



Jeffrey Ekblad, LS
County Surveyor / Recorder
jeff.ekblad@goodhuecountymn.gov
509 West 5th Street
Red Wing, MN 55066

TO: The Goodhue County Personnel Committee

FROM: Jeffrey Ekblad, Director / County Surveyor / County Recorder

DATE: September 9th, 2026

RE: Shared Deputy Land Surveyor position

Summary:

Request to advertise and employ a replacement Deputy County Surveyor in compliance with the Joint contract with Dodge County.

Background:

Both Goodhue and Dodge Counties require the services of a Minnesota licensed Professional Land Surveyor due to the departure of our previous Deputy County Surveyor (Ethan Seaberg), who left here in January 2025. Part of the current contract agreement is to share a surveyor employee.

Since 2011 Goodhue and Dodge Counties have built a very successful partnership. This shared position was created in 2011 to cover approximately half the cost of replacing a second full time Goodhue County Land Survey Department vacancy. Sharing the position benefits both counties.

Due to the position being unfilled, it was removed from the budget.

I have worked closely with our Human Resources, and we have revised the job description to widen the applicant pool by offering the position to an unlicensed applicant at Grade 116 or a licensed applicant at Grade 117. The unlicensed applicant must achieve licensure as a condition of employment.

Until recently, I have been covering for TWO Deputy Surveyor vacancies to the best of my ability. The heavy technical workload has negatively affected my ability to provide direction to other areas within the department. The most time sensitive requests have been prioritized, however we have a backlog of field and office work including Right of Way Plat staking and Public Land Survey Section Corner maintenance. This position is critical for the success of both County Land Survey and GIS Departments.

Other duties involve:

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- Perpetuation and maintenance of the Public Land Survey System (PLSS)
- Surveys of county properties, including right of way mapping
- Review Subdivision plats, Registered Land Surveys and CICs
- Assist with aerial photography and Parcel Mapping Projects
- Assist in the crafting of necessary County ordinances related to land surveys
- Provide technical surveying advice regarding land related questions
- Assist county staff with the interpretation of legal descriptions
- Maintain the PLSS per statute (includes field and office work) which includes replacing damaged or missing monuments
- Removing and re-establishing monuments disturbed by maintenance and new road projects per statute (needs to be performed by a licensed land surveyor)
- Obtain accurate coordinate positions for the PLS corners and maintain our monument database
- Prepare corner certificates per Statute
- Fulfill Land Survey requests made by Federal, State, local and private entities including PLS corner information and historical surveys
- Maintain county survey information (public and private surveys) per Statute
- Review (calculate) all new subdivision plats, CIC plats, RLS plats within the county prior to recording
- Collect and set control for highway projects
- Work with Public Works to plat and monument right of way (field work and office work)
- Work with Public Works to prepare descriptions for Township right of way acquisition
- Establish county-wide survey networks (digital reference networks) for use by both public and private surveyors
- Set control for aerial photography projects within the county (part of the GIS Users Group agreement)
- Establish and maintain the parcel mapping (GIS). As the PLSS corners are the basis for the land descriptions, their accurate coordinate position is necessary to compute and improve the accuracy of our parcel database which all departments and the public depend on.
- Maintain the tax payer information in the county tax database
- Advise Land Use, Assessor, and County Attorney staff on land property issues

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Our current Deputy Surveyor is a full time Goodhue County employee. While this role can help me bridge the gap with Dodge County requests, His role is dedicated to support Goodhue County full time. There is a heavy workload of field and office duties in Goodhue County alone for this staff member. Due to being short staffed since 2024, we have a backlog of field and office work. Trying to share this employee with Dodge County is not feasible due to Goodhue County demands. In addition to our internal work, we support our Public Works Department in a variety of ways. Over the last two years, we have also seen a steady increase in the number of plat reviews which are very time demanding. We have traditionally had two Deputies/LSIT on staff for 40+ years. It was back in 2011 when we partnered with Dodge County that one of the Deputy/LSIT positions was cost shared. We need the half time position to support both Counties.

In 2027 the Land Survey Department will be taking on further CAD duties supporting the Land Records in the Records Office. We will be drafting the parcel splits and combinations. This updated parcel information is then placed into the GIS Mapping System.

Financial Impact:

As per the agreement we invoice Dodge the Operational Cost and the shared Employee Cost on a biannual basis. We are currently billing Dodge County a total of \$73,176 annually at the former Deputy's salary rate. We have also been invoicing \$9,000 annually for operational costs.

Grade 116 Step 1 salary is \$90,230.40, Step 6 salary is \$112,77.60
Grade 117 Step 1 salary is \$94,764.80, Step 6 salary is \$118,435.20

We could budget for entry level and potentially adjust for what level of applicants we receive.

Recommendation:

Staff recommends that we advertise and fill the surveyor position according to the joint contract with Dodge County

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REQUEST FOR APPROVAL 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: New Position Replacement (backfill) → Replacing Who? _____

Cost Number: _____ Labor Allocation: _____

Classification: Full Time Part Time If part-time, what FTE? _____

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

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

Attach additional sheets, if needed.

BUDGET & SALARY INFORMATION

Budget Impact

Replacement position in budget
New position in budget
New position **not** in budget

Has this job classification been evaluated by DDA?

Yes No

Total Budgeted: _____

Starting Pay Grade/ Step ____ / ____ Posting Range: _____

	Coordinated PERA	Police & Fire PERA	Correctional PERA
Employer PERA %			
Hourly Rate			
Annual Hours			
Annual Earnings			
Employer PERA			
Social Security		n/a	
Medicare			
Life Insurance			
SUBTOTAL			
Medical (Single, Plan 1)			
HSA (Single, Plan 1)			
TOTAL COMPENSATION			

Insurance Cost for 2026: Basic Life Insurance: \$31.20 Medical Plan 1: \$911,367.36 (single) or \$25,000.08(family) + HSA: \$1,700 (single) or \$3,400 (family) Medical Plan 2: \$7,967.76 (single) or \$18,051.12 (family) + HSA: \$4,250 (single) or \$8,500 (family)

ADDITIONAL INFORMATION

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

Attach additional sheets, if needed.

JOB POSTING

Job Posting Type: Departmental only Internal only Internal & External
Have you completed your 100-point list for Veterans Preference? Yes No

If yes, be sure to submit your list to HR.

Length of posting (*minimum 15 days*) _____

Who should have access in ADP to the job applications? (*individuals must be in a management position*)

Name: _____ Name: _____

Name: _____ Name: _____

Additional Posting Requests:

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No
Recommendation: Approve Hire Deny Hire

Comments:

HR Manager Signature: _____

COUNTY ADMINISTRATOR/ HHS DIRECTOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments:

HHS Director Signature: _____

or

County Administrator Signature: _____



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TO: The Goodhue County Personnel Committee

FROM: Jeffrey Ekblad, Director / County Surveyor / County Recorder

DATE: September 9th, 2026

RE: Administrative Assistant

Summary:

We are requesting to replace the soon to be vacant Administrative Assistant position in the Survey-GIS/Recorder offices. The previous employee, Sue Peters, has been transferred to the Admin Assistant position in the Land Use Management Department starting September 21st.

Background:

This position is an Administrative Assistant in the Survey-GIS-Recorder departments. This position also serves as a backup Passport Agent for the US Department of State, processing and submitting passport applications, fee collection, taking professional passport photos and mailing passports to the regional office. Serves as receptionist and support for Land Survey/GIS and Recorder, assists customers with inquires as the main walk-in and telephone receptionist to the Land Survey /GIS /Recorder Department and general County inquiries. The Assistants also assist the department with invoicing, scanning, data processing and general office duties as assigned. It is important not only for the staff but for the public to have someone that is stationed full time in the office to answer questions, take messages, process data, order supplies, and invoice purchases. This position also processes parcel splits and combination documents for the Records Office for web access annually. They also help Land Survey scan and maintain our PLS Section Corner Certificates and History data.

In 2015 The Recorder's Office Clerks that handled Vital Records could no longer act as Passport Agents due to US Department of State requirements. In 2023 we moved Passports down to our Survey-GIS front desk area and set up a Passport Photo area in an adjacent office space to better serve the public. The combined arrangement has worked very as our Administrative Assistants back each other up providing seamless Passport service and frontline in-person and phone reception. They coordinate breaks, lunch and time off, so the front desk, reception and Passports are always covered. We often have increased demand for Passport Services over the lunch hour from 11am-1pm. Having a backup agent during this time has proven to be

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very beneficial. On many occasions we have both Administrative Assistants helping the public simultaneously. With the current level of staffing, Passports and Passport Photos can generate \$84,000+ of revenue annually. Without this position we would have a reduction in revenue, service to the public and departmental support.

We have formulated several other long term data processing projects including making easements available to staff via our GIS website which will require the assistance of this position to develop and implement. We are rebuilding the Land Survey department after some Deputy Surveyor vacancies and can now provide more direction and support to our Administrative Staff.

Financial Impact:

The current position is budgeted in 2026 at Grade 106 Step 6, total salary and benefits = \$91,246.

Grade 106, Step 1, total salary and benefits =\$73,982.51

The new hire would likely come in below the current budgeted salary and benefits.

Recommendation:

I respectfully request this position be approved for replacement as soon as possible. We need to get them trained quickly so they can take over the reception, passport duties and help with other workload assistance.



REQUEST FOR APPROVAL TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Land Survey-GIS Recorder **Date:** 8/19/2026

Submitter Name: Jeff Ekblad

Position Title: Administrative Assistant **Position Reports To:** Jeff Ekblad

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

Type of Hire: ☐ New Position ☒ Replacement (backfill) → Replacing Who? Susan Peters

Cost Number: _____ **Labor Allocation:** _____

Classification: ☒ Full Time ☐ Part Time *If part-time, what FTE?* _____

Status: ☒ Permanent ☐ Temporary/ Seasonal (67-day) ☐ Intern – paid

How does Goodhue County staff in this position compare to similar sized counties?
Attach additional sheets, if needed.

BUDGET & SALARY INFORMATION

Budget Impact

☒ Replacement position in budget

☐ New position in budget

☐ New position **not** in budget

Has this job classification been evaluated by DDA? ☐ Yes ☐ No

Total Budgeted: 91,558

Starting Pay Grade/ Step 106 / 1 **Posting Range:** 52873.60-81,931.20

	Coordinated PERA	Police & Fire PERA	Correctional PERA
Employer PERA %	.075	.177	.0875
Hourly Rate	\$ 25.42		
Annual Hours	2080	2093	2184
Annual Earnings	\$ 52,873.60	0	0
Employer PERA	\$ 3,965.52	0	0
Social Security .062	\$ 3,278.16	n/a	0
Medicare .0145	\$ 766.67	0	0
Life Insurance	31.20	31.20	31.20
SUBTOTAL	\$ 60,915.15	31.2	\$ 56,949.63
Medical (Single, Plan 1)	11367.36	11367.36	11367.36
HSA (Single, Plan 1)	1700	1700	1700
TOTAL COMPENSATION	\$ 73,982.51	13098.56	\$ 70,016.99

Insurance Cost for 2026: Basic Life Insurance: \$31.20 Medical Plan 1: \$911,367.36 (single) or \$25,000.08(family) + HSA: \$1,700 (single) or \$3,400 (family) Medical Plan 2: \$7,967.76 (single) or \$18,051.12 (family) + HSA: \$4,250 (single) or \$8,500 (family)

ADDITIONAL INFORMATION

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

Attach additional sheets, if needed.

The primary responsibilities of this position are to provide administrative and receptionist support to all of the Survey, GIS and Recorder Departments. They also provide first contact informational support for general County inquiries via telephone and email. This position is the main contact for collecting and processing departmental fees and billing. This position also maintains confidential information (copy write material, criminal enforcement and violations information, credit card information, Passport data, etc.). Provides quality control and checking of datasets for the departments. Scans and files all submitted certificate of surveys. Processes year end Recorder split and combine data. Serves as Passport Agent in multi role position. Replacement is 

JOB POSTING

Job Posting Type: ☐ Departmental only ☐ Internal only ☐ Internal & External
Have you completed your 100-point list for Veterans Preference? ☐ Yes ☐ No

If yes, be sure to submit your list to HR.

Length of posting (*minimum 15 days*) Until Filled

Who should have access in ADP to the job applications? (*individuals must be in a management position*)

Name: Jeff Ekblad

Name: Jessica Ahlbrecht

Name: Bill Hodson

Name: _____

Additional Posting Requests:

HUMAN RESOURCES USE ONLY

Did HR review job description? ☐ Yes ☐ No

Recommendation: ☐ Approve Hire ☐ Deny Hire

Comments:

HR Manager Signature: _____

COUNTY ADMINISTRATOR/ HHS DIRECTOR USE ONLY

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

Comments:

HHS Director Signature: _____

or

County Administrator Signature: _____