



# Goodhue County

## Minnesota

GOODHUE COUNTY PERSONNEL COMMITTEE

CONFERENCE ROOM 301-1  
GOVERNMENT CENTER, RED WING

APRIL 18, 2023  
8:30 A.M.

1. Additional Deputy Position Request

Documents:

[ADDITIONAL DEPUTY POSITION REQUEST.PDF](#)

2. Additional Engineering Technician And Add A Park Manager

Documents:

[PERS CMT - ENG TECH AND PARK MGR.PDF](#)



**Marty Kelly**  
Goodhue County Sheriff

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

TO: Goodhue County Board of Commissioners  
FROM: Sheriff Marty Kelly  
Date: April 12, 2023  
RE: Additional Deputy Position

**SUMMARY**

Due to a Sergeant being out on leave, plus other current staffing constraints and injuries, we are requesting to hire an additional Deputy position. This will allow us to have enough staff to cover all the different areas of patrol. This will also help reduce the overtime burden to current staff, reduce the need for Command Staff to assist and reduce overtime costs to our budget.

**BACKGROUND**

This additional Deputy position is not in our 2023 budget, but we feel confident this will not affect our budget in a negative way due to many open positions which has resulted in salary and benefit savings. This salary and benefit savings will offset the cost of this additional deputy in 2023.

This additional Deputy will start on Grade 83 anywhere between Step 1 – 4, depending on experience. Assuming this Deputy would start by June, the wages, benefits and family medical in 2023 would cost between \$51,967 and \$58,044, depending on where the individual would start on the pay scale.

**RECOMMENDATION**

Respectfully request the Goodhue County Board of Commissioners approve to hire an additional Deputy due to a temporary leave of a Sergeant.

**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

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**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: Personnel Committee  
Mary Priebe, HR Manager

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

RE: 18 Apr 23 Personnel Committee Meeting  
**Authorize Engineering Technician and Parks & Trails Manager**

Date: 11 Apr 23

#### Summary

Requesting authorization to add an Engineering Technician position for fourth quarter of 2023 and a Parks & Trails Manager position for 2024.

#### Background

Public Works staff presented 'Public Works Structure & Staffing' to the Goodhue County Board of Commissioners at their March 7, 2023 workshop in Goodhue, MN.

The presentation examined and highlighted areas of the Public Works Department that need to be bolstered with either new or additional positions to provide a level of service commensurate with efficient operations. The Public Work's Department has grown in funding and work but lagged in staffing over several years. These positions further assist in providing for the department head to have more availability to work on Director related activities.

The attached proposed organizational chart that was presented shows a progressive approach to hiring needed positions over a three-year period from 2023-2025. The current request focuses on the engineering and parks divisions with the addition of an Engineering Technician position in the fourth quarter of 2023 and a Parks & Trails Manager position beginning in 2024. As discussed with the Board, the Engineering Technician position would require two new job descriptions to be created. These descriptions would be for a 'Graduate Engineer' and 'Engineering Apprentice' or something similarly titled. These additions will allow staff to post several different job descriptions simultaneously with the intent of broadening our recruitment efforts. A Parks & Trails Manager position description will also need to be developed, graded, and budgeted for prior to advertising.

The ability to hire for the engineering technician position in the fourth quarter of 2023 would be possible given numerous personnel budget savings that have been realized with numerous vacancies in the Department. Positions not filled thus far in 2023 include but are not limited to the following:

Design Manager: Budgeted for 12 months Not filled until March

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

Eng. Tech.	Budgeted for 12 months	Not filled until March
Maint. Worker x 2	Budgeted for 12 months	Both open from Jan. – Present
Hwy. Sup.	Budgeted for 12 months	Open from Jan. – Apr 10.

A conservative approach to available personnel funding shows approximately \$100,000 in salary and benefits that have not been paid in 2023 due to the vacancies. These available funds more than offset the potential 2023 salary and benefits of adding the engineering position in 2023. Moving forward with the retirement of the current PW Director an additional position will available that is currently being budgeted for, and those dollars could easily be shifted to offset future expenses for both positions without having to add additional levy dollars to the Public Works personnel budget. Furthermore, adding engineering staff will decrease the need to hire consulting firms to provide services that full-time staff will be able to do. A quick look at just a few recent consultant design & right-of-way contracts shows expenses of over \$750k. The contracts for just 2 grading projects are enough to support a Sr. Engineering Technician position with salary and benefits for over 6 years. Goodhue County’s Road & Bridge program continues to pursue grading and safety improvement projects that demand increased staffing levels or major adjustments to annual budgets to account for the cost of consultants. Severely reduced consulting needs moving into the future should further offset needed dollars for these requested positions.

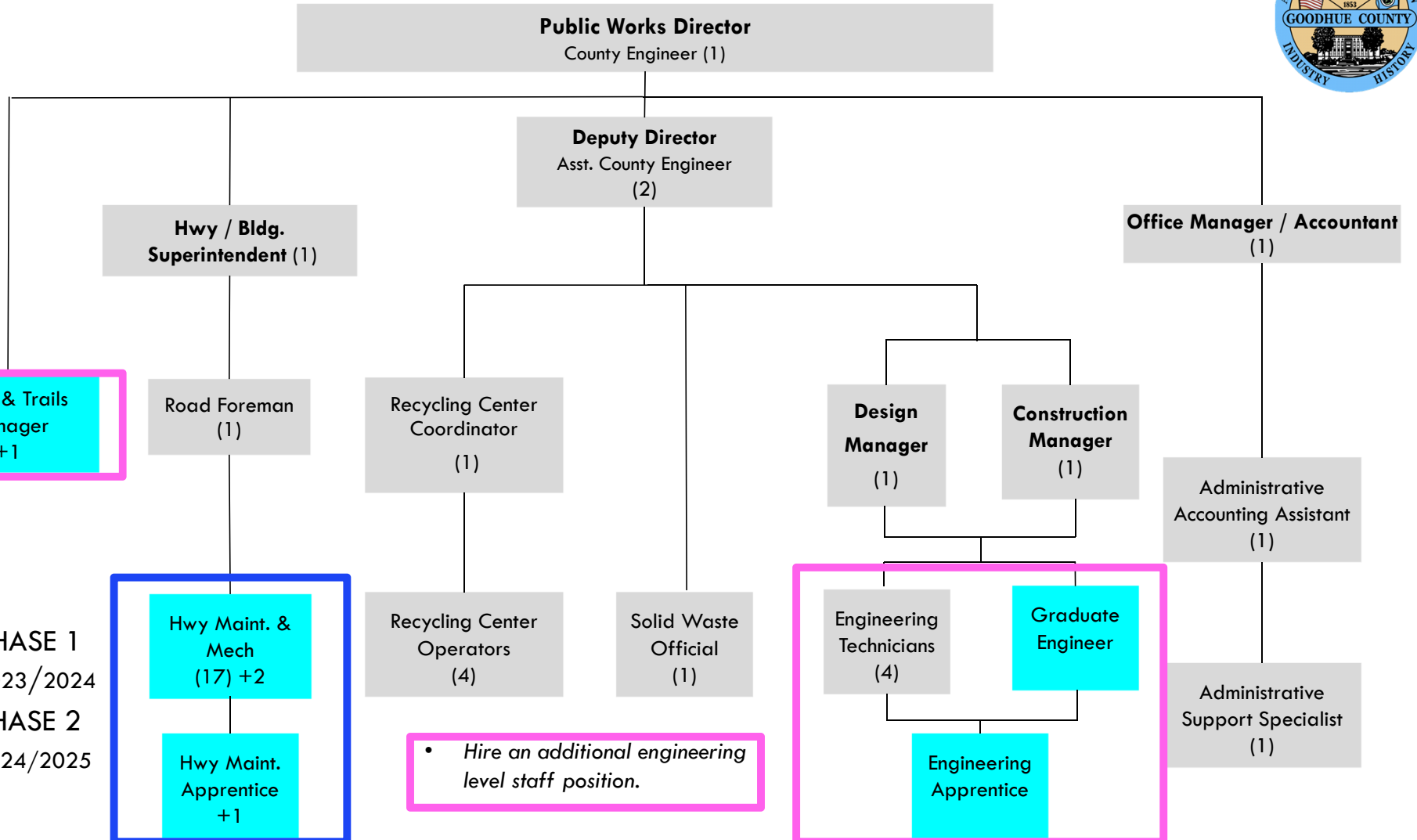
Options:

- Authorize staff to add an Engineering Technician position to be hired during the fourth quarter of 2023 and to add a Parks & Trails Manager position to be hired in 2024.
- Authorize staff to add either an Engineering Technician or Parks & Trails Manager position during the fourth quarter of 2023 and consider adding the other position at a future time.
- Do nothing.

Recommendation:

Authorize staff to add an Engineering Technician position to be hired during the fourth quarter of 2023 and to add a Parks & Trails Manager position to be hired in 2024.

# Proposed Organizational Chart



➔ PHASE 1  
2023/2024  
➔ PHASE 2  
2024/2025