



# 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

APRIL 2, 2019  
2:30 P.M.

1. Summer Student And Intern Pay.

Documents:

[4.2.19 SUMMER STUDENT WORKERS.PDF](#)

2. Request To Hire Permit Technician.

Documents:

[LUM - PERMIT TECH REPORT.PDF](#)  
[PERMITTECH 32619.PDF](#)

3. Request To Hire A Communications Captain.

Documents:

[COMMUNICATIONS CAPTAIN UPDATE.PDF](#)



**Melissa Cushing**  
Goodhue County Human Resource Director  
Goodhue County

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

TO: Goodhue County Commissioners  
FROM: Melissa Cushing, Human Resource Director  
CC: Lisa Hanni, LUM Director  
Greg Isakson, Public Works Director  
DATE: April 2, 2019  
RE: Summer Student and Intern Pay

February 20, 2018, the Board approved a 2.5% wage increase for summer student workers. The minutes from February 20<sup>th</sup> also reflect, "...an increase in wages in 2019 to be more consistent with what neighboring counties and cities pay."

Current hourly rate for summer students are as follows:

	<u>2018</u>	<u>2019 (with 3%)</u>
Year 1	\$10.25	\$10.56
Year 2	\$10.76	\$11.09
Year 3	\$11.28	\$11.61
Year 4	\$11.79	\$12.14

At the meeting in February, 2018, the Board asked us to review surrounding counties and cities for comparable rates. Please see attached document for these rates.

The Public Works Department has budgeted \$13.00 per hour and the Land Use Management Department has budgeted \$15.00 per hour for college interns.

Recommendation:

The recommendation is to authorize an increase in the base hourly pay for summer students to \$13.00 per hour and continue the practice of \$.50 per hour increase each year for the returning students.

**HOURLY RATES**  
**2019**

<u>COUNTIES</u>	<u>HOURLY RATE</u>
Dodge County	\$13.50 - \$14.00
Faribault County	\$15.25
Fillmore County	\$12.67
Houston County	No response
Mower County	\$12.00
Steele County	\$12.00 - \$16.00
Wabasha County	No response
Winona County	\$11.00 - \$13.00

<u>CITIES</u>	<u>HOURLY RATE</u>
Cannon Falls	\$10.13 - \$15.41 Only hire workers at the pool
Goodhue	No response
Red Wing	\$12.00 \$100 bonus after 8 weeks \$200 bonus after 12 weeks
Zumbrota	\$14.00 - \$15.00

**OTHER COMPANIES IN GOODHUE COUNTIES - INDEED**

St. James Hotel	\$10.00 - \$13.00 Concierge or Bell Person
St. James Hotel	\$10.00-\$12.00 Dishwasher or Table Busser
St. James Hotel	\$13.00-\$16.00 Line Cooks or Bartender
SB Foot Tannery	\$12.70 Security Guard
River Valley Power and Sport	\$12.00-\$18.00 Lawncare Tech
Chuck and Don's	\$10.25 PT Clerk
Treasure Island	\$14.88 Housekeeper
Menards	\$12.00 plus \$3/hour on weekends

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

# 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  
Personnel Committee

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

**DATE:** March 22, 2019

**RE:** Zoning Assistant/Permit Technician replacement

## **Summary:**

We are requesting to backfill the Zoning Assistant/Permit Technician (ZA/PT) position that was vacated when Ms. Pierret took the open Zoning Assistant position and replace it with a Permit Technician position.

## **Background and Request:**

This position was created in 2017 as a shared position between Goodhue County and the City of Cannon Falls. Both agencies needed to address workload issues and it was a good option. We signed a three year contract (April 1, 2017- January 1, 2020) that added .5 FTE to Goodhue County staff to work in the Building Permits part of LUM, and .5 FTE to Cannon Falls for Zoning duties. The person is considered a Goodhue County employee, with the City agreeing to pay half the wages and benefits for the zoning services.

The person who was in this position has been hired to fill the recently vacated Goodhue County Zoning Assistant position, leaving this ZA/PT open.

I met with the City of Cannon Falls Administrator to review our options for filling the position under the obligations of the existing contract. Our contract has the following termination notice:

*Termination of Agreement. Either party may terminate this Agreement, with or without cause, by June 1 for the following fiscal year (January through December) by written notice to the other party.*

The City is in the process of reorganizing some of their staff's duties. They feel that for the current year, they could get by with approximately 20 hours per month of zoning staff time. The LUM office, on the other hand, is in need of filling the Permit Technician position. We feel that we should add an additional .5 FTE to this position to make it a full time position. Reasons for this request:

- We have the workload
- The Permit Supervisor is eligible for retirement and we want to have a succession plan in place when that time comes
- The position takes a significant time to learn

This proposed position has already been evaluated through the Hay Study as a Building Code Specialist (Permit Technician) and is ranked at Range 81, which is one Range lower than the Zoning Assistant/Permit Technician position we would be replacing.

In 2019, our budget anticipated receiving \$29,724.70 for salary and benefits for the shared position with an additional \$5100.50 in operational costs. In discussions with the City Administrator, they will pay the first half of the year as per our contract (\$14,862.35 + \$2550.25). The County will create an addendum to the existing contract for 20 hours per month, at a flat dollar amount, to carry out the contract ending on December 31, 2019.

Depending on which step and benefits the new employee receives, between the lower salary and the continued revenue from the zoning services, we feel that this year it would be close to budget projections. This also gives us an opportunity to budget for the full time position within the 2020 budget.

This chart shows the potential hiring ranges and costs:

Permit Technician <i>Grade 81</i>	Single Health Step 1	Family Health Step 1	Single Health Step 2	Family Health Step 2
Rate	\$20.57	\$20.57	\$21.60	\$21.60
Gross	\$42,785.60	\$42,785.60	\$44,928.00	\$44,928.00
PERA/FICA/Medicare/Life	\$6,544.42	\$6,544.42	\$6,868.99	\$6,868.99
Health Coverage / HS A	\$10,638	\$23,122.80	\$10,638	\$23,122.80
	<b>\$59,968.02</b>	<b>\$72,452.82</b>	<b>\$62,434.99</b>	<b>\$74,919.79</b>

I respectfully request that due to numerous factors, such as workload, limited resources, and scarcity of potentially interested candidates that we advertise to replace this position as full time Permit Technician immediately.

# GOODHUE COUNTY POSITION DESCRIPTION

---

Position Title: Permit Tech  
 Department: Land Use Management  
 Work Hours: 8:00 a.m. to 4:30 p.m.  
 Supervisor(s): Permit Supervisor

Date: 2019  
 Location: Government Center  
 Phone Number: 651.385.3116

## PRIMARY OBJECTIVES OF POSITION

The primary objective of this position is effective administration of the Minnesota State Building Code. This includes, but is not limited to: assisting the County Building Official with statutory duties; serving as liaison to the public for building code concerns and building permit requirements; determining readiness for inspections; scheduling inspections; serving as liaison to the jurisdictions for which the County has Joint Powers Agreements for Code Administration; and overseeing building permit processes. The employee must be able to exercise judicious, independent judgment in implementing decisions and in providing information based on practical and administrative parameters of applicable Code provisions as well as general office management procedures.

## JOB TASK AREAS OF RESPONSIBILITY

% Time	Tasks
60%	<p><b>Building Code Plan Review:</b>                      Compliance and Interpretation of the Minnesota Building Code</p> <ul style="list-style-type: none"> <li>• This position is the main contact with the public and contractors in the building code process.</li> <li>• Provides explanation of Code issues and information.</li> <li>• Determines if a building permit is required.</li> <li>• Approves/denies all agricultural exemption permits.</li> <li>• Determines if construction plans and building permit submittals are complete; notifies submitter of additional requirements.</li> <li>• Interprets statutes and codes as to whether a license, bond, or other credential is necessary for the project (ie: engineer, architect, contractor, LEED professional).</li> <li>• Prepares Code review letters for commercial projects.</li> <li>• Evaluates projects for permit extensions, expirations, and refunds.</li> <li>• Interprets plans to calculate building permit fees.</li> <li>• Provides background information and conducts research for the Building Staff concerning permit applications, project issues, new building technologies, and statutory changes.</li> <li>• Reviews projects to communicate inspection information to applicants and to contractors.</li> <li>• Schedules inspections based upon project review and additional follow-up requirements.</li> <li>• Determines when a Certificate of Occupancy is required and issues it to the appropriate party.</li> <li>• Utilizes GIS to ascertain permit locations, best routes for most efficient inspection routing, and researching unique terrain issues.</li> <li>•</li> </ul>

20%	<ul style="list-style-type: none"> <li>• <b>Building Code Administration</b> Prepares the County’s monthly State Surcharge Reports and payments.</li> <li>• Reviews the Administrative Assistant’s data entry on permit reports for data entry errors and for accuracy and completeness.</li> <li>• Reviews and Reconciles permit activity reports and payments between County records and partner Cities.</li> <li>• Prepares quarterly State Surcharge Reports and payments for each of the incorporated cities for which the County does Code administration.</li> <li>• Prepares correspondence to applicants and contractors concerning their projects.</li> <li>• Answers the public’s and contractor’s code questions in coordination with the Building Official.</li> <li>• Creates forms, publications, and public outreach information.</li> <li>• Designs the Building permit database with the County’s consultant.</li> </ul>
20%	<ul style="list-style-type: none"> <li>• <b>Additional Projects</b> Coordinator and lead contact with contracting Cities and Townships (27 jurisdictions) with the Building code administration, fees, and contractual agreement provisions.</li> <li>• Provides coordination and best practices to jurisdictions to develop processes and record keeping ensuring compliance with the Building code and Data Practices standards.</li> <li>• Assigned as the initial contact for addressing Building code complaints.</li> <li>• Works with the Building Official to prepare and present Building code information and issues to city councils and township officials.</li> <li>• Participates in professional meetings and activities of ICC, DLI-CCLD, AMBO, MBPTA, etc. to remain current with industry standards and changing code requirements.</li> <li>• Assists the Land Use Management Department Director with projects or activities relative to the Land Use Management Department as required or as assigned.</li> </ul>

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 RESPONSIBILITIES**

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

**RESPONSIBILITY FOR RELATIONSHIPS**

Internal

- Daily contact with the County Building staff to discuss departmental matters.
- Daily contact with the County Field Inspectors and Plans Examiners relative to scheduling, permitting, inspections, and Code issues as well as departmental matters.
- Daily contact with the Land Use Management Director and other department personnel regarding departmental matters.
- Frequent contact with County Zoning staff.

- Frequent Contact with other County Departments, including: Emergency Management regarding rural addressing, emergency preparedness, and DART activities; County Attorney’s Office in reference to cases of non-compliance and complaint handling; County Assessor’s Office regarding property valuations, improvements, ownership, and other matters; Auditor-Treasurer’s Office regarding vouchers, bill payments, and do on; Environmental Health Department regarding on-site septic systems and permitting projects; GIS regarding mapping; Public Works Department regarding driveway access and other matters; Administration Department regarding personnel and other miscellaneous matters.

**External**

- Daily contact with homeowners, contractors, sub-contractors, design professionals, and others requesting Code information, department information, and assistance by telephone, in person, and in writing.
- Daily contact with builders, contractors, and permit applicants for assistance and clarification of Code requirements and with application procedures.
- Frequent contact with city and township officials relative to building codes, building permitting, submittals, inspections, reporting, and similar matters.
- Contact with state and local agencies to discuss issues, interpretations, reports, policies, procedures, and other matters such as enforcement issues.
- Contact with other jurisdictions and other professionals in the industry for networking, uniformity concerns, and additional professional matters.
- Occasional contact with the media.

**SUPERVISORY AUTHORITY**

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

**SUPERVISORY AUTHORITY**

Positions: None

Although this position does not supervise the department’s Administrative Assistant, it does assign and review the Assistant’s data entry, correspondence, and filing of Building Code information.

**SUPERVISION PROVIDED**

This position is under the direct supervision of the Permit Supervisor 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 two-year, post-secondary degree in a related area (building inspection technology, construction management, etc.) with 1 year related work experience; OR High School diploma with 3 years relevant and related work experience.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

The following are the required knowledge and skills:

- Proficiency in the English language, proper grammatical usage; strong grammar, punctuation, and spelling skills.
- Ability to communicate articulately and effectively, often translating technical content into terms and formats understandable by the general public.
- Proficiency in producing effective written reports and professional correspondence to a variety of professionals, clients, and to the public.
- Proficiency in reading, understanding, analyzing, and applying technical writings, statutory and legal language, and Codes, ordinances, rules and regulations.
- Proficiency in analyzing and applying administrative provisions of the Building Code.
- Proficiency in understanding and applying mathematical concepts and in performing mathematical functions and calculations.
- Ability to read and understand construction plans.
- Ability to work effectively with co-workers and with the public in times of stress, under pressure, and in a fast-paced, busy setting.
- Ability to treat the public in an ethical manner, showing neither favoritism nor discriminatory treatment.
- Ability to carry out the duties of the job in a proficient and professional manner.
- Ability to understand and to follow complex oral and written instructions. Ability to handle multiple complex tasks simultaneously.
- Ability to prioritize, to organize work on multiple projects under pressure and with deadlines.
- Ability to examine submittals for completeness, appropriateness, and Building Code compliance.
- Working knowledge of current computer hardware and software. Ability to solve problems that are typically encountered in the public sector, particularly in areas of regulation and enforcement such as Code administration.
- Ability to work independently without supervision and to make sensible decisions within the scope of responsibility.
- Ability to work in a confidential manner.
- Ability to work in a team environment.
- Valid Driver's License.

## **PROBLEM SOLVING**

### Typical

- Analyzing and interpreting Building Code provisions.
- Applying Code provisions to projects and to permit situations.
- Evaluating permit applications and construction submittals for completeness and for compliance with provisions of the State Building Code.

- Analyzing client, contractor, and homeowner situations and communicating relevant provisions of the Building Code.
- Managing difficult situations with contractors, subcontractors, homeowners, and permit applicants when projects do not comply with Code requirements, or when submittals are not adequate.
- Determining readiness for project inspections when called for by contractors or permit holders.
- Coordinating the inspection schedules of field inspectors over a wide geographic area under severe time constraints.
- Providing articulate and timely written and verbal communications relating to departmental situations, construction project issues, and Building Code matters.
- Executing job duties under the pressures of high volume, tight time constraints, and constant deadlines.
- Maximizing efficiency on short-term and long-term projects while completing routine responsibilities in a fast-paced environment with deadlines and strict time constraints.

#### Unusual

- Handling difficult clients or irate citizens with tact and patience.
- Mediating between permit applicants and contractors as it relates to administrative Code issues.
- Diffusing confrontational situations arising from Building Code application or interpretation.

### **WORK ENVIRONMENT**

The work of this position is typically performed in an indoor office setting. There is occasional travel to other County buildings and to other locations for training programs, conferences, seminars, meetings, and so forth.

### **PHYSICAL REQUIREMENTS**

While performing the duties of the position, the employee may be required to sit or to stand for extended periods. The employee must be able to change positions as required. The position requires extensive use of the hands for keyboarding, writing, locating filed items, manipulating objects, and operating office equipment. The position requires effective and fluent oral and written communication in English. Specific vision requirements include, but are not limited to, the ability to read written correspondences, records, and Code references, and the ability to work on a computer. The employee is occasionally required to lift and/or move objects up to thirty (30) pounds.

# Goodhue County Working Conditions Questionnaire

## Physical, Mental and Environmental Requirements

### Part I: Physical Requirements

#### Section A

The physical mobility requirements of this job are to spend:

1 to 7	hours a day sitting
1 to 7	hours a day standing
<1	hours a day walking
<1	hours a day kneeling
<1	hours a day stooping
<1	miles a day walked
0	feet climbed using a ladder
0	feet climbed on an incline
Minimal	feet climbed using stairs

#### Section B

The physical effort requirements of this job are

# of pounds lifted	
< 20	pounds lifted waist high
< 20	pounds lifted shoulder high
< 20	pounds lifted above the head
X	pounds are carried alone
n/a	pounds are carried with someone else
n/a	distance weight must be carried (feet)
n/a	pounds are pushed
n/a	pounds are pulled
n/a	pounds are held

#### Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
	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
	Very Useful	distinguish colors
X		hear or listen
		taste
		smell
		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	X	Creating methodologies
X	mathematics	X	Conducting research
X	weighing and/or measuring	X	Managing resources
X	visualizing conclusions		Evaluating performance of others

### Part IV: Work Environment

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

7	hours a day spent working <b>under time pressure</b>
7	hours a day spent working <b>rapidly</b>
95	% of time spent <b>indoors</b>
	% of time spent <b>outdoors</b>
5	% of time spent <b>in an automotive vehicle</b>
95	% of time spent <b>at a desk, bench or window</b>
	% of time spent <b>in an office or control room</b>

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

	The noise level is <b>normal</b>
	The noise level is <b>loud, requiring ear protection</b>
X	The surface of the working environment is <b>level</b>
	The surface of the working environment is <b>sloping</b>
	The surface of the working environment is <b>uneven</b>
	The surface of the working environment is <b>slippery</b>

### Part V: Additional Comments



## 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:

- |  |   |
|--|---|
| <input type="checkbox"/> ADP Career Center (includes indeed.com) | <input type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic              | <input type="checkbox"/> Republican Eagle (includes JobsHQ online)    |
| <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            |

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



Office of the

# Goodhue County Sheriff

430 West 6th Street • Red Wing, MN 55066

## Marty Kelly

Adult Detention Center  
651-267-2804

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

Fax Number  
651-267-2679

**TO:** Melissa Cushing, HR Director  
Scott Arneson, County Administrator

**FROM:** Marty Kelly, Sheriff

**DATE:** March 25, 2019

**RE:** Communications Captain Update

### **Summary:**

On March 21<sup>st</sup> 2019, a meeting was held to discuss the County Board's request to explore incorporating some of the Communications Captain's duties with the Information Technology Department. Chief Deputy Jeremy Lersfeld, IT Director John Smith, Andrea Benck with Administration and Administrator Scott Arneson were present at the meeting.

IT Director Smith indicated that his department would be able to assist with the technology portion of this position. He indicated his department would be able to assist with the computer servers and networking requirements. IT Director Smith indicated that the radio portion would be a different system that they are not familiar with but that the IT Department could help with some of the basic technology components of this. The IT Department could also assign a staff member for "cross training" in the required radio technologies, but IT Director Smith indicated this might be of limited value as the IT staff member would not be using these skills on a daily basis to maintain and support the radio system.

The Sheriff's Office has a current employee who is a dispatcher and attended the radio training this past fall. He is able to perform some of the basic duties but does not have the experience to oversee the entire county radio system at this time. By having him train and work with the Communications Captain, it will prepare him for the future and the Sheriff's Office would not have a void like there is now.

We feel that by hiring a Communications Captain we are filling the void that currently exists. By having the Communications Captain work closely with the IT Director and his staff regarding the technology side of it and also having a dispatcher who works with the captain on the radio side of it we are cross training staff and planning to eliminate this void in the future.

### **Sheriff's Office with similar positions:**

The Steele County Sheriff's Office currently has a licensed patrol supervisor who oversees their county radio system. They also have a joint 911 Center with Rice County and have an Administrator who oversees the 911 center.

In 2017, Scott County Sheriff's Office decided that the radio maintenance contracts they had with private companies were keeping their radio system operational but not planning for proactive maintenance that would prevent failures and future expense. They proposed to hire a radio coordinator and the savings from private contracts would help offset that position. The Scott County Board approved

the position and in 2018, they hired an experienced radio coordinator. In addition to the radio coordinator position, they also have a Communications Captain which is a licensed position who oversees the PSAP/911 Center.

**Request:**

With new administration, we have been constantly evaluating the needs of the Sheriff's Office and have determined there is a large need for a Communications Captain.

Similar to the Scott County Sheriff's Office, we have noticed that our contracts with private companies are keeping the system operational but not preparing for future maintenance and updating of the county owned radio system.

We have also noticed that our current daytime dispatch supervisors have been attending several of the necessary communications and radio systems meetings, which has resulted in approximately \$7,000.00 in overtime.

By having a Communications Captain we will have someone who is responsible for the county owned radio system, which will eliminate some of the costs of contracts with private contractors. This position will also oversee the dispatch center and attend the communications and radio systems meetings, which will reduce some of the overtime costs.

At this time, I am requesting to move forward and hire a Communications Captain.

Respectfully,

A handwritten signature in cursive script, appearing to read "Marty Kelly".

Marty Kelly  
Goodhue County Sheriff