



GOODHUE COUNTY MINNESOTA

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

Goodhue County Personnel Committee Administration Conference Room Government Center, Red Wing

February 6, 2018
2:00 p.m.

1. Replace Building Inspector.

Documents:

[REPLACE BUILDING INSPECTOR..PDF](#)

2. Replace Retiring Highway Maintenance Worker.

Documents:

[REPLACE HWY MAINT WORKER.PDF](#)

3. Request To Hire Appraiser At Step 5.

Documents:

[ASSESSORS OFFICE - REQUEST TO HIRE AT STEP 5.PDF](#)

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: Melissa Cushing, HR Director
Scott Arneson, County Administrator

FROM: Lisa M. Hanni, Director / County Surveyor / County Recorder

DATE: January 17, 2018

RE: Building Inspector

Summary:

We are requesting to fill the Building Inspector position that will be vacated on January 31, 2018. This is an existing budgeted position.

Background and Request:

The current staff was employed by Goodhue County as a Building Inspector since 2002 and paid at Range 83 Step 7.

Goodhue County administers the Building Code through permitting and inspections for all the townships and the Cities of Bellechester, Cannon Falls, Dennison, Goodhue, Kenyon, and Wanamingo. In 2017, our department covered nearly 740 square miles of territory, processed over 730 building permits, conducted over 2290 inspections, and brought in over \$367,000 in permit-related revenue. After receiving a completed application, most permits are processed within one week and inspections are scheduled within 1-2 days' notice.

This is a critical position within the department and our quality services to our citizens, community partners, and contractors are key to providing safe, continued growth within the County.

I respectfully request that due to numerous factors, such as favorable building weather conditions, workload, limited resources, and scarcity of potential certified candidates that were advertise to replace this position immediately.

Building Inspector <i>Grade 83</i>	Single Health Step 1	Family Health Step 1	Single Health Step 2	Family Health Step 2
Rate	\$24.60	\$24.60	\$25.81	\$25.81
Gross	\$51,168.00	\$51,168.00	\$53,684.80	\$53,684.80
PERA/FICA/Medicare/Life	\$7,814.35	\$7,814.35	\$8,168.65	\$8,195.65
Health Coverage / HS A	\$9,936.00	\$21,574.80	\$9,936.00	\$21,574.80
	\$68,918.35	\$80,557.15	\$71,816.45	\$83,455.25



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

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?

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: _____ / _____

Anticipated Benefit Cost: \$ _____

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

Total Cost*: \$ _____

Total Budgeted: \$ _____

*Salary & Benefits

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: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

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 POSITION DESCRIPTION

Position Title: **BUILDING INSPECTOR**

Date: **2013**

Department: Land Use Management

Location: Government Center

Work Hours: 8:00 a.m. to 4:30 p.m.

Phone: 651-385-3104

Supervisor: Building Official, Land Use Management Director

PRIMARY OBJECTIVES OF POSITION:

The primary objective of this position involves a wide variety of routine tasks as well as complex technical work. This includes, but is not limited to, review of building permit applications, review of plans for commercial and residential structures, performance of field inspections for Code compliance within the scope of the Minnesota Building Codes and other applicable laws and ordinances. The employee must be able to exercise independent judgment in implementing decisions and in providing interpretations based on technical and practical parameters of applicable Code requirements.

JOB TASK AREAS OF RESPONSIBILITY:

Percent Time	of	Position Tasks and Duties
60%		<p>On-Site Field Inspections for Compliance and Interpretation of the Minnesota Building Code. Includes, but is not limited to, the items listed below.</p> <ul style="list-style-type: none"> • <u>Soils Investigation Inspections</u>: Determines that soils are capable of supporting a proposed building. • <u>Footing and Foundation Inspections</u>: Verifies that footings and foundations are installed per the submitted plans and specifications. Insures that proper construction techniques are applied. • <u>Framing and Structural Inspections</u>: Verifies that all framing members are installed per submitted plans and specifications. Verifies that all structural members are sized and installed properly. Verifies that all provisions of the basic fire-life-safety features are Code compliant. • <u>Plumbing and Mechanical Inspections</u>: Verifies that installation of water and drain-waste-vent piping is installed per Minnesota Plumbing Code. Verifies that all ducts, furnaces, heat exchangers, fireplaces, and all related devices are in accordance with plans, specifications, and in compliance with the Code. • <u>Insulation and Energy Inspections</u>: Verifies that all parameters of the Minnesota Energy Code are in compliance. • <u>Building Final Inspections</u>: Verifies that all provisions of all pertinent Codes are in compliance.
20%		<p>Plan Review</p> <p>Reviews detailed architectural, structural, mechanical, and associated documents for Code compliance. Responds in writing and/or verbally to client to request further information and clarification as needed.</p>

Percent Time	of	Position Tasks and Duties
10%		Records Retention Maintains detailed records by tracking job status, types of inspections completed, field-generated correction reports, stop work orders, and clear, concise notes relating to any and all projects.
4%		Special Projects Assists the Building Official and the Land Use Management Department Director with any special projects relative to Land Use Management Department activities.
3%		Interpretation and Conflict Management Provides accurate and timely explanation of Code issues, historical information, background, and validity. Renders interpretations and decisions based on technical training and applicable Code knowledge. Diffuses confrontational situations arising from individuals having differing opinions of Code requirements.
3%		Corrective Measures Provides both written and oral correction notices on applicable Code violations and follow up as needed for assurance of compliance.

The essential functions of this position are listed above but other duties may be assigned. Additionally, regular attendance at work is also required in order to carry out the duties listed above.

BUDGET RESPONSIBILITY

This position has no direct responsibility in the annual department budget, but does give input to the Goodhue County Building Official and Land Use Management Director.

RESPONSIBILITY FOR RELATIONSHIPS

Internal

- Frequent personal contact with the County Building Official to discuss a variety of departmental issues.
- Occasional contact with the County Zoning Administrator.
- Occasional contact with the Land Use Management Department Director.

External

- Frequent contact with builders, contractors, and permit applicants for assistance with Code interpretations and with filing applications.
- Frequent personal contact with state agencies to discuss issues and interpretations.
- Occasional contact with the city officials in the cities under contact for building inspections.

SUPERVISORY AUTHORITY

<p>Effectively Recommend</p> <p>Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote</p>	<p>Take Action</p> <p>Hire Assign Direct Reward Transfer Promote Adjust Grievances Suspend (over 3 days) Discharge Discipline-Oral Discipline-Written Evaluate Train Demote</p>	
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SUPERVISORY AUTHORITY:

Position titles:
None

EXTENT OF SUPERVISION PROVIDED:

This position is under the direct supervision of the Goodhue County Building Official and the general supervision of the Goodhue County Land Use Management Department Director. Functions of this position are carried out with wide latitude to use personal judgment and discretion in taking action.

MINIMUM REQUIREMENTS:

- A high school diploma, or the equivalent.
- Certification by the State of Minnesota as a Building Official Limited or certification within one year from the start of employment.
- Three years experience in construction or a related field.
- Valid Minnesota Class C Driver’s License.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Ability to read, to analyze, and to interpret technical bulletins, professional journals, any and all codes, standards, and procedural manuals and related documents.
- Ability to provide written reports and correspondence to a variety of professionals within the industry.
- Ability to read and interpret building construction plans.

- Ability to read and understand mathematical concepts.
- Ability to perform basic mathematical functions.
- Ability to evaluate rise/run, slope, ratios, and fractions as related to the construction industry.
- Ability to calculate square footage for determining project valuations and permit costs.

PROBLEM SOLVING:

Typical

- Analyzing construction systems and techniques on-site and communicating Code provisions for compliance.
- Dealing with situations on-site with contractors and with permit applicants when projects are not in compliance with Code requirements.
- Providing written and/or verbal communications relating to on-site situations and plan reviews.

Unusual

- Mediation between permit applicants and contractors as it relates to Code issues and building techniques.

WORK ENVIRONMENT:

The work of this position is performed both in an indoor office setting and outside in all types of weather including rain and snow, and hot and cold weather. Travel throughout the County is required for this position.

PHYSICAL REQUIREMENTS:

The work environment is split between an office setting and the outdoors. While performing the duties of the position, the employee is required to sit, stand, and walk, often for extended periods of time. The employee must change positions, sit, balance, stoop, kneel, crouch, crawl, and climb, often repeatedly. The position requires extensive use of the hands to manipulate, handle and operate objects, tools, and controls, and the ability to reach with hands and arms. The employee is occasionally required to lift and/or move objects up to thirty (30) pounds. Specific vision requirements include, but are not limited to, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will be required to work in all weather including rain, snow, mud, and hot-and-humid conditions.

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

4	hours a day sitting
3	hours a day standing
1	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
12	feet climbed using a ladder
20	feet climbed on an incline
20	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
30	pounds lifted waist high
30	pounds lifted shoulder high
30	pounds lifted above the head
30	pounds are carried alone
	pounds are carried with someone else
10	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

x	a telephone
x	Computer/electronic equipment
x	hand tools
x	Electric tools
x	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
x		see
x		distinguish colors
x		hear or listen
	x	taste
x		smell
x		touch
x		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

x	reading	x	Analyzing data
x	writing	x	Searching for solutions
x	basic arithmetic		Creating methodologies
x	mathematics	x	Conducting research
x	weighing and/or measuring		Managing resources
x	visualizing conclusions	x	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

6	hours a day spent working under time pressure
6	hours a day spent working rapidly
10	% of time spent indoors
80	% of time spent outdoors
10	% of time spent in an automotive vehicle
60	% of time spent at a desk, bench or window
	% of time spent in an office or control room

	The condition of the air is clean (controlled)
x	The condition of the air is normal/average
x	The condition of the air is dusty/dirty
x	The condition of the air is wet/humid
x	The condition of the air is affected by fumes, smoke etc.

x	The noise level is normal
x	The noise level is loud, requiring ear protection
x	The surface of the working environment is level
	The surface of the working environment is sloping
x	The surface of the working environment is uneven
x	The surface of the working environment is slippery

Part V: Additional Comments:

This job works outside the majority of the day at construction sites.

GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



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

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

2140 Pioneer Road
 P.O. Box 404
 Red Wing, MN 55066
 PHONE 651.385.3025
 FAX 651.388.8437
 www.co.goodhue.mn.us

TO: Personnel Committee
 Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 06 Feb 18 County Board Meeting
Highway Maintenance Worker Position

Date: 31 Jan 18

Summary

It is requested that the County Board authorize the replacement of a retiring Highway Maintenance Worker.

Background

An existing Highway Maintenance Worker with over 40 years of experience has submitted his notice of retirement.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service provided for during the winter season. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling, and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to keep animals a few feet from the travel lane before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County’s gravel roads and dozens of other maintenance activities to preserve the large investment made in grading and paving the highway system. They also maintain the county parks and the county public works equipment. A preliminary list of maintenance tasks to be performed this summer is attached.

This is a request to replace an existing employee so there will be no additional funds required to grant this request. The new employee will be hired at a lower starting wage, providing savings for the County.

Hwy Maint Worker	Step 1 Single Health	Step 1 Family Health	Step 2 Single Health	Step 2 Family Health	Current Maint Worker
Rate	\$19.10	\$19.10	\$20.06	\$20.06	\$25.81
Gross	\$39,728.00	\$39,728.00	\$41,725.00	\$41,725.00	\$53,685.00
PERA/FICA/Medicare	\$6,019.00	\$6,019.00	\$6,321.00	\$6,321.00	\$8,133.25
Health Coverage/HSA	\$8,905.00	\$19,380.00	\$8,905.00	\$19,380.00	
	\$54,652.00	\$65,127.00	\$56,951.00	\$67,426.00	

The replacement of this retiring employee will allow the County to continue the current level of service in providing a safe highway system and maintaining the County’s assets.

Alternatives

- Authorize hiring a Highway Maintenance Worker to replace the current (soon to be retired) employee.
- Take no action, drop the existing level of service, and allow the backlog of highway maintenance work to continue to grow.

Recommendations

It is the recommendation of staff that the County Board authorize the hiring of a Highway Maintenance Worker to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.



REQUEST TO HIRE FORM

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Submitter Name: _____

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

Classification: Full Time Part Time

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

BUDGET & SALARY INFORMATION

Budget Impact

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 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: _____ / _____

Anticipated Benefit Cost: \$ _____

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

Total Cost*: \$ _____

Total Budgeted: \$ _____

*Salary & Benefits

ADDITIONAL INFORMATION

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- | | |
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| <input type="checkbox"/> Cannon Falls Beacon | <input type="checkbox"/> Zumbrota Shopper |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website | <input type="checkbox"/> League of MN Cities (LMC) website |

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Send completed form & job description to Human Resources Director.

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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

GENERAL MAINTENANCE

- mowing top cut = COMPLETED
- | | |
|---|--|
| <input type="checkbox"/> mowing full cut | <input type="checkbox"/> #1 ditch and fix culvert by 85th Ave |
| <input type="checkbox"/> retrieve shoulders #9 #4 | <input type="checkbox"/> #7 clean out by box culverts North of Welch |
| <input type="checkbox"/> spot shoulder | <input type="checkbox"/> #8 rip rap from #57 to #1 |
| <input type="checkbox"/> spot rock roads # | <input type="checkbox"/> #20 Ditching |
| <input type="checkbox"/> shouldering #12 South | <input type="checkbox"/> Bench Street concrete repair |
| <input type="checkbox"/> repair guard rails #17,#53 | <input type="checkbox"/> #1 reshape driveways from #9 to #60 |
| <input type="checkbox"/> shoulder #2 from #9 to #16 | <input type="checkbox"/> #7 North of Vasa reshape ditch |
| <input type="checkbox"/> #45 curve by Duffings | <input type="checkbox"/> #1 ditching from #9 to #60 |
| <input type="checkbox"/> #30 slope repair East of #1 | <input type="checkbox"/> |
| <input type="checkbox"/> #46 clean ditches | <input type="checkbox"/> #9 repair curb in Goodhue |
| <input type="checkbox"/> #41 clean ditches both ends | <input type="checkbox"/> spray guardrail roundup |
| <input type="checkbox"/> #7 clean ditch North of Vasa | <input type="checkbox"/> spray small trees county wide (1/2 done) |
| <input type="checkbox"/> #7 clean up trees river | <input type="checkbox"/> spray medians for weeds |
| <input type="checkbox"/> paint stop aheads, railroad crossings, cross walks | <input type="checkbox"/> burn on #12 and #45 and #7 |
| <input type="checkbox"/> cut rumble strips | <input type="checkbox"/> #10 cut tree |
| <input type="checkbox"/> sweep pavement | <input type="checkbox"/> #53 cut trees |
| <input type="checkbox"/> sweep and wash bridge decks | <input type="checkbox"/> |
| <input type="checkbox"/> shoulder #6 from #1to #19 | <input type="checkbox"/> |
| <input type="checkbox"/> #2 clean out waterway from bridge inspection | <input type="checkbox"/> #53 ditching by Schwartahls |
| <input type="checkbox"/> new street signs | <input type="checkbox"/> |
| <input type="checkbox"/> install seal coat signs | <input type="checkbox"/> |
| <input type="checkbox"/> take down seal coat signs | <input type="checkbox"/> #11 cut trees |
| <input type="checkbox"/> cleanup rock in rock cuts #2, #5, #14,#21 | |

CRACK SEALING

- #16
- #2 from #16 to #5
- #10 - from Hwy #58 to Wabasha county line
- #11 -
- #12 - TH 57 to #10
- #18 - West Co line to 218th St
- #20 - #24 to 2100' north
- #24 - Bridge 25554 to #25
- #5 from #58 to #2 Blow and Go
- #2 from #61 to #61 Blow and Go
- #5 from #2 to Lake City
- #40
- #17
- #1 from #66 to #53
- #66
- #7 from #9 to #1
- #7 from Welch to #61
- #30 from #1 to #56
- #1 from #51 to #8
- # 1 from #66 to #53
- #1 from #60 to county line

MASTIC ONE LEVELING MASTIC

- #7 from #9 to HWY #52 #18
- #12 From #60 to Rice county
- #11 from Mazzepa to P.I
- #2 in Bellechester
- #24 from #9 to C.F.
- # 1 from #56 to #52
- #51 - #1 to TH19
- #28
- #53 - remainder
- #64
- #56
- #9 from #8 to HWY #52

BLACKTOP REPAIR

- #19 #50 from #7 to #52
- #21 #62
- #51 micro seal #16 blade in patch
- #2 from #5 to HWY #61 #20
- #7 Vasa shop
- #14
- #9 Patch - #2 to County Line
- #12 South
- #2 by Huneke Trail
- #28
- #20

CULVERTS & BRIDGES

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | #1 culvert North of HWY 60 | <input type="checkbox"/> | #30 relay,extend and fix slope |
| <input type="checkbox"/> | #27 culvert extension and repair slope | <input type="checkbox"/> | #7 clean out inlet ,outlet and extend box |
| <input type="checkbox"/> | #49 replace culvert | <input type="checkbox"/> | #46 clean out box STS |
| <input type="checkbox"/> | #14 bridge deck | <input type="checkbox"/> | |
| <input type="checkbox"/> | #19 - box culvert extension | <input type="checkbox"/> | |
| <input type="checkbox"/> | #7 North of Vasa reshape ditch | <input type="checkbox"/> | #11 take out 24' and replace with a 36" |
| <input type="checkbox"/> | #7 - repair washout behind cub 1 mi south of TH 19 | <input type="checkbox"/> | |
| <input type="checkbox"/> | #44 - clean out inlet & outlet of bridge (need permit) | <input type="checkbox"/> | |
| <input type="checkbox"/> | #18 - clean out 3 culverts | <input type="checkbox"/> | |
| <input type="checkbox"/> | #7 - patch bridge decks | <input type="checkbox"/> | |
| <input type="checkbox"/> | #1 by Lexy Lane 21" apron | <input type="checkbox"/> | #1 clean out apron by Dosdahls |
| <input type="checkbox"/> | #2 clean under bridge Wells Creek | <input type="checkbox"/> | #1 clean out apron on Bench Street |
| <input type="checkbox"/> | #14 24" concrete aprons and 1 section North of #30 | <input type="checkbox"/> | |
| <input type="checkbox"/> | #5 culvert ext. by s curves | <input type="checkbox"/> | |
| <input type="checkbox"/> | #17 replace culvert | <input type="checkbox"/> | |
| <input type="checkbox"/> | #11 haul fill and rip rap 1/2 mile West of P.I | <input type="checkbox"/> | |
| <input type="checkbox"/> | #14 relay multiple culverts betwwen #30 and #9 | <input type="checkbox"/> | |
| <input type="checkbox"/> | #7 clean out inlet ends on 2 culverts by Carpenters | <input type="checkbox"/> | |
| <input type="checkbox"/> | #30 new driveway culvert at 4250. 54 feet of 18". 850 feet East of #14 South side | | |

GRAVEL ROADS MINIMUM REGRADE

- #17
- #49
- #41
- #47 - #9 to 400th St
- #45 clean ditch and build up curve by Duffings
-
-

GRAVEL ROAD MAINTENANCE

- #42 lay out water and roll
- #45 lay out water and roll
- #46 lay out water and roll
- #52 lay out water and roll
- #55 lay out water and roll
- spot rock
- #45 dig out sand by Miltys
-

LAKE BYLLESBY PARK

-
-
- install volleyball equipment and remove in Fall
- clean up shoreline
- mow park to control weeds with batwing
- wood chip playground
- put in/pull out docks

KENYON PARK

- clear brush along property limits
- make trails
- cut and spray Buckthorn
- build parking lot



Carolyn Holmsten

Finance Director
Goodhue County Finance & Taxpayer Services

carolyn.holmsten@co.goodhue.mn.us
509 W. Fifth St.
Red Wing, MN 55066
Phone (651) 385-3032
Fax (651) 267-4878

TO: Personnel Committee

FROM: Carolyn Holmsten, Finance Director

DATE: January 31, 2018

RE: Appraiser – new hire

In the last few weeks we interviewed eight appraiser applicants over the phone, and then followed up with calling four of them in for a face-to-face interview. Our choice is a candidate that has seven years of Minnesota county appraisal experience and 10+ years of private appraisal experience.

County policy allows us to automatically hire at Step 2. Due to the extent of experience this candidate brings I would like to offer a position at Step 5. Should the board approve this request the 2018 salary expense alone will still come in about \$10,000 less than budgeted.

Your consideration and approval would be much appreciated.

GOODHUE COUNTY BOARD OF COMMISSIONERS

RONALD ALLEN
1st District
1713 Siewert Street
Red Wing, MN 55066

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

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

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

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

An Equal Opportunity Employer