Spring 2023 Class Registration	01-103-000-0000-6357	W10288959	N
<b>Warrant #</b>	<b>466014</b>	<b>Total...</b>	<b>4,270.00</b>			
2342	Waste Management Inc	93.85	Garb Zta Jan	03-350-000-0000-6253	21-57816-52379	N
2342		79.70	Garb Jan-Feb CF	03-350-000-0000-6253	24-82297-23006	N
<b>Warrant #</b>	<b>466015</b>	<b>Total...</b>	<b>173.55</b>			
73383	Xcel Energy	293.04	Elec: Pnr Rd Storg 11/28-1/1	01-201-000-0000-6251	810359793	N
73383		840.03	Gas: Pnr Rd Storg 11/28-1/1	01-201-000-0000-6252	810359793	N
73383		37.36	Gas: Aspen Rad Twr 11/28-1/1	01-209-000-0000-6252	810359793	N
73383		389.48	Elec: Pn Isl Rad Twr 11/6-12/9	01-211-000-0000-6251	810359793	N
73383		353.02	Elec:CnFls Rad Twr 11/17-12/20	01-211-000-0000-6251	810359793	N
73383		449.88	Elec: Seymour St 11/28-1/1	01-211-000-0000-6251	810359793	N
73383		355.70	Elec: Aspen Rad Twr 11/28-1/1	01-211-000-0000-6251	810359793	N
<b>Warrant #</b>	<b>466016</b>	<b>Total...</b>	<b>2,718.51</b>			
<b>Warrant Form</b>	<b>WFXX</b>	<b>Total...</b>	<b>437,275.13</b>	<b>112 Transactions</b>		



# Goodhue County

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
2371	Anderson Rock & Lime Inc	47.96	De-Icing Rock 1	03-310-000-0000-6502	48157	N
2371		47.96	De-Icing Rock 17	03-310-000-0000-6502	48157	N
2371		34.75	De-Icing Rock 23	03-310-000-0000-6502	48157	N
2371		41.70	De-Icing Rock 49	03-310-000-0000-6502	48157	N
2371		34.75	De-Icing Rock 59	03-310-000-0000-6502	48157	N
2371		39.96	De-Icing Rock 54	03-310-000-0000-6502	48157	N
2371		97.30	De-Icing Rock 57	03-310-000-0000-6502	48157	N
2371		41.70	De-Icing Rock 44	03-310-000-0000-6502	48157	N
2371		60.46	De-Icing Rock 47	03-310-000-0000-6502	48157	N
	<b>Warrant #</b>	<b>38706</b>	<b>Total...</b>	<b>446.54</b>		
6976	Carroll/Stephan Gene	210.63	Transp Mileage 11/21-12/30/22	01-121-140-0000-6220		N
6976		134.93	Transp Mileage 1/3-1/17/23	01-121-140-0000-6220		N
	<b>Warrant #</b>	<b>38707</b>	<b>Total...</b>	<b>345.56</b>		
15111	Innovational Water Solutions, Inc.	149.00	Cool Twr/Hydro Mgmt Trmt 12/28	01-111-110-0000-6301	14678	N
15111		125.00	Cool Twr/Hydro Mgmt Trmt 12/28	01-111-112-0000-6301	14681	N
15111		149.00	Cool Twr/Hydro Mgmt Trmt 12/28	01-111-115-0000-6301	14679	N
15111		149.00	Hydronic Sys Mgmt 12/28	01-111-116-0000-6301	14680	N
	<b>Warrant #</b>	<b>38708</b>	<b>Total...</b>	<b>572.00</b>		
13230	Johnson Law RW, LLC	500.00	Prof Svc SCaldwell 1/2023	01-011-000-0000-6271		N
	<b>Warrant #</b>	<b>38709</b>	<b>Total...</b>	<b>500.00</b>		
5019	P Hanson Marketing	326.00	Landfill Slips	61-397-000-0000-6401	306319	N
	<b>Warrant #</b>	<b>38710</b>	<b>Total...</b>	<b>326.00</b>		
1727	Red Wing City-Finance	146.35	Evidence Supplies 12/21/22	01-201-000-0000-6420	0107186	N
	<b>Warrant #</b>	<b>38711</b>	<b>Total...</b>	<b>146.35</b>		
50750	Rs Eden	178.75	Drug Testing 12/31	01-255-000-0000-6285	66061	N
50750		582.31	Testing Supplies 12/31	01-255-000-0000-6285	66061	N
	<b>Warrant #</b>	<b>38712</b>	<b>Total...</b>	<b>761.06</b>		
11982	Summit Food Service LLC	448.00	Inmate Laundry 12/17-12/23/22	01-207-000-0000-6366	INV2000161898	N

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
11982	Summit Food Service LLC	5,572.46	Inmate Meals 12/17-12/23/22	01-207-000-0000-6463	INV2000161897	N
<b>Warrant #</b>	<b>38713</b>	<b>Total...</b>	<b>6,020.46</b>			
8611	Visual Gov Solutions, LLC	1,032.00	E-Check Processing Fee Q422	01-041-000-0000-5450	JS-5097	N
<b>Warrant #</b>	<b>38714</b>	<b>Total...</b>	<b>1,032.00</b>			
<b>Warrant Form</b>	<b>WFXX-ACH</b>	<b>Total...</b>	<b>10,149.97</b>	<b>23 Transactions</b>		
	<b>Final Total...</b>	<b>447,425.10</b>	<b>135 Transactions</b>			

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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>
46		437,275.13	WFXX	465971	466016	01/20/2023	01/20/2023		
9		10,149.97	WFXX-ACH	38706	38714	01/20/2023	01/20/2023	1	345.56
		447,425.10	TOTAL					8	9,804.41

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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	95,611.00	County General Revenue	9,377.43	86,233.57
3	346,473.27	County Road and Bridge	446.54	346,026.73
61	5,340.83	Waste Management Facilities	326.00	5,014.83
	447,425.10	TOTAL	10,149.97	437,275.13
			TOTAL ACH	TOTAL NON-ACH

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# 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>
12437	1512	Alliance Benefit Group	148.00	COBRA Invoice 12/2022	01-061-000-0000-6278	C135132	0
	<b>Warrant #</b>	<b>12437</b>	<b>Total</b>	<b>148.00</b>	<b>Date 1/20/2023</b>		
	<b>Final Total...</b>		<b>148.00</b>	<b>1</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

FUND

AMOUNT

NAME

1

148.00

County General Revenue

148.00 TOTAL

# Goodhue County

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
1140	Cannon Falls Township	3,616.73	Collections 5/21-12/31/22	81-850-000-0000-2403		N
	<b>Warrant # 466017</b>	<b>Total...</b>	<b>3,616.73</b>			
6285	Minnesota Management and Budget	7.12	Collections 5/21-12/31/22	81-850-000-0000-2474		N
	<b>Warrant # 466018</b>	<b>Total...</b>	<b>7.12</b>			
1756	Roscoe Township	4,288.66	Collections 5/21-12/31/22	81-850-000-0000-2414		N
	<b>Warrant # 466019</b>	<b>Total...</b>	<b>4,288.66</b>			
5227	Samuelson/Richard	107,287.55	Collections 5/21-12/31/22	81-850-000-0000-2458		N
	<b>Warrant # 466020</b>	<b>Total...</b>	<b>107,287.55</b>			
12887	St. Paul Port Authority	26,274.67	Collections 5/21-12/31/22	01-002-025-0000-6850		N
	<b>Warrant # 466021</b>	<b>Total...</b>	<b>26,274.67</b>			
1878	Vasa Township	4,763.75	Collections 5/21-12/31/22	81-850-000-0000-2416		N
	<b>Warrant # 466022</b>	<b>Total...</b>	<b>4,763.75</b>			
	<b>Warrant Form WFXX</b>	<b>Total...</b>	<b>146,238.48</b>	<b>6 Transactions</b>		

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
1080	Bear Valley Watershed	97.60	Collections 5/21-12/31/22	81-850-000-0000-2475		N
	<b>Warrant # 38715</b>	<b>Total...</b>	<b>97.60</b>			
1085	Belle Creek Township	1,199.42	Collections 5/21-12/31/22	81-850-000-0000-2401		N
	<b>Warrant # 38716</b>	<b>Total...</b>	<b>1,199.42</b>			
1086	Belle Creek Watershed	419.88	Collections 5/21-12/31/22	81-850-000-0000-2476		N
	<b>Warrant # 38717</b>	<b>Total...</b>	<b>419.88</b>			
1088	Belvidere Township	3,477.29	Collections 5/21-12/31/22	81-850-000-0000-2402		N
	<b>Warrant # 38718</b>	<b>Total...</b>	<b>3,477.29</b>			
1137	Cannon Falls City	58,941.60	Collections 5/21-12/31/22	81-850-000-0000-2433		N
	<b>Warrant # 38719</b>	<b>Total...</b>	<b>58,941.60</b>			
1164	Cherry Grove Township	8,747.86	Collections 5/21-12/31/22	81-850-000-0000-2404		N
	<b>Warrant # 38720</b>	<b>Total...</b>	<b>8,747.86</b>			
1237	Dennison City	5,090.16	Collections 5/21-12/31/22	81-850-000-0000-2434		N
	<b>Warrant # 38721</b>	<b>Total...</b>	<b>5,090.16</b>			
1289	Featherstone Township	1,673.45	Collections 5/21-12/31/22	81-850-000-0000-2405		N
	<b>Warrant # 38722</b>	<b>Total...</b>	<b>1,673.45</b>			
1296	Florence Township	9,357.59	Collections 5/21-12/31/22	81-850-000-0000-2406		N
	<b>Warrant # 38723</b>	<b>Total...</b>	<b>9,357.59</b>			
1326	Goodhue City	4,009.98	Collections 5/21-12/31/22	81-850-000-0000-2435		N
	<b>Warrant # 38724</b>	<b>Total...</b>	<b>4,009.98</b>			
1356	Goodhue Township	3,036.17	Collections 5/21-12/31/22	81-850-000-0000-2407		N
	<b>Warrant # 38725</b>	<b>Total...</b>	<b>3,036.17</b>			
1386	Hay Creek Township	3,739.36	Collections 5/21-12/31/22	81-850-000-0000-2408		N
	<b>Warrant # 38726</b>	<b>Total...</b>	<b>3,739.36</b>			
1402	Holden Township	3,724.26	Collections 5/21-12/31/22	81-850-000-0000-2409		N
	<b>Warrant # 38727</b>	<b>Total...</b>	<b>3,724.26</b>			



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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1454	Kenyon City	12,098.63	Collections 5/21-12/31/22	81-850-000-0000-2436		N
	<b>Warrant # 38728</b>	<b>Total...</b>				
		<b>12,098.63</b>				
1462	Kenyon Township	4,859.33	Collections 5/21-12/31/22	81-850-000-0000-2410		N
	<b>Warrant # 38729</b>	<b>Total...</b>				
		<b>4,859.33</b>				
1490	Lake City	6,338.17	Collections 5/21-12/31/22	81-850-000-0000-2437		N
	<b>Warrant # 38730</b>	<b>Total...</b>				
		<b>6,338.17</b>				
1514	Leon Township	3,828.05	Collections 5/21-12/31/22	81-850-000-0000-2411		N
	<b>Warrant # 38731</b>	<b>Total...</b>				
		<b>3,828.05</b>				
824	Minneola Township	3,287.28	Collections 5/21-12/31/22	81-850-000-0000-2412		N
	<b>Warrant # 38732</b>	<b>Total...</b>				
		<b>3,287.28</b>				
1698	Pine Island City	19,804.74	Collections 5/21-12/31/22	81-850-000-0000-2438		N
	<b>Warrant # 38733</b>	<b>Total...</b>				
		<b>19,804.74</b>				
1702	Pine Island Township	2,481.13	Collections 5/21-12/31/22	81-850-000-0000-2413		N
	<b>Warrant # 38734</b>	<b>Total...</b>				
		<b>2,481.13</b>				
1727	Red Wing City-Finance	118,000.52	Collections 5/21-12/31/22	81-850-000-0000-2439		N
1727		1,840.53	Collections 5/21-12/31/22	81-850-000-0000-2439		N
1727		1,631.24	Collections 5/21-12/31/22	81-850-000-0000-2439		N
	<b>Warrant # 38735</b>	<b>Total...</b>				
		<b>121,472.29</b>				
1765	School District 195-Randolph	1,018.81	Collections 5/21-12/31/22	81-850-000-0000-2451		N
	<b>Warrant # 38736</b>	<b>Total...</b>				
		<b>1,018.81</b>				
854	School District 200-Hastings	769.77	Collections 5/21-12/31/22	81-850-000-0000-2452		N
	<b>Warrant # 38737</b>	<b>Total...</b>				
		<b>769.77</b>				
855	School District 2125-Triton	132.32	Collections 5/21-12/31/22	81-850-000-0000-2453		N
	<b>Warrant # 38738</b>	<b>Total...</b>				
		<b>132.32</b>				
4474	School District 2172-Kenyon-Wmngo	64,154.29	Collections 5/21-12/31/22	81-850-000-0000-2456		N
	<b>Warrant # 38739</b>	<b>Total...</b>				
		<b>64,154.29</b>				

# Goodhue County

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
856	School District 252-Cf	59,526.88	Collections 5/21-12/31/22	81-850-000-0000-2454		N
	<b>Warrant # 38740</b>	<b>Total...</b>				
		<b>59,526.88</b>				
858	School District 253-Goodhue	34,428.12	Collections 5/21-12/31/22	81-850-000-0000-2455		N
	<b>Warrant # 38741</b>	<b>Total...</b>				
		<b>34,428.12</b>				
860	School District 255-Pine Island	22,907.58	Collections 5/21-12/31/22	81-850-000-0000-2457		N
	<b>Warrant # 38742</b>	<b>Total...</b>				
		<b>22,907.58</b>				
863	School District 2805-Zta Mazeppa	37,045.27	Collections 5/21-12/31/22	81-850-000-0000-2460		N
	<b>Warrant # 38743</b>	<b>Total...</b>				
		<b>37,045.27</b>				
864	School District 656-Faribault	12.39	Collections 5/21-12/31/22	81-850-000-0000-2461		N
	<b>Warrant # 38744</b>	<b>Total...</b>				
		<b>12.39</b>				
865	School District 659-Northfield	3,670.76	Collections 5/21-12/31/22	81-850-000-0000-2462		N
	<b>Warrant # 38745</b>	<b>Total...</b>				
		<b>3,670.76</b>				
1779	School District 813-Lake City	20,818.78	Collections 5/21-12/31/22	81-850-000-0000-2464		N
	<b>Warrant # 38746</b>	<b>Total...</b>				
		<b>20,818.78</b>				
1790	Semmchra	8,147.99	Collections 5/21-12/31/22	81-850-000-0000-2480		N
	<b>Warrant # 38747</b>	<b>Total...</b>				
		<b>8,147.99</b>				
1809	Stanton Township	1,682.25	Collections 5/21-12/31/22	81-850-000-0000-2415		N
	<b>Warrant # 38748</b>	<b>Total...</b>				
		<b>1,682.25</b>				
1884	Wacouta Township	3,496.89	Collections 5/21-12/31/22	81-850-000-0000-2417		N
	<b>Warrant # 38749</b>	<b>Total...</b>				
		<b>3,496.89</b>				
1891	Wanamingo City	14,743.62	Collections 5/21-12/31/22	81-850-000-0000-2440		N
	<b>Warrant # 38750</b>	<b>Total...</b>				
		<b>14,743.62</b>				
1893	Wanamingo Township	5,946.59	Collections 5/21-12/31/22	81-850-000-0000-2418		N
	<b>Warrant # 38751</b>	<b>Total...</b>				
		<b>5,946.59</b>				
1895	Warsaw Township	3,329.91	Collections 5/21-12/31/22	81-850-000-0000-2419		N
	<b>Warrant # 38752</b>	<b>Total...</b>				
		<b>3,329.91</b>				

# Goodhue County

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1900	Welch Township	3,502.40	Collections 5/21-12/31/22	81-850-000-0000-2420		N
<b>Warrant #</b>	<b>38753</b>	<b>Total...</b>	<b>3,502.40</b>			
1917	Zumbrota City	12,573.99	Collections 5/21-12/31/22	81-850-000-0000-2441		N
<b>Warrant #</b>	<b>38754</b>	<b>Total...</b>	<b>12,573.99</b>			
1920	Zumbrota Township	3,534.10	Collections 5/21-12/31/22	81-850-000-0000-2421		N
<b>Warrant #</b>	<b>38755</b>	<b>Total...</b>	<b>3,534.10</b>			
<b>Warrant Form</b>	<b>WFXX-ACH</b>	<b>Total...</b>	<b>579,126.95</b>	<b>43 Transactions</b>		
	<b>Final Total...</b>	<b>725,365.43</b>	<b>49 Transactions</b>			

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01/24/2023

12:08:41PM

Warrant Form **WFXX-ACH**  
Auditor's Warrants

# Goodhue County

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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>
6		466017	466022	01/25/2023	01/25/2023		146,238.48		
41		38715	38755	01/25/2023	01/25/2023	0	579,126.95	41	579,126.95
	TOTAL						725,365.43		

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Warrant Form **WFXX-ACH**  
Auditor's Warrants

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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	26,274.67	County General Revenue	-		26,274.67	
81	699,090.76	Settlement Fund	579,126.95		119,963.81	
	725,365.43	TOTAL	579,126.95	TOTAL ACH	146,238.48	TOTAL NON-ACH

PONCELET  
01/13/2023

8:57:21AM

# 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>
12431	6067	Mn Dept of Revenue - State General Tax	23,001.26	State General Tax	81-850-000-0000-2485		0
	<b>Warrant #</b>	<b>12431</b>	<b>Total</b>	<b>23,001.26</b>	<b>Date 1/25/2023</b>		
	<b>Final Total...</b>		<b>23,001.26</b>	<b>1</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

FUND

AMOUNT

NAME

81

23,001.26

Settlement Fund

23,001.26 TOTAL

# 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>
12439	11506	Alerus Financial					
			1,111.50	FSA/HRA/HSA Fees 1/2023	01-061-000-0000-6283		0
			151.71	FSA/HRA/HSA Fees 1/2023	11-420-600-0010-6283		0
			58.35	FSA/HRA/HSA Fees 1/2023	11-420-640-0010-6283		0
			210.06	FSA/HRA/HSA Fees 1/2023	11-430-700-0010-6283		0
			58.35	FSA/HRA/HSA Fees 1/2023	11-479-478-0000-6283		0
			105.03	FSA/HRA/HSA Fees 1/2023	11-479-479-0000-6283		0
<b>Warrant #</b>	<b>12439</b>	<b>Total</b>	<b>1,695.00</b>	<b>Date 1/26/2023</b>			
	<b>Final Total...</b>		<b>1,695.00</b>	<b>6</b>	<b>Transactions</b>		



# Goodhue County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	1,111.50	County General Revenue
11	583.50	Health & Human Service Fund
	1,695.00	TOTAL

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
10529	ADP, Inc.	6,024.81	Payroll Proc 12/9-12/23/22	01-061-000-0000-6279	623061294	N
	<b>Warrant # 466075</b>	<b>Total...</b>	<b>6,024.81</b>			
6502	American Engineering Testing Inc	4,630.75	2022 Paving Bit Plant Monitor	03-320-000-0000-6287	107335	N
	<b>Warrant # 466076</b>	<b>Total...</b>	<b>4,630.75</b>			
14590	Beckley's Office Products	479.00	Annual Maintenance 12/21/22	01-001-000-0000-6304	89276	N
	<b>Warrant # 466077</b>	<b>Total...</b>	<b>479.00</b>			
14905	Bettich/Erich Matthew	100.00	Per Diem: BOA Mtg Sec 6/27/22	01-127-128-0000-6284		N
	<b>Warrant # 466078</b>	<b>Total...</b>	<b>100.00</b>			
12906	Bryant/James	198.75	Trans Mileage 11/3-12/21/22	01-121-140-0000-6220		N
12906		208.95	Transp Mileage 1/3-1/23/23	01-121-140-0000-6220		N
	<b>Warrant # 466079</b>	<b>Total...</b>	<b>407.70</b>			
1619	Children's Hospitals And Clinics Of MN	500.00	Sexual Assult Consult 5/15/22	01-011-000-0000-6285	MCR4128	N
	<b>Warrant # 466080</b>	<b>Total...</b>	<b>500.00</b>			
15719	Day/Thomas	35.00	Cell Phone 1/2023	01-061-000-0000-6202		N
	<b>Warrant # 466081</b>	<b>Total...</b>	<b>35.00</b>			
2086	Department of Corrections	129,523.55	STS Contract 1-6/2023	01-208-000-0000-6350	00000729754	N
	<b>Warrant # 466082</b>	<b>Total...</b>	<b>129,523.55</b>			
6923	Dvs Renewal	29.75	#1725 Tabs 2/2023	01-201-000-0000-6309	684VTM	N
6923		14.25	#1627 Tabs 2/2023	01-201-000-0000-6309	NWT086	N
	<b>Warrant # 466083</b>	<b>Total...</b>	<b>44.00</b>			
4644	Express Services, Inc.	691.20	Bldg Concierge Temp 1/22	01-001-000-0000-6850	28527972	N
	<b>Warrant # 466084</b>	<b>Total...</b>	<b>691.20</b>			
21090	Goodhue County Recorder	902.15	A2024966-A690462	01-103-000-0000-6850	202200000896/004	N
	<b>Warrant # 466085</b>	<b>Total...</b>	<b>902.15</b>			
13949	Griesert/Beverly Jo	419.20	Transp Mileage 1/19-1/25/23	01-121-140-0000-6220		N
	<b>Warrant # 466086</b>	<b>Total...</b>	<b>419.20</b>			

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
15610	Hanley/Kate	30.00	Cell Phone 1/2023	01-255-000-0000-6202		N
	<b>Warrant # 466087</b>	<b>Total...</b>				
		<b>30.00</b>				
4837	House Ford-Chrysler-Dodge-Jeep-Ram	1,394.52	#2030 Wiring Repair 1/18/23	01-201-000-0000-6303	FOCS349807	N
	<b>Warrant # 466088</b>	<b>Total...</b>				
		<b>1,394.52</b>				
4901	Houston Engineering Inc	6,865.25	CD 1 Branch B 12/2022	15-630-000-0000-6283	63337	N
	<b>Warrant # 466089</b>	<b>Total...</b>				
		<b>6,865.25</b>				
2018	Inspectron, Inc.	1,280.00	Inspections: Villa Maria 12/22	01-127-127-0000-6283	2022-494	N
	<b>Warrant # 466090</b>	<b>Total...</b>				
		<b>1,280.00</b>				
1461	Kenyon Municipal Utilities	481.60	Elec-Kny	03-350-000-0000-6251	12-1783	N
1461		66.45	Wtr-Swr-Kny	03-350-000-0000-6253	12-1783	N
	<b>Warrant # 466091</b>	<b>Total...</b>				
		<b>548.05</b>				
11575	Loffler Companies Inc.	27.89	Copies 12/1-12/31/22	01-091-000-0000-6302	4236292	N
	<b>Warrant # 466092</b>	<b>Total...</b>				
		<b>27.89</b>				
380	Lustre-CAL LLC	474.00	Asset/Inventory Stickers 12/30	01-041-000-0000-6405	184046	N
	<b>Warrant # 466093</b>	<b>Total...</b>				
		<b>474.00</b>				
8742	Mandelkow/Mark	400.00	Trmt Crt Drug Test Svcs 12/202	01-091-132-0000-6283		N
	<b>Warrant # 466094</b>	<b>Total...</b>				
		<b>400.00</b>				
37305	Midway Auto	135.00	#2227 Winch out of Ditch 1/11	01-201-000-0000-6309	74423	N
37305		95.00	#1923 Winch out of Ditch 1/13	01-201-000-0000-6309	74441	N
	<b>Warrant # 466095</b>	<b>Total...</b>				
		<b>230.00</b>				
8522	Minnesota Energy Resources Corporation	25.69	Gas: PI Twr 12/16-1/17/23	01-211-000-0000-6252	0504542721-00001	N
	<b>Warrant # 466096</b>	<b>Total...</b>				
		<b>25.69</b>				
4948	Minnesota Sheriff's Association	5,465.20	2023 Lexipol Dues	01-201-000-0000-6243	23-0112	N
4948		5,030.67	2023 Sheriff Dues	01-201-000-0000-6243	23-0025	N
4948		1,842.29	2023 Leadership Learning Sys	01-201-000-0000-6357	23-0199	N
	<b>Warrant # 466097</b>	<b>Total...</b>				
		<b>12,338.16</b>				
1615	Mn Bureau Of Criminal Apprehension	860.00	PTC (86) New 10/1-12/31/22	72-850-000-0000-2194	25-000075	N

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1615	Mn Bureau Of Criminal Apprehension	215.00	PTC: (43) Renew 10/1-12/31/22	72-850-000-0000-2194	25-000075	N
	<b>Warrant # 466098</b>	<b>Total...</b>				
		<b>1,075.00</b>				
5993	Northland Business Systems	29,100.00	Premise Logger 1/5/23	01-209-000-0000-6669	IN105497	N
	<b>Warrant # 466099</b>	<b>Total...</b>				
		<b>29,100.00</b>				
2864	ODP Business Solutions	119.66	Office Supplies 12/29	01-103-000-0000-6405		N
2864		119.67	Office Supplies 12/29	01-105-000-0000-6405		N
2864		119.66	Office Supplies 12/29	01-127-129-0000-6405		N
	<b>Warrant # 466100</b>	<b>Total...</b>				
		<b>358.99</b>				
11013	Office Of MN.IT Services	1,750.55	Mnet Collaboration 12/2022	01-063-000-0000-6301	DV22120339	N
	<b>Warrant # 466101</b>	<b>Total...</b>				
		<b>1,750.55</b>				
15881	Office of the Revisor of Statutes	900.00	(3) Sets 2022 MN Statutes 1/27	01-091-000-0000-6452		N
15881		105.00	Shipping 1/27	01-091-000-0000-6452		N
	<b>Warrant # 466102</b>	<b>Total...</b>				
		<b>1,005.00</b>				
15865	Priebe/Mary	29.15	Cell Phone 1/2023	01-061-000-0000-6202		N
	<b>Warrant # 466103</b>	<b>Total...</b>				
		<b>29.15</b>				
11186	Red Wing Ignite	18,000.00	Grant Match Payment #1	25-710-000-0000-6850	1.23.23	N
	<b>Warrant # 466104</b>	<b>Total...</b>				
		<b>18,000.00</b>				
11209	Region 1 SE MN HSEM	1,000.00	2023 Region 1 Dues	01-281-280-0000-6243		N
	<b>Warrant # 466105</b>	<b>Total...</b>				
		<b>1,000.00</b>				
53901	Republican Eagle	110.24	2023 Annual Subscr	01-091-000-0000-6244	1570	N
	<b>Warrant # 466106</b>	<b>Total...</b>				
		<b>110.24</b>				
1756	Roscoe Township	106.86	Gravel Tax Q422	72-850-000-0000-2320	IMS Contracting	N
	<b>Warrant # 466107</b>	<b>Total...</b>				
		<b>106.86</b>				
15874	Rostad/George N.	347.09	44.012.0200 Overpmt	81-850-000-0000-2102		N
	<b>Warrant # 466108</b>	<b>Total...</b>				
		<b>347.09</b>				
10581	SafeAssure Consultants, Inc.	11,061.89	2023 Safety Training	01-061-000-0000-6284	3278	N

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	<u>Warrant #</u>	<u>Total...</u>		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	<b>Warrant #</b>	<b>466109</b>	<b>Total...</b>	<b>11,061.89</b>			
15864	Seaton/Brooke		30.00	Cell Phone 1/2023	01-255-000-0000-6202		N
	<b>Warrant #</b>	<b>466110</b>	<b>Total...</b>	<b>30.00</b>			
11980	Shane Electric, Inc		114.36	Air Compr Rpr Zta	03-350-000-0000-6305	16313	N
	<b>Warrant #</b>	<b>466111</b>	<b>Total...</b>	<b>114.36</b>			
1831	Streichers, Inc.		38.97	B Vest Patches-Nurnberg 1/13	01-201-000-0000-6453	11611119	N
	<b>Warrant #</b>	<b>466112</b>	<b>Total...</b>	<b>38.97</b>			
14617	Sun Life Financial		4.52	Basic Life: M. Cushing 12/22	01-000-000-9001-2022		N
14617			4.52	Basic Life: D. Wright 1/23	01-000-000-9001-2022		N
14617			51.20	Sps Life Ins: D. Wright 1/23	01-000-000-9001-2022		N
14617			4.52	Basic Life: D. Withers 1/23	01-000-000-9001-2022		N
14617			44.80	EE Life Ins: D. Withers 1/23	01-000-000-9001-2022		N
14617			31.20	Sps Life Ins: D. Withers 1/23	01-000-000-9001-2022		N
	<b>Warrant #</b>	<b>466113</b>	<b>Total...</b>	<b>140.76</b>			
13984	Taconic Maintenance		5,074.50	2550g IceBGone	03-310-000-0000-6506	13749	N
	<b>Warrant #</b>	<b>466114</b>	<b>Total...</b>	<b>5,074.50</b>			
15500	Tople/Briggs		35.00	Cell Phone 1/2023	01-031-000-0000-6202		N
	<b>Warrant #</b>	<b>466115</b>	<b>Total...</b>	<b>35.00</b>			
8063	Toshiba America Business Solutions		213.44	Copies 12/2022	01-055-000-0000-6302	5943228	N
8063			13.92	Copies 12/2022	01-601-000-0000-6402	5945555	N
	<b>Warrant #</b>	<b>466116</b>	<b>Total...</b>	<b>227.36</b>			
13691	Toshiba America Business Solutions		137.99	Copier 2/23	01-201-000-0000-6302	5023482385	N
13691			11.07	Copies 12/22	01-201-000-0000-6302	5023482385	N
13691			75.86	Patrol Copier 2/23	01-201-000-0000-6302	5023485583	N
13691			3.20	Patrol Copies 12/22	01-201-000-0000-6302	5023485583	N
13691			194.40	Intake Copier 2/23	01-207-000-0000-6302	5023482387	N
13691			111.06	Intake Copies 12/22	01-207-000-0000-6302	5023482387	N
13691			200.74	EOC Copier 2/23	01-281-280-0000-6302	5023482386	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>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
13691	Toshiba America Business Solutions	108.13	EOC Copies 12/22	01-281-280-0000-6302	5023482386	N
	<b>Warrant # 466117</b>	<b>Total...</b>	<b>842.45</b>			
2469	Toshiba Financial Services (L.A.)	184.76	Copier 2/2023	01-041-000-0000-6302	5023485588	N
2469		30.62	Copies 12/2022	01-041-000-0000-6302	5023485588	N
2469		59.75	Copier 2/2023	01-121-000-0000-6402	5023485587	N
2469		0.75	Copies 12/2022	01-121-000-0000-6402	5023485587	N
2469		134.51	Copier 2/2023	01-601-000-0000-6302	5023482388	N
	<b>Warrant # 466118</b>	<b>Total...</b>	<b>410.39</b>			
9933	Tri-State Business Machines Inc	115.55	Copies 12/22-1/23	01-127-127-0000-6302	563597	N
9933		115.55	Copies 12/22-1/23	01-127-128-0000-6302	563597	N
	<b>Warrant # 466119</b>	<b>Total...</b>	<b>231.10</b>			
7841	Tri/Robert Or Peggy	900.00	#10 Mowing Damages	03-310-000-0000-6511	Damages	N
	<b>Warrant # 466120</b>	<b>Total...</b>	<b>900.00</b>			
6921	Us Bank	435,000.00	Principal-2012 A Highway Bonds	35-820-000-0000-6790	2152471	N
6921		4,023.75	Interest-2012A Highway Bonds	35-820-000-0000-6791	2152471	N
6921		785,000.00	Principal-2014A Highway Bonds	35-821-000-0000-6790	2152471	N
6921		28,018.75	Interest-2014A Highway Bonds	35-821-000-0000-6791	2152471	N
6921		22,338.75	Interest-2012B QECB Bonds	35-825-000-0000-6791	2152471	N
6921		205,000.00	Prin-2015A CB/Other CIP Bonds	35-830-000-0000-6790	2152471	N
6921		144,075.00	Int-2015A CB/Other CIP Bonds	35-830-000-0000-6791	2152471	N
	<b>Warrant # 466121</b>	<b>Total...</b>	<b>1,623,456.25</b>			
1876	Van Paper Company	145.84	Towels/Liners	03-350-000-0000-6420	24123	N
	<b>Warrant # 466122</b>	<b>Total...</b>	<b>145.84</b>			
15886	Watermark Title Agency	1.65	Dee Tax Refund	72-850-000-0000-2310		N
	<b>Warrant # 466123</b>	<b>Total...</b>	<b>1.65</b>			
1674	Wells Fargo Banks	1,411.49	Client Analysis 12/2022	01-001-000-0000-6375	22120135078	N
	<b>Warrant # 466124</b>	<b>Total...</b>	<b>1,411.49</b>			
11465	Wells Fargo Vendor Fin Serv	241.89	Copier Lease Feb	03-330-000-0000-6302	5023403011	N

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Warrant Form **WFXX**  
Auditor's Warrants

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	<u>Warrant #</u>	<u>466125</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
15883	Zenner/Christopher		65.00	Refund Payment 1/2023	01-201-238-0000-6850		N
	<b>Warrant #</b>	<b>466126</b>	<b>Total...</b>				
			<b>65.00</b>				
	<b>Warrant Form</b>	<b>WFXX</b>	<b>Total...</b>	<b>1,864,682.70</b>	<b>86 Transactions</b>		

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
6193	Advanced Correctional Healthcare	31,661.75	Medical Contract 2/23	01-207-000-0000-6272	124333	N
6193		1,070.69	Medical Con: Rate Inc 1/23	01-207-000-0000-6272	124333	N
6193		124.93	Pool/Cap recon 5-6/22	01-207-000-0000-6272	124334	N
	<b>Warrant # 38822</b>	<b>Total...</b>	<b>32,857.37</b>			
11387	Ahlbrecht/Jessica	35.00	Cell Phone 1/2023	01-061-000-0000-6202		N
	<b>Warrant # 38823</b>	<b>Total...</b>	<b>35.00</b>			
3443	Anderson/Brad	28.17	Mileage 1/11	01-005-000-0000-6331		N
3443		28.17	Mileage 1/17	01-005-000-0000-6331		N
3443		13.10	Mileage 1/17	01-005-000-0000-6331		N
	<b>Warrant # 38824</b>	<b>Total...</b>	<b>69.44</b>			
1047	Arnold's, A Kleen-Tech Company	463.61	Vacuum/Bags	03-330-000-0000-6305	INV315845	N
	<b>Warrant # 38825</b>	<b>Total...</b>	<b>463.61</b>			
6781	Benck/Andrea	35.00	Cell Phone 1/2023	01-031-000-0000-6202		N
	<b>Warrant # 38826</b>	<b>Total...</b>	<b>35.00</b>			
13708	Carlson/Hannah	30.00	Cell Phone 1/2023	01-063-000-0000-6202		N
13708		40.00	Internet 1/2023	01-063-000-0000-6209		N
	<b>Warrant # 38827</b>	<b>Total...</b>	<b>70.00</b>			
2370	Ekblad/Jeff	35.00	Cell Phone 1/2023	01-103-000-0000-6202		N
	<b>Warrant # 38828</b>	<b>Total...</b>	<b>35.00</b>			
1273	Erickson Engineering Co. LLC	10,500.00	608-013 PrelimDsgn #8 Br 25516	03-320-000-0000-6281	15392	N
1273		1,469.00	045-004 PrelimDsgn CR45 Br2550	03-320-000-0000-6281	15416	N
	<b>Warrant # 38829</b>	<b>Total...</b>	<b>11,969.00</b>			
15205	Express Pressure Washer, Inc.	7,957.80	Pressure Washer 235520	03-340-000-0000-6669	I-128195	N
	<b>Warrant # 38830</b>	<b>Total...</b>	<b>7,957.80</b>			
13223	Ferguson/Janet	30.00	Cell Phone 1/2023	01-255-000-0000-6202		N
	<b>Warrant # 38831</b>	<b>Total...</b>	<b>30.00</b>			
1296	Florence Township	62.46	Gravel Tax Q422	72-850-000-0000-2320	Roberson	N



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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
1296	Florence Township	360.13	Gravel Tax Q422	72-850-000-0000-2320	Glander	N
<b>Warrant #</b>	<b>38832</b>	<b>Total...</b>	<b>422.59</b>			
15779	Flueger Contracting	1,740.00	Plow Br 25501 1/3-5,11/23	03-310-000-0000-6343	1963	N
15779		435.00	Plow Br 25501 01/19/23	03-310-000-0000-6343	2014	N
15779		435.00	Plow Br 25501 12.29.22	03-310-000-0000-6343	1963	N
<b>Warrant #</b>	<b>38833</b>	<b>Total...</b>	<b>2,610.00</b>			
11027	GFI Cleaning Services	1,100.00	Janitorial Svc Jan	03-330-000-0000-6305	2383	N
<b>Warrant #</b>	<b>38834</b>	<b>Total...</b>	<b>1,100.00</b>			
22150	Grimsrud Publishing	36.00	2023 Annual Newspaper Subscr	01-091-000-0000-6244	11201 Attorney	N
<b>Warrant #</b>	<b>38835</b>	<b>Total...</b>	<b>36.00</b>			
2283	Holst/Kristine	35.00	Cell Phone 1/2023	01-201-000-0000-6202		N
<b>Warrant #</b>	<b>38836</b>	<b>Total...</b>	<b>35.00</b>			
1427	Jaeger/Mark Alan	30.00	Cell Phone 1/2023	01-255-000-0000-6202		N
<b>Warrant #</b>	<b>38837</b>	<b>Total...</b>	<b>30.00</b>			
13230	Johnson Law RW, LLC	650.00	Prof Svc LOpsahl 12/22-1/23	01-011-000-0000-6271		N
<b>Warrant #</b>	<b>38838</b>	<b>Total...</b>	<b>650.00</b>			
12612	Kelly/Dan	30.00	Cell Phone 1/2023	01-255-000-0000-6202		N
<b>Warrant #</b>	<b>38839</b>	<b>Total...</b>	<b>30.00</b>			
15126	Koberoski/Alexandra	30.00	Cell Phone 1/2023	01-127-128-0000-6202		N
<b>Warrant #</b>	<b>38840</b>	<b>Total...</b>	<b>30.00</b>			
12152	Lance/Stacy L	35.00	Cell Phone 1/2023	01-031-000-0000-6202		N
<b>Warrant #</b>	<b>38841</b>	<b>Total...</b>	<b>35.00</b>			
1514	Leon Township	1,671.71	Gravel Tax Q422	72-850-000-0000-2320	Anderson	N
1514		633.35	Gravel Tax Q422	72-850-000-0000-2320	Hernke's	N
1514		333.90	Gravel Tax Q422	72-850-000-0000-2320	Keilmeyer	N
<b>Warrant #</b>	<b>38842</b>	<b>Total...</b>	<b>2,638.96</b>			
14592	Lohman/Terry W.	17.23	Transp Mileage 1/17/23	01-121-140-0000-6220		N

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<u>Warrant #</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
	<b>38843</b>	<b>17.23</b>				
5138	Madden Galanter Hansen, LLP	3,120.00	Labor Relations Svc 12/2022	01-061-000-0000-6275		N
	<b>38844</b>	<b>3,120.00</b>				
44	Marco Technologies LLC	632.76	Printer Support 1/5-2/4/23	01-063-000-0000-6302	INV10733574	N
	<b>38845</b>	<b>632.76</b>				
1721	Matthews/Tris	35.00	Cell Phone 1/2023	01-201-000-0000-6202		N
	<b>38846</b>	<b>35.00</b>				
14097	McDonough/Michael	1,000.00	Prof Svc: Trmt Crt 12/2022	01-091-132-0000-6283		N
	<b>38847</b>	<b>1,000.00</b>				
35975	MCIT	172,656.00	2023 W/C Renewal	01-001-000-0000-6173	19457R	N
35975		323,570.00	2023 Prop/Cas Renewal	01-001-000-0000-6351	19457R	N
35975		41,644.00	2023 W/C Renewal	03-310-000-0000-6173	19457R	N
35975		13,422.00	2023 W/C Renewal	03-320-000-0000-6173	19457R	N
35975		322.00	2023 W/C Renewal	03-330-000-0000-6173	19457R	N
35975		29,918.00	2023 RC Renew-Liab	03-330-000-0000-6351	19457R	N
35975		1,999.00	2023 W/C Renewal	03-340-000-0000-6173	19457R	N
35975		39,095.00	2023 PC Renew-Equip	03-340-000-0000-6351	19457R	N
35975		22,445.00	2023 PC Renew-Bldg	03-350-000-0000-6351	19457R	N
35975		2,751.00	2023 PC Renew-Parks	03-521-000-0000-6351	19457R	N
35975		3,719.00	2023 W/C Renewal	11-420-600-0010-6173	19457R	N
35975		10,010.00	2023 Prop/Cas Renewal	11-420-600-0010-6351	19457R	N
35975		941.00	2023 W/C Renewal	11-420-640-0010-6173	19457R	N
35975		5,032.00	2023 Prop/Cas Renewal	11-420-640-0010-6351	19457R	N
35975		5,145.00	2023 W/C Renewal	11-430-700-0010-6173	19457R	N
35975		12,308.00	2023 Prop/Cas Renewal	11-430-700-0010-6351	19457R	N
35975		2,290.00	2023 W/C Renewal	11-479-478-0000-6173	19457R	N
35975		5,879.00	2023 Prop/Cas Renewal	11-479-478-0000-6351	19457R	N
35975		9,101.00	2023 W/C Renewal	11-479-479-0000-6173	19457R	N
35975		13,717.00	2023 Prop/Cas Renewal	11-479-479-0000-6351	19457R	N

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
35975	MCIT	1,549.00	2023 EDA PC Renewal	25-700-000-0000-6351	19626R	N
35975		99.00	2023 W/C Renewal	61-392-000-0000-6173	19457R	N
35975		6,410.00	2023 PC Renew-Landfill Liab	61-397-000-0000-6351	19457R	N
35975		4,564.00	2023 W/C Renewal	61-398-000-0000-6173	19457R	N
35975		5,453.00	2023 PC Renew-Recy Bldg/Equip	61-398-000-0000-6351	19457R	N
35975		125.00	2023 W/C Renewal	61-399-000-0000-6173	19457R	N
35975		83.00	2023 PC Renew-HHW Rquip	61-399-000-0000-6351	19457R	N
<b>Warrant #</b>	<b>38848</b>	<b>Total...</b>	<b>734,247.00</b>			
14968	Mechelke/Jennifer	400.00	Trmt Crt Drug Testing 12/2022	01-091-132-0000-6283		N
<b>Warrant #</b>	<b>38849</b>	<b>Total...</b>	<b>400.00</b>			
824	Minneola Township	1,631.85	Gravel Tax Q422	72-850-000-0000-2320	Schumacher	N
<b>Warrant #</b>	<b>38850</b>	<b>Total...</b>	<b>1,631.85</b>			
892	MNCCC	1,500.00	2023 Tax User Group	01-041-000-0000-6243	2301063	N
892		1,500.00	2023 FGG User Group	01-041-000-0000-6243	2301063	N
892		575.00	2023 Dues JIC - IFS	01-041-000-0000-6243	2301063	N
892		9,224.00	Avenu Tax Support Q123	01-041-000-0000-6268	2301063	N
892		6,887.91	2023 IFS Gen Suppt A/T	01-041-000-0000-6268	2301063	N
892		2,625.48	2023 Cash Register Support	01-041-000-0000-6268	2301063	N
892		1,008.42	2023 Real Asset Mgmt Maint	01-041-000-0000-6268	2301259	N
892		600.00	2023 JIOC - IFS Enh Fund	01-041-000-0000-6269	2301063	N
892		300.00	2023 FGG Enh Fund	01-041-000-0000-6269	2301063	N
892		1,500.00	2023 Tax Court UG	01-055-000-0000-6243	2301063	N
892		250.00	2023 Tax Court UG Enh Fund	01-055-000-0000-6269	2301063	N
892		1,500.00	2023ISSG User Group	01-063-000-0000-6243	2301063	N
892		1,008.42	2023 Real Asset Mgmt Maint	01-063-000-0000-6268	2301259	N
892		300.00	2023 ISSG Enh Fund	01-063-000-0000-6269	2301063	N
892		1,500.00	2023 User Group Fees	01-201-000-0000-6243	2301066	N
892		3,512.83	2023 IFS Gen Support - CMHS	11-420-600-0010-6268	2301063	N
892		306.00	2023 JIC - IFS Enh Fund	11-420-600-0010-6268	2301063	N

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
892	MNCCC	293.25	2023 Dues JIC - IFS	11-420-600-0010-6268	2301063	N
892		281.75	2023 Dues JIC - IFS	11-430-700-0010-6243	2301063	N
892		3,375.08	2023 IFS Gen Support - CMHS	11-430-700-0010-6268	2301063	N
892		294.00	2023 JIC - IFS Enh Fund	11-430-700-0010-6268	2301063	N
<b>Warrant #</b>	<b>38851</b>	<b>Total...</b>	<b>38,342.14</b>			
14800	Naatz/Thomas	30.00	Cell Phone 1/2023	01-063-000-0000-6202		N
14800		40.00	Internet 1/2023	01-063-000-0000-6209		N
<b>Warrant #</b>	<b>38852</b>	<b>Total...</b>	<b>70.00</b>			
2610	Nygaard/Ronald H.	305.00	Transp Mileage 12/20-12/27/22	01-121-140-0000-6220		N
2610		527.93	Transp Mileage 1/9-1/19/23	01-121-140-0000-6220		N
<b>Warrant #</b>	<b>38853</b>	<b>Total...</b>	<b>832.93</b>			
8856	Ostlund/Emily	30.00	Cell Phone 1/2023	01-255-000-0000-6202		N
<b>Warrant #</b>	<b>38854</b>	<b>Total...</b>	<b>30.00</b>			
3544	Pearson Education	647.26	Farm Account Books 12/7/22	01-601-000-0000-6232	20183055	N
<b>Warrant #</b>	<b>38855</b>	<b>Total...</b>	<b>647.26</b>			
12189	Pierret/Samantha	30.00	Cell Phone 1/2023	01-127-128-0000-6202		N
<b>Warrant #</b>	<b>38856</b>	<b>Total...</b>	<b>30.00</b>			
1727	Red Wing City-Finance	226.07	Evidence Shelving 12/21/22	01-201-000-0000-6432	0107297	N
<b>Warrant #</b>	<b>38857</b>	<b>Total...</b>	<b>226.07</b>			
2442	Riester Refrigeration Inc	1,367.00	Clean/Rpr Tube Heaters Rcy	61-398-000-0000-6305	95159	N
<b>Warrant #</b>	<b>38858</b>	<b>Total...</b>	<b>1,367.00</b>			
11804	Smith/John	30.00	Cell Phone 1/2023	01-063-000-0000-6202		N
<b>Warrant #</b>	<b>38859</b>	<b>Total...</b>	<b>30.00</b>			
5820	SRF Consulting Group Inc	7,293.90	598-022 CR57 Const Insp Rpl Br	03-320-000-0000-6287	16009.00-4	N
5820		1,577.45	PEL Study TH52 #7-#8	03-330-000-0000-6318	14596.00-12	N
<b>Warrant #</b>	<b>38860</b>	<b>Total...</b>	<b>8,871.35</b>			
11982	Summit Food Service LLC	448.00	Inmate Laundry 12/24-12/30/22	01-207-000-0000-6366	INV2000162433	N

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			<u>OBO#</u> <u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
11982	Summit Food Service LLC	5,518.20	Inmate Meals 12/24-12/30/22	01-207-000-0000-6463	INV2000162432	N
<b>Warrant #</b>	<b>38861</b>	<b>Total...</b>				
		<b>5,966.20</b>				
1903	Thomson Reuters - West	168.99	Library Plan 1/2023	01-091-000-0000-6452	847670305	N
<b>Warrant #</b>	<b>38862</b>	<b>Total...</b>				
		<b>168.99</b>				
10976	Veolia North America Inc	15,532.69	paint care shipment 11.09.22	61-399-192-0000-6838	151977	N
<b>Warrant #</b>	<b>38863</b>	<b>Total...</b>				
		<b>15,532.69</b>				
15877	Viavi Solutions, Inc.	2,810.00	Optimizer Cable/Antna 1/10/23	34-201-000-0000-6669	2941109147	N
15877		38,037.00	Optimizer 12/28/22	34-201-000-0000-6669	2941107730	N
15877		605.00	Optimizer Parts 1/10/23	34-201-000-0000-6669	2941108602	N
<b>Warrant #</b>	<b>38864</b>	<b>Total...</b>				
		<b>41,452.00</b>				
8735	Vieths-Augustine/Lavon	35.00	Cell Phone 1/2023	01-055-000-0000-6202		N
<b>Warrant #</b>	<b>38865</b>	<b>Total...</b>				
		<b>35.00</b>				
1893	Wanamingo Township	837.78	Gravel Tax Q422	72-850-000-0000-2320	Kielmeyer	N
1893		1,475.68	Gravel Tax Q422	72-850-000-0000-2320	Mathiowetz	N
<b>Warrant #</b>	<b>38866</b>	<b>Total...</b>				
		<b>2,313.46</b>				
1900	Welch Township	2,444.11	Gravel Tax Q422	72-850-000-0000-2320	Ries Farms	N
1900		125.69	Gravel Tax Q422	72-850-000-0000-2320	Holcim	N
<b>Warrant #</b>	<b>38867</b>	<b>Total...</b>				
		<b>2,569.80</b>				
6629	WSB & Associates, Inc.	5,622.50	602-031 Reconst-Prelim Design	03-320-000-0000-6281	R021153-00-3	N
6629		6,084.00	602-031 Reconst-Prelim Design	03-320-000-0000-6281	R021153-00-4	N
6629		1,045.00	602-031 Reconst-Hydro	03-320-000-0000-6281	R021153-000-4	N
<b>Warrant #</b>	<b>38868</b>	<b>Total...</b>				
		<b>12,751.50</b>				
8000	Wyld/Eddy	30.00	Cell Phone 1/2023	01-063-000-0000-6202		N
8000		40.00	Internet 1/2023	01-063-000-0000-6209		N
<b>Warrant #</b>	<b>38869</b>	<b>Total...</b>				
		<b>70.00</b>				
<b>Warrant Form</b>	<b>WFXX-ACH</b>	<b>Total...</b>				
		<b>933,530.00</b>	<b>116 Transactions</b>			

mokeefe  
01/27/2023

11:45:43AM  
Warrant Form **WFXX-ACH**  
Auditor's Warrants

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/27/2023  
Pay Date 01/27/2023



**Final Total...**                      **2,798,212.70**                      **202 Transactions**

mokeefe  
01/27/2023

11:45:43AM

Warrant Form **WFXX-ACH**  
Auditor's Warrants

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/27/2023  
Pay Date 01/27/2023



<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>
52		1,864,682.70	WFXX	466075	466126	01/27/2023	01/27/2023		
48		933,530.00	WFXX-ACH	38822	38869	01/27/2023	01/27/2023	23	5,594.60
		2,798,212.70	TOTAL					25	927,935.40

# Goodhue County

## WARRANT REGISTER Auditor Warrants

Approved 01/27/2023  
Pay Date 01/27/2023



### RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>		
1	776,969.69	County General Revenue	573,794.48	203,175.21		
3	208,974.65	County Road and Bridge	197,319.26	11,655.39		
11	76,204.91	Health & Human Service Fund	76,204.91	-		
15	6,865.25	County Ditch 1	-	6,865.25		
25	19,549.00	Economic Development Authority	1,549.00	18,000.00		
34	41,452.00	Capital Plan	41,452.00	-		
35	1,623,456.25	Debt Service Fund	-	1,623,456.25		
61	33,633.69	Waste Management Facilities	33,633.69	-		
72	10,760.17	Other Agency Funds	9,576.66	1,183.51		
81	347.09	Settlement Fund	-	347.09		
	2,798,212.70	TOTAL	933,530.00	TOTAL ACH	1,864,682.70	TOTAL NON-ACH



ndahlstrom  
01/31/2023

12:02:16PM

# 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>
12440	14168	Heartland Payment Systems LLC	3.45	ACH Funds Fee 1/2023	01-001-000-0000-6376		0
	<b>Warrant #</b>	<b>12440</b>	<b>Total</b>	<b>3.45</b>	<b>Date 1/31/2023</b>		
	<b>Final Total...</b>		<b>3.45</b>	<b>1</b>	<b>Transactions</b>		

# Goodhue County



Warr # Vendor #

RECAP BY FUND

FUND

AMOUNT

NAME

1

3.45

County General Revenue

3.45 TOTAL