



GOODHUE COUNTY PERSONNEL COMMITTEE

ROOM 301-1

GOVERNMENT CENTER, RED WING

MAY 21, 2024

8:00 A.M.

1. Job Evaluations

Documents:

[MAY 2024 POSITION RECLASSIFICATIONS DDA.PDF](#)

2. Request To Promote Property Tax & Elections Manager

Documents:

[REQUEST TO PROMOTE PROPERTY TAX AND ELECTIONS MANAGER.PDF](#)

3. Land Use Management Department Options

Documents:

[LUM REPORT 05.16.2024.PDF](#)

4. Corporal Promotion Request

Documents:

[CORPORAL PROMOTION REQUEST.PDF](#)

5. HHS Personnel Request

Documents:

[PUBLIC HEALTH NURSE \(PHN\) - HIRING FLEXABILITY REQUEST.PDF](#)

May 16, 2024

**RE: 2024 May Reclassifications**

DDA reviewed the following job descriptions using the HAY system. The HAY system is a point factor evaluation process developed specifically for the comparison of local government positions. It is comprised of the following factors:

- Education and Experience
- Managerial Know How
- Problem Solving
- Accountability
- Impact on End Results
- Freedom to Act
- Working Conditions

In reviewing the updated job description, DDA would recommend the following:

Position	Other Positions	DDA Recommendation
LUM Director  County Surveyor and Recorder	LUM currently 121	Should remain one department, that is how most organizations do it.  Currently the County has a LUM, which is what many counties have or are moving towards. Breaking down the department to create another department, does not match industry and creates two top heavy departments. If there is a need for change, complete an organization study for the department to determine what is working, potential opportunities and plan for the future.  The way it is proposed there are several supervisors supervising less than 3 direct reports, which seems redundant and top heavy. Due to impact on end results, reduced budget, reduced staff, and eliminating the acting County Administrator duties, both positions would be at a Grade 117.
GIS Manager	GIS Systems Specialist 113  GIS Specialist 111	DDA would recommend leaving it as is. Does the County have increased GIS needs, maybe add another position, but seems top heavy and redundant to supervise only 2 people. The job description is too similar to GIS Systems Specialist. Grade 115 if job description is updated sufficiently to emphasize supervisory duties and differentiate from GIS Systems Specialist.  If there is a need for change, complete an organization study for the department to determine what is working, potential opportunities and plan for the future.

Position	Other Positions	DDA Recommendation
Sanitarian		DDA does not believe this position should supervise, and if it did, would not impact the job scope as it would be more of a field supervisor.  If there is a need for change, complete an organization study for the department to determine what is working, potential opportunities and plan for the future.
Parks and Trail Manager/ Special Projects Coordinator		Non-supervisory, Grade 110
Tax and Elections Manager	Assessment Specialist Supervisor, 113 & Accounting Supervisor, 113	113 similar to Accounting Supervisor, Assessment Specialist Supervisor  Supervises: Account I and Account II
School resource Officer	Deputy I, 112	No grade differential; it is an appointed position and should be kept within grade in case of rotation. Most organizations include it in as an addendum to the Deputy Position, as it is generally appointed and rotated through. Consider offering annual lump sum differential.
Corporal	Deputy I, 112 Sergeant, 115	One grade higher than Deputy at a grade 113.
ADC Program Coordinator	ADC Sergeant 111  ADC Detention Deputy 108	No change warranted; keep at Grade 109. Job description is properly evaluated for internal equity and market competitiveness. Non-exempt.

Dr. Tessia Melvin, Management Consultant  
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Lucas Dahling  
Finance Director  
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509 W. Fifth St.  
Red Wing, MN 55066

**TO:** Goodhue County Personnel Committee

**FROM:** Lucas Dahling, Finance Director

**SUBJECT:** Finance Department Succession Planning  
Property Tax & Elections Manager

**DATE:** May 21, 2024

**Background:**

Succession planning has been discussed multiple times as it relates to the Finance Department, specifically regarding property taxes and elections. A strategic succession plan was presented multiple times from 2020 to 2021. The Board of Commissioners approved a succession plan as well as the hiring of a Property Tax and Elections Manager on April 6<sup>th</sup>, 2021. Additionally, succession planning was discussed with the 2023 Board Chair and Vice Chair during the transition period when the previous Finance Department Director was in the process of resigning his position. Most recently, this was discussed with the 2024 Board Chair and Vice Chair during the interview process for the current Finance Department Director.

**Discussion:**

Benefits of implementing the proposed plan would be to improve long-term departmental succession planning as well as aid employee retention by creating an additional career ladder within the Department. This would improve our cross-training capabilities as we could focus on developing advanced skillsets of those next in line.

Currently, the Finance Controller oversees all accountants. With the implementation of this plan an accountant could potentially choose which career path they would like to pursue. The options being 1) focus on accounting and financial reporting to potentially attain the position of Controller, or 2) focus on property taxation and elections to potentially attain the position of Property Tax and Elections Manager.

While there are multiple education and training programs to help obtain the background required of the Controller position, there are no such programs directly related to property taxation and elections administration. The knowledge and experience of statutes and regulations takes years to develop. These are also constantly changing, which can be evidenced by the significant number new legislation related to property tax and elections passed during the 2023 legislative session. Unfortunately, guidance from the Office of the Secretary of State and the Department of Revenue is frequently generic and often contains the language "contact your County Attorney."

**Find your Good here.**

Since there are no college training programs directly related to property tax and elections administration, individuals with these unique skillsets are rare. Elections staff have faced increased scrutiny over the past few years and misinformation and disinformation have been undermining faith in elections. According to a 2022 survey conducted by MIT, 25% of local election officials have experienced abuse, harassment, or threats as part of their work in the last two years. Of those, 63% were politically based threats. Additionally, 11% of local elections officials have considered leaving their job because of safety concerns. Experienced elections officials are leaving the field at an alarming rate statewide. In these instances, counties end up stealing qualified staff members in order to fill those vacancies.

As noted above, the need for this position has been long established as was previously approved by the Personnel Committee and the Board of Commissioners on April 6<sup>th</sup>, 2021. The position was previously rated as a Grade 84 under the old pay scale but was never filled. The reason the position wasn't filled was because any staff taking the position would have received a cut in pay when figuring in the loss of overtime wages.

**Costs and Funding Source:**

Increased salary costs are minimal for the County because there would be no backfilling of positions. This request is for a promotion only and will not increase headcount. Any increase in salary cost for the remainder of 2024 would be more than covered by the two-week vacancy in the Finance Director position in January and the seven-week vacancy of the Finance Controller position from January through March.

Increased costs are also partially offset through the reduction in overtime. Unlike many other departments, elections require significant amounts of overtime, which can vary from 140 to 180 extra hours per year. This can equate to an increase in pay of approximately 10% to 13% depending on the year. Additionally, overtime hours could increase in future years as we are now statutorily required to be open for voting the second Saturday before the election, the Sunday before the election, the Tuesday night prior to the election until 7PM, as well as the expansion of required hours the Saturday before the election. Overtime could also increase if and when Rank Choice Voting becomes more common. The City of Red Wing has asked for this twice previously and the Secretary of State said he would like rural communities to implement Rank Choice Voting as a way to increase the sample size of data to support a greater rollout throughout the State.

Assumed Grade/Step	Non-Election Year Salary (No Overtime)	Election Year Salary (160 hours Overtime)
Grade 111 Step 12	98,571.20	109,944.80
Grade 113 Step 12	113,339.20	113,339.20
<b>Potential Increase in Salary Costs</b>	<b>14,768.00</b>	<b>3,394.40</b>

*\*For illustrative purposes only - showing maximum step cost*

As part of the 2023 legislative session, the VOTER Account was established to create a dedicated stream of state funding for county and municipal election administration. These funds can be used for any purpose that is directly related to election administration and specifically calls out elections administration staff costs. This is a new funding source and in 2023 we received \$11,662.34. We expect to receive a similar amount in 2024. The increased salary costs associated with this position could be funded by utilizing the VOTER funds.

I have heard from multiple elected officials that we need to retain our elections staff. Elections is an area in which the County cannot afford to make decisions based on costs savings alone.

**Recommendation:**

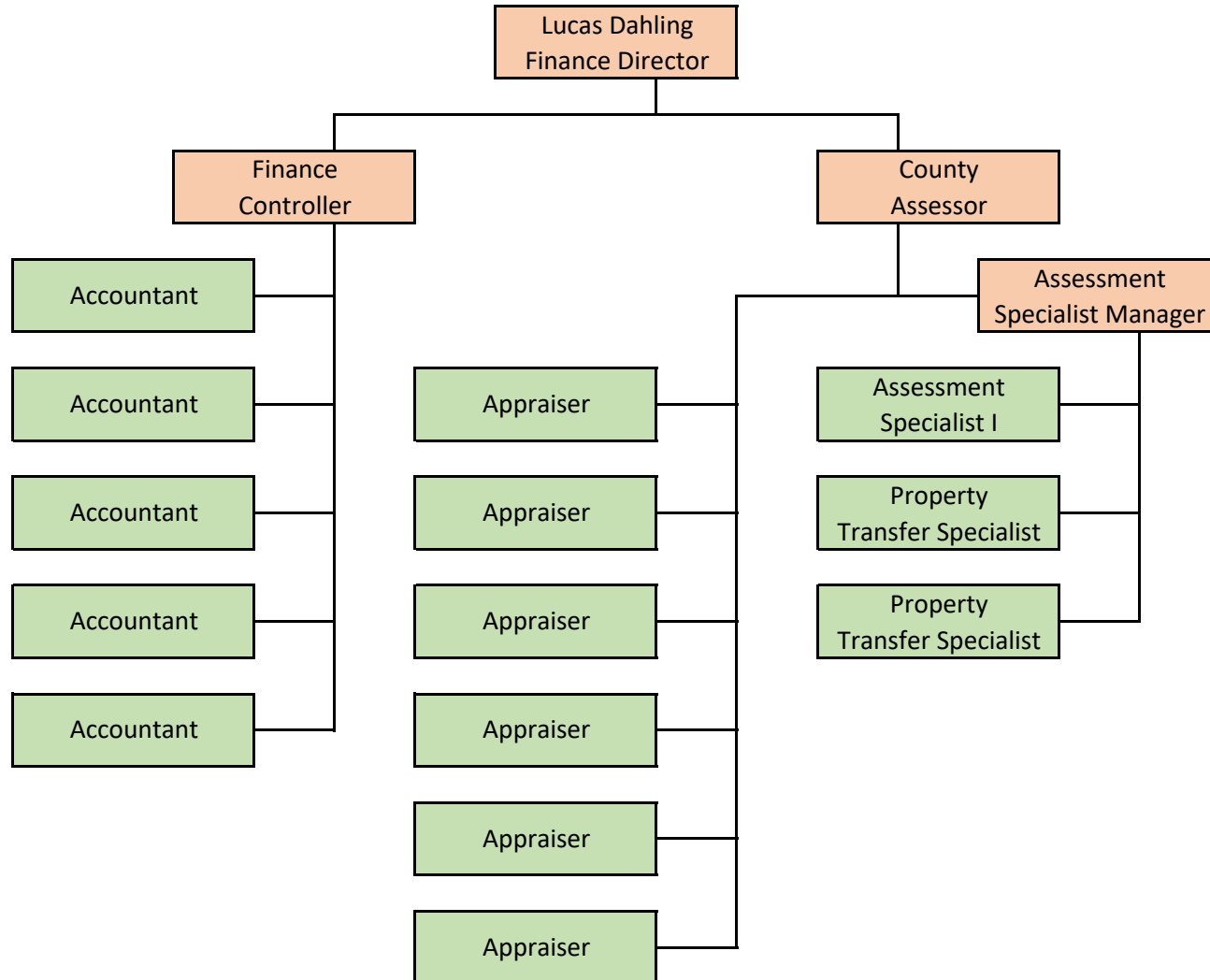
Approve the succession plan and the promotion of a staff member to the Property Tax & Elections Manager position.

Attachments:

1. Current Department Organizational Chart
2. Proposed Department Organizational Chart
3. Position Description
4. April 6, 2021 Personnel Committee Report
5. April 6, 2021 Personnel Committee Minutes
6. April 6, 2021 Board Meeting Minutes

# Finance & Taxpayer Services Department

## Current Organizational Chart







## GOODHUE COUNTY POSITION DESCRIPTION

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**Position Title:** Property Tax & Elections Manager

**Date:** May 14, 2024

**Department:** Finance & Taxpayer Services

**Location:** Government Center

**Supervisor:** Director of Finance and Taxpayer Services

**Phone Number:**

### **PRIMARY OBJECTIVES OF POSITION:**

This highly responsible position directs, plans, and coordinates all aspects of the property taxation and election administration within the Finance & Taxpayer Services Department. Major duties include supervising staff, performing property taxation calculations and submissions, administering election process and procedures, internal review of various accounting systems for accuracy, and preparing or reviewing various state reports. This position requires advanced knowledge and experience in highly complex functions of property and other taxation, election law and procedures, as well as various areas of accounting and finance.

This is administrative managerial work which integrates tax and election law and mandates from the Federal, State and County level in accordance with Minnesota Statutes.

### **JOB TASK AREAS OF RESPONSIBILITY INCLUDES BUT NOT LIMITED TO:**

#### Estimate Percentage of Time:

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

<b>% of TIME</b>	<b>TASKS</b>
25%	<u>Supervision</u> <ul style="list-style-type: none"><li>➤ Evaluates and supervises staff in the Finance Department, assists with the hiring process, determines areas of staff responsibilities within the department and directs work of support staff.</li><li>➤ Oversee the day-to-day operations of the department, including property taxation, banking, and elections services.</li><li>➤ Provides training and instruction for employees, plans and coordinates, assigns and reviews work.</li><li>➤ Prepares or reviews all monthly reports submitted to outside agencies as required by the state/federal/county contracts.</li><li>➤ Implements any procedural changes, internal control changes or other recommendations.</li></ul>
50%	<u>Tax Administration</u> <ul style="list-style-type: none"><li>➤ Monitors all tax system functions and acts as the tax system administrator in assigning staff access. Completes the tax rollover processes for the new tax year.</li><li>➤ Works with the director to analyze proposed legislation and determine impact to the county and cities; determine proposed tax levy impacts; evaluate program effectiveness; develop and update policies; determine and report trends.</li><li>➤ Calculates tax capacity within the tax system. Verifies results using manual tax capacity calculations. Coordinates with county assessor.</li></ul>

- Audit tax levies and other statutorily assigned areas of review for compliance.
- Maintains rural service districts, disparity reduction aid, fiscal disparity, and cross county values for all taxing authorities in the tax system.
- Independently compiles, calculates, and certifies taxing district rates.
- Calculates taxes for the County, Cities/Townships, School Districts, and special taxing districts, both manually and using the property tax system software program and checks for accuracy. Extends taxes for all properties in the county. Ensures the accuracy and integrity of all taxes extended.
- Prepares statements for Truth in Taxation and final tax statements. Coordinates with our vendor in programming, updating, and mailing of statements to taxpayers. Performs user acceptance testing to ensure accuracy and integrity of statements distributed.
- Calculates property taxes for state assessed properties that are taxed at the countywide average rate (CWAR) and prepares tax statements.
- Issues tax statements for solar production parcels.
- Posts originals to levy book and verifies levy book entries for accuracy.
- Coordinates countywide PRISM activities with the property tax vendor and the Department of Revenue including technical aspects of data migration, data cleansing and user acceptance testing.
- Examines abatements, additions, and tax court documents for correct calculations and expediently processes them according to the findings.
- Settles taxes between the tax system and Integrated Financial System.
- Balances collections and distributions with the County's general ledger and distributes the collected tax dollars multiple times per year. Responsible for the accuracy and timely annual settlements to local and state governments.
- Administers the delinquent property tax collection procedures, including the entry of property into confession of judgment and oversees bank account and wage levies on delinquent manufactured home property taxpayers.
- Administers the tax forfeiture proceedings. Prepares the Notice of Expiration of Redemption, Certification of Forfeiture, eviction proceedings and online public auction to encourage a sale and place the parcel back on the tax rolls. Processes tax forfeited land repurchase requests.
- Monitors tax laws and ensures implementation of legislative changes as applicable to business process procedures or systems.
- Calculates and initiates the issuance of checks for county approved Economic Development Authority abatements.
- Monitors bond levies to ensure proper debt amounts are applied to levies of taxing districts. Maintains the county bond register according to statute and prepares certificates as to registration.
- Manages the maintenance associated with the Senior Citizen Deferral Program.
- Independently completes and submits various tax reports on an annual or semi-annual basis as required by the Department of Revenue, Department of Education, State Auditor, County, City, Township, and School Districts
- Works with municipalities in the certification and setup of Tax Increment Finance (TIF) districts. Reviews TIF plans for compliance with State statutes before certifying original values and rates.
- Maintains a high level of understanding of State statutes, laws and regulations regarding TIF districts.
- Reviews the annual disclosure from the municipality where the TIF district is located and verifies the information reported.
- Reviews progress of the TIF district and enforces 4 year knockdown rule.
- Submits annual TIF reporting to the Office of the State Auditor.
- Confirms calculation of TIF Excess or Excess Increment and distributes the tax to applicable municipalities.
- Decertifies the TIF districts upon the request of the municipality or according to state determined guidelines.
- Performs annual maintenance of TIF districts, including but not limited to adjustment of the Original Net Tax Capacity (ONTC) values.
- Participates in State committees related to Advisory Committee, Beta Test

Committee, and Enhancement Committee.	
25-45%	<p><u>Elections</u></p> <p>The Goodhue County Finance Department provides election services for elections held within the County. In even years this includes two primary and the general elections for state and national offices as well as local elections. In addition, there are annual township elections and school board elections which can be held in both even or odd years and occasional special elections.</p> <p>All departmental employees are involved for the even year elections because of the vastness of the workload and the time involved (see items listed below). This position is responsible for overseeing all election staff and election-related activities. This position will review election law changes and work with the director to implement them. In addition, they will work with the director to propose election law changes.</p> <ul style="list-style-type: none"> <li>➤ Oversee the elections process including those duties assumed through contracts and agreements for election services with cities and schools and vendors.</li> <li>➤ Prepares the county election emergency plan and coordinates with the Goodhue County Office of Emergency Management.</li> <li>➤ Prepares the county voting plan and submits the plan to the Minnesota Secretary of State.</li> <li>➤ Make presentations as assigned to the County Board, other elected officials, neighborhood and community groups, and finance officers.</li> <li>➤ Maintains current professional continuing education in the area of election administration.</li> <li>➤ Coordinates and conducts election training for clerks and election judges.</li> <li>➤ Participate in the redistricting process by preparing reports for the county board and entering new district information into the Statewide Voter Registration System</li> <li>➤ Analyzes maps to determine voting districts and precincts</li> <li>➤ Administers candidate filing according to state guidelines</li> <li>➤ Prepares, audits and orders election ballots</li> <li>➤ Program election day media for ballot tabulation</li> <li>➤ Responsible for administration of absentee ballots: sending and receiving of applications, delivery of correct ballots, and processing of voted ballots through ballot board</li> <li>➤ Ensures the electronic poll books have the vendor recommended IOS update and app. Conducts certification testing and submits certification to the Minnesota Office of the Secretary of State. Programs each poll book with voter data specific to that polling place. Uploads voter files to the Statewide Voter Registration System (SVRS)</li> <li>➤ Compiles, analyzes and reports all election results</li> <li>➤ Prepares canvassing board materials and presents results to the County Canvassing Board</li> <li>➤ Initiates and monitors completion of campaign finance reports</li> <li>➤ Provides oversight over equipment and software testing</li> <li>➤ Conducts preliminary and public accuracy testing of the voting equipment</li> <li>➤ Ensures that voters have confidence in the election in a variety of areas including but not limited to election procedures, equipment and reporting</li> <li>➤ Responds to telephone inquiries regarding voter registration, statutes and candidate activities</li> <li>➤ Applies for election grants and prepares, tracks and submits grant reports</li> <li>➤ Prepares and distributes polling place materials</li> <li>➤ Orchestrates posting and publication of election notices</li> <li>➤ Updates election system regarding precinct splits, polling places, street changes and block ranges</li> <li>➤ Responsible for the accuracy of voter registration and history</li> <li>➤ Investigates voting violations and determine if further action is needed</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Testifies in cases election related cases</li> <li>➤ Determines election cost allocations for municipalities and school districts</li> <li>➤ Audits election in various ways including but not limited to post election equipment review, performance review and election recount</li> <li>➤ Assists local election official in resolving election day issues</li> </ul>
0-5%	<u>Accounting &amp; Integrated Financial System</u> <ul style="list-style-type: none"> <li>➤ Administrator for IFS Cash Drawer.</li> <li>➤ Coordinates and reviews all cash audit activity.</li> <li>➤ Prepares fiduciary spreadsheets for audit reporting.</li> <li>➤ Prepares county debt worksheets for audit reporting.</li> </ul> <p><i>(Ability to Perform Accounting Technician, Accountant I and Accountant II Tasks when needed)</i></p>
0-5%	<u>Banking</u> <ul style="list-style-type: none"> <li>➤ Administers Commercial Electronic Office (CEO) rights for all county users</li> <li>➤ Approves bank reconciliations</li> <li>➤ Reviews ongoing collateral requirements</li> </ul> <p><i>(Ability to Perform Accounting Technician, Accountant I and Accountant II Tasks when needed)</i></p>
0-5%	<u>Financial Reporting</u> <ul style="list-style-type: none"> <li>➤ Updates and processes year end accruals</li> </ul> <p><i>(Ability to Perform Accounting Technician, , Accountant I and Accountant II Tasks when needed)</i></p>
0-5%	<u>Budgets</u> <ul style="list-style-type: none"> <li>➤ Advises on the election budget</li> </ul> <p><i>(Ability to Perform Accounting Technician, , Accountant I and Accountant II Tasks when needed)</i></p>
0-5%	<u>Other</u> <ul style="list-style-type: none"> <li>➤ Responsible for capital projects related to taxation software, elections equipment, and finance equipment.</li> <li>➤ Provides detailed, technical service and information to internal and external customers in a variety of areas including but not limited to legal descriptions, taxes, market values, fee collection, abatements, homestead status, and tax statement clarification</li> <li>➤ Assists with the County's annual audit preparations</li> <li>➤ Assists with account payable and account receivable Performs special projects</li> </ul> <p><i>(Ability to Perform Accounting Technician, Accountant I and Accountant II Tasks when needed)</i></p>

The essential functions of this position are listed above. The employee will perform other necessary duties as assigned for the operation of the department. Additionally, regular attendance at work is required in order to carry out the duties listed above.

In the event of a declared emergency, County Administration has the right to reassign employee to assure essential functions are maintained.

Budget Responsibilities:

This position assists the Director of Finance and Taxpayer Services with development and management of the Election Department budget

Responsibility for Relationships:

- Practices respectful, open and honest communication.
- Demonstrates ability to strive for continuous quality improvement.
- Demonstrates sensitivity and respect of cultural and individual differences.
- Demonstrates ability to take responsibility for one's actions.
- Demonstrates ability to identify and solve problems creatively.
- Recognizes and responds to priorities in job responsibilities.
- Demonstrates ability to perform duties independently.
- Seeks guidance/direction as necessary for the successful completion of job duties/responsibilities.

Internal

This position works with all departments within the County in relation to taxation and election matters. The most frequent contacts include but are not limited to:

- Daily contact with office co-workers
- Frequent contact with all county departments

External

The Property Tax & Elections Manager is responsible for a wide variety of tasks including but not limited to the areas of taxation, elections, budget, finance, and accounting. Given the very diverse pool of external customers that may be encountered, this person must balance duties between the different functions as well as follow the rules and statutes established by the State of Minnesota. External customers include but are not limited to:

- Taxpayers
- Realtors/Banks/Escrow Companies
- Accountants
- Abstract Office
- City/Township/School Clerks
- Secretary of State
- Office of the State Auditor
- Department of Revenue
- Department of Education
- Department of Natural Resources
- Vendors
- Federal Government
- Employees of other taxing jurisdictions

Scope

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

Supervisory Authority:

Position to supervise two Accountants from the Finance Department.

Extent of Supervision Provided:

The duties and responsibilities of this position are performed under the supervision of the Director of Finance and Taxpayer Services. This position acts as a lead personal with minimal supervision when dealing with property tax and elections.

**KNOWLEDGE AND SKILL REQUIREMENTS:**

Minimum Requirements:

Bachelor's Degree in Business Administration/Accounting/Public Administration and three years of related experience, OR an equivalent combination of education and experience sufficient to successfully perform the essential duties listed above. Must have the ability to perform duties as stipulated under MN statute. Must have the ability to obtain certification as a Certified Election Official within 6 months of hire, and have the ability to run the elections and to train election judges for the city and township elections. Must also have the ability to obtain certification in Minnesota Property Tax Calculation within 6 months of hire.

**The following are the required knowledge, skills and abilities:**

- Extensive knowledge of the State taxation laws and procedures.
- Extensive knowledge of the State election laws and procedures.
- Extensive knowledge of public sector accounting principles and practices including GAAP
- Knowledge of legal and regulatory requirements for government finance
- Knowledge of banking practices and cash flow management
- Ability to analyze complex data and concepts
- Ability to train, orient and direct the work of others
- Ability to organize and coordinate workflow between departments
- Ability to establish and meet work deadlines and stay on task with constant interruptions
- Ability to communicate and deal tactfully and effectively with difficult people including the public.
- Ability to use modern office equipment and related software including complex spread sheets.
- Ability to establish and maintain effective working relationships with associates and foster teamwork with the associates
- Ability to adapt to frequent changes in environment and schedule in a fast-paced work setting.
- Excellent oral and written communications skills;
- Proven problem-solving abilities and strong analytical skills
- Excellent computer skills including complex spreadsheets,
- Proven supervisory and leadership skills

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

See attached

# Goodhue County Working Conditions Questionnaire

## Part I: Physical Requirements

### Section A

The physical mobility requirements of this job are to spend:

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

### Section B

The physical effort requirements of this job

are # of pounds lifted

20	pounds lifted waist high
10	pounds lifted shoulder high
10	pounds lifted above the head
10	pounds are carried alone
20	pounds are carried with someone else
20	distance weight must be carried (feet)

### 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
	x	distinguish colors
x		hear or listen
		taste
		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	x	Creating methodologies
x	mathematics	x	Conducting research
	weighing and/or measuring	x	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):

	hours a day spent working <b>under time pressure</b>	x	The condition of the air is <b>clean (controlled)</b>	x	The noise level is <b>normal</b>
	hours a day spent working <b>rapidly</b>		The condition of the air is <b>normal/average</b>		The noise level is <b>loud, requiring ear protection</b>
100%	% of time spent <b>indoors</b>		The condition of the air is <b>dusty/dirty</b>	x	The surface of the working environment is <b>level</b>
	% of time spent <b>outdoors</b>		The condition of the air is <b>wet/humid</b>		The surface of the working environment is <b>sloping</b>
	% of time spent <b>in an automotive vehicle</b>		The condition of the air is <b>affected by fumes, smoke etc.</b>		The surface of the working environment is <b>uneven</b>
	% of time spent <b>at a desk, bench or window</b>				The surface of the working environment is <b>slippery</b>
100%	% of time spent <b>in an office or control room</b>				

## Part V: Additional Comments:



**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: Finance Department Succession Plan  
DATE: April 6, 2021

**Background:**

Back in August, I presented a succession plan to the County Board as it pertained to the Finance and Taxpayer Services Department. At that time, the Board tentatively agreed with my recommendation and knew that I would be bringing back more detail concerning the job description grades. Staff has gathered the necessary information and is requesting approval to move forward with the two internal promotions positions.

**Discussion:**

By implementing a strategic succession plan, an organization can actually save money, provide better customer service, and develop departments that are more efficient by reducing the need for overtime, retaining institutional knowledge, and reducing the need to initial training. Both of the positions that I am recommending in my succession plan are extremely technical positions and would be filled by promotion.

At this time, I am requesting moving forward with advertising for the following promotions:

**1. Finance Department Proposal:**

- To create a Taxation & Elections Manager position at grade 86 in April 2021.
- This position will be a promotion and the Finance Department will continue to retain only seven employees.
  - More elections and training of election judges than before – PNP Election.
  - More absentee ballots to process and daily work to monitor and complete.
  - Four data requests this year after the Primary Election totaling 77 inquiries.
  - Administers 49 taxing jurisdictions, including inquires for TIP, bonding, etc.
- Cost for promotion will be at \$1,700 in 2021 as compared to a new position and benefits at \$70,000/employee. Promotion will be paid through saving of vacant Finance Controller.

**2. Assessing Department Proposal:**

- To create an Assessment Specialist Manager position at grade 84 in April 2021.
- This position will be a promotion to manage three other positions, which would allow time for the Assessor to focus on larger projects.
- Cost for promotion will be \$1,300 in 2021.

Please find attached a copy of my slide presentation along with a copy of each of the two job descriptions for your review.





## PERSONNEL COMMITTEE MINUTES

April 6, 2021

8:15 AM

VIRTUAL MEETING  
VIA GO TO MEETING

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**Staff Present:** Commissioner Brad Anderson, Commissioner Jason Majerus, Scott Arneson, Melissa Cushing, Stephen O'Keefe, Brian Anderson, Lavon Augustine, Sheriff Marty Kelly, Chief Deputy Jeremy Lorfald, Captain Heather Stephens, Jessica Ahlbrecht

VIRTUAL MEETING NOTICE "Due to concerns surrounding the spread of COVID-19, it has been determined that in-person meetings or meetings conducted under Minn. Stat. 13D.02 are not practical or prudent. Therefore, meetings that are governed by Open Meeting Law will temporarily be conducted by telephone or other electronic means pursuant to Minn. Stat. 13D.021." "The Goodhue County Personnel Committee will be conducting a meeting pursuant to this section on April 6, 2021 at 8:15 am The Personnel Committee members and presenters attending will appear by telephone or other electronic means. The public may monitor the meeting from a remote site by logging into <https://global.gotomeeting.com/join/427192885> or calling [1 866 899 4679](tel:18668994679) any time during the meeting." Access Code: 427-192-885

### **SHERIFF'S OFFICE: Request to add 3 Detention Deputies.**

Sheriff Kelly brought forth a request to add 3 Detention Deputies in the Adult Detention Center based upon the staff analysis performed by Captain Heather Stephens. Commissioner Majerus expressed support for adding the positions, but concern about the ability to fill the positions. Commissioner Anderson agreed with adding the positions, but going forward would like a staff analysis performed in late summer/ early fall to fall to align with the budget process.

*C/ Anderson & C/ Majerus support adding 3 Detention Deputy positions to the ADC staffing.*

### **SHERIFF'S OFFICE: School Resource Officer request.**

Sheriff Kelly asked to retain the 1.0 FTE Patrol Deputy assigned to the School Resource Officer assignment after the Kenyon-Wanamingo School District cancelled their contract for services. Loss of this contract results in lost revenue of approximately \$30,000.

*C/ Anderson & C/ Majerus support retaining this FTE.*

### **FINANCE & TAXPAYER SERVICES: Succession Planning.**

Brian Anderson brought forth a request to post internally for two positions which support his overall succession plan for the Finance & Taxpayer Services department. The new positions are: Assessment Specialist Manager and Tax & Elections Manager. Hiring these two positions would not increase the department's headcount because the openings would be filled internally.

*C/ Anderson & C/ Majerus support filling these positions as outlined.*

### **ATTORNEY'S OFFICE: Temporary, Special Assistant County Attorney.**

County Attorney Stephen O'Keefe brought forth a request to fill a temporary (as-needed) Special Assistant County Attorney to assist with taxation and right-of-way issues. Cost of the position covered by forfeiture budget and the County Assessor's



PERSONNEL COMMITTEE MINUTES  
April 6, 2021  
8:15 A.M.  
ADMINISTRATIVE CONFERENCE ROOM  
GOVERNMENT CENTER

budget. Mr. O'Keefe suggested rehiring Carol Lee for this assignment given her extensive knowledge and experience in these areas.

*C/ Anderson & C/ Majerus support hiring the Temporary, Special Assistant County Attorney.*

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
APRIL 6, 2021**

The Goodhue County Board of Commissioners met on Tuesday, April 6, 2021, at 9:00 a.m. by virtual meeting with the County Administrator appearing from the County Board Room of the Government Center, Red Wing, MN with Commissioners Anderson, Majerus, Drotos, Greseth and Flanders all present and appearing by virtual meeting.

C/Anderson asked if there were any disclosures of interest. There were none.

- <sup>1</sup> Moved by C/Majerus, seconded by C/Greseth, and carried to approve the March 16, 2021, County Board Minutes.
- <sup>2</sup> Moved by C/Flanders, seconded by C/Drotos, and carried to approve the March 24, 2021, Special Session County Board Minutes.
- <sup>3</sup> Moved by C/Greseth, seconded by C/Drotos, and carried to approve the April 6, 2021 County Board Agenda.
- <sup>4</sup> Moved by C/Majerus, seconded by C/Drotos, and carried to approve the following items on the consent agenda:

1. Approve the Motorola Solutions service agreements for 2021 - 2023.
2. Approve the Speed and Aggressive Driving Grant.
3. Approve PRO Agreement for Mary Rose Mann, Facilities Maintenance.
4. Approve Final of 2020 HSIP Chevron Contract.
5. Approve Federal Transportation Priorities.
6. Approve Temporary Increase to Dependent Care FSA Limit.

**HUMAN RESOURCE DIRECTOR'S REPORT**

**April 6, 2021 Personnel Committee Report.** The Personnel Committee met on Tuesday, April 6 with the following items on the agenda:

*ADC Detention Deputy Additions.* The Personnel Committee recommended to hire three additional detention deputies in the ADC.

- <sup>5</sup> Moved by C/Drotos, seconded by C/Flanders, and carried to approve to hire three additional detention deputies in the Adult Detention Center.

*Kenyon-Wanamingo School Contract Termination.* The Personnel Committee recommended moving the school resource officer position from the Kenyon-Wanamingo School Contract to the Patrol Division.

- <sup>6</sup> Moved by C/Majerus, seconded by C/Greseth, and carried to approve to move the current school resource officer to the patrol division.

*Finance Department Succession Plan.* The Personnel Committee recommended approval of the proposed succession plan to have an elections and taxation manager and an assessment management position in the Finance Department.

- <sup>7</sup> Moved by C/Drotos, seconded by C/Greseth, and carried to approve hire an elections and taxation manager and an assessment management position in the Finance Department.

*Part-time Temporary Assistant County Attorney.* The Personnel Committee recommended approval to hire a part-time temporary assistant county attorney.

- <sup>8</sup> Moved by C/Greseth, seconded by C/Flanders, and carried to approve to hire a part-time, temporary assistant county attorney.

**LAND USE MANAGEMENT DIRECTOR'S REPORT**

Conditional Use Permit Amendment Request for Feedlot Expansion and Liquid Manure Storage Exceeding 500,000 Gallons (Keller). The request, submitted by Jon Keller (Owner/Operator), for an estimated 807 Animal Unit expansion of an existing 810 Animal Unit swine Feedlot and construction of an animal waste storage pit exceeding 500,000 gallons. Parcel 35.007.0301. 628 410th ST Nerstrand, MN 55053. Part of the NW ¼ of the NE ¼ of Section 7 TWP 110 Range 18 in Holden Township. A-1 Zoned District.

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
APRIL 6, 2021**

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<sup>9</sup> Moved by C/Majerus, seconded by C/Greseth, and carried to approve the Planning Advisory Commission recommendation to 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 for CUP amendment, submitted by Jon Keller (owner/operator), to expand the existing 810 Animal Unit swine Feedlot operation to 1617 Animal Units and construct one new animal waste storage pit creating a total on-site manure storage capacity of 2,598,672 gallons. Subject to the following conditions:

1. The Feedlot shall be constructed according to submitted plans, specifications, and narrative unless modified by a condition of this CUP;
2. Applicant shall obtain Building Permit approvals from the Goodhue County Land Use Management Department prior to establishing the use;
3. Compliance with Goodhue County Zoning Ordinance including, but not limited to, Article 21 (Agriculture Protection District) and Article 13 (Confined Feedlot Regulations);
4. Compliance with all necessary State and Federal registrations, permits, licensing, and regulations.

**COMMITTEE REPORTS:**

C/Drotos	<ul style="list-style-type: none"> <li>• Housing Committee Meeting.</li> </ul>
C/Greseth	<ul style="list-style-type: none"> <li>•</li> </ul>
C/Anderson	<ul style="list-style-type: none"> <li>• South Country Bylaws update.</li> </ul>
C/Majerus	<ul style="list-style-type: none"> <li>•</li> </ul>
C/Flanders	<ul style="list-style-type: none"> <li>•</li> </ul>
Administrator Arneson	<ul style="list-style-type: none"> <li>•</li> </ul>

**Review and Approve the County Claims**

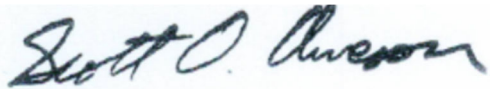
<sup>10</sup> Moved by C/Drotos, seconded by C/Greseth, and carried to approve to pay the County claims in the amount of 01-General Revenue \$613,460.26, 03-Public Works \$262,760.62, 11- Human Service Fund \$163,329.67, 12- GC Family Services Collaborative \$00, 21-ISTS \$00, 25- EDA \$550.00, 30-Capital Improvement \$00, 31-Capital Equipment \$00, 34-Capital Equipment \$20,205.50, 35-Debt Services \$00, 40-County Ditch \$00, 61-Waste Management \$20,456.62, 62-Recycling Center \$00, 63-HHW \$00, 72-Other Agency Funds \$238,829.37, 81-Settlement \$817.29, in the total amount of \$1,320,409.33.

**Adjourn**

<sup>11</sup> Moved by C/Greseth, seconded by C/Flanders, and carried to approve to adjourn the April 6, 2021, County Board Meeting.

**BOARD OF COMMISSIONERS' PROCEEDINGS, GOODHUE COUNTY, MN  
APRIL 6, 2021**

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SCOTT O. ARNESON  
COUNTY ADMINISTRATOR



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BRAD ANDERSON, CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS

MINUTE

1. Approved the March 16, 2021 County Board Meeting Minutes. (Motion carried 5-0)
2. Approved the March 24, 2021 Special Session County Board Meeting Minutes. (Motion carried 5-0)
3. Approve the April 6, 2020 County Board Meeting Agenda. (Motion carried 5-0)
4. Approved the Consent Agenda as amended. (Motion carried 5-0)
5. Approved to hire three additional ADC Detention Deputies. (Motion carried 5-0)
6. Approved to move the Kenyon-Wanamingo School Liaison to the Patrol Division. (Motion carried 5-0)
7. Approved to hire an elections and taxation manager and an assessment manager position. (Motion carried 5-0)
8. Approve to hire a part-time, temporary special assistant county attorney. (Motion carried 5-0)
9. Approved a Conditional Use Permit Amendment for Jon Keller, Holden Township. (Motion carried 5-0)
10. Approved the county claims. (Motion carried 5-0)
11. Approved to adjourn the April 6, 2021 County Board Meeting. (Motion carried 5-0)



Jessica Ahlbrecht  
Human Resources Manager  
Jessica.Ahlbrecht@GoodhueCountyMN.gov  
509 W. 5<sup>th</sup> Street  
Red Wing, MN 55066

Land Use Management Director, Lisa Hanni, has announced her retirement after 26 years of dedicated public service for Goodhue County. Under Ms. Hanni's leadership, operations have flourished and service delivery improvements have been realized. As Ms. Hanni prepares for retirement, the County faces a critical decision regarding the future structure of the department.

At the April 16, 2024 meeting, the County Board heard several proposals for how to proceed including a potential reorganization of the department. The Board gave direction to have two department head positions evaluated by the County's compensation consultant. As part of the succession planning process, we must carefully consider the impact of dividing the department.

#### OPTIONS CONSIDERED

At the April 16<sup>th</sup> Personnel Committee and County Board several options were presented including:

1. Keep existing structure and LUM Director job description. Advertise internal/ external for one Director.
2. Keep existing structure. Minimal changes to LUM Director job description including removal of MN licensed surveyor requirement. Appoint a County Surveyor and a County Recorder.
3. Study current Land Use Management services to determine if and how the organization structure should change. Engage LUM staff and other departments in the study. Conduct study using internal staff or engage external consultant.
4. Study current Land Use Management services to determine if other related areas within the County should be incorporated or removed from the structure. Engage LUM staff, other departments, and other stakeholders in the study. Conduct study using internal staff or engage external consultant.
5. Separate Land Use Management duties into two departments. Advertise internal/ external.
6. Other options suggested by the County Board.

The County Board asked for the positions in option 5 to be evaluated and costs brought forward. As presented on April 16<sup>th</sup>, option 5 proposed splitting the Land Use Management department into two separate units each with its own director-level position. This approach aims to streamline operations, enhance focus, and promote specialized leadership within each unit. This option includes proposals to add manager positions within each new department to offer career advancement and professional development. Additionally, any vacancies created due to promotion would be filled. If additional contracts for Building Inspection Services are added there will be a need for an additional Building Inspector. It should be noted that Ms. Hanni has performed acting County Administrator duties in the County Administrator's absence for years and those duties will need to be addressed at some point.

**Find your Good here.**

Our compensation consultant (report attached) has reviewed and evaluated the proposed positions and has assigned them the following pay grades:

Land Use Management Director	Grade 117
County Surveyor/ Recorder*	Grade 117
GIS Manager	Grade 115
Sanitarian	Grade 111 (no change)

*\*Ms. Hanni has indicated she intends to appeal the grade placement of the County Surveyor/Recorder position.*

The estimated salary and benefit increase for the two director positions amounts to \$72,522. Implementing the GIS Manager position amounts with the two director position amounts to \$91,423. These conservative estimates assume the new positions are hired at step 6 (with single insurance benefits).

#### STUDYING THE DEPARTMENT STRUCTURE

Goodhue County was an early adopter of the current Land Use Management department structure with numerous variations having been implemented elsewhere in the state. While splitting the department may offer benefits in terms of specialization and efficiency, it also introduces complexities related to coordination and communication. Additionally, the proposed structure creates two smaller, top-heavy departments if the proposed manager level positions (GIS Manager & Sanitarian) were implemented. Our compensation consultant has indicated moving in this direction would be contrary to the direction Counties are moving and we would be going backward.

Given the significance of this decision, it may be prudent for the County Board to take into consideration the other options including undertaking a comprehensive review of the departmental structure, guided by insights from an external consultant and input from key stakeholders. This review should assess the organizational goals, operational requirements, and cultural dynamics to determine the most suitable path forward. This would allow meetings with all departmental employees as well as individuals in closely related divisions/services areas to gain critical input. DDA does have a division that could do this for a low cost.

In closing staff is looking for direction to move forward with Option 5 or move forward with study any of the other options. We have staff assigned to perform interim duties beginning in June.

Thank you for your consideration.



**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: 5-15-24

To: Honorable Goodhue County Commissioners  
From: Sheriff Marty Kelly  
Re: Corporal position proposal

Dear Goodhue County Commissioners,

I am writing to propose the implementation of a new Night Corporal position within the Sheriff's Office to enhance supervisory coverage, particularly during night shifts when a Sergeant is absent. Over the years, I have contemplated the need for an additional layer of supervision to better address the evolving needs of our patrol ranks, and I believe the time has come to enact this change.

The benefits of introducing Night Corporals are numerous. Currently, our patrol demographics have undergone significant changes, with relatively junior patrol deputies often finding themselves in charge of night shifts with minimal experience. While I have full confidence in our staff, it has become evident that some officers lack the necessary experience and confidence to make effective supervisory decisions, especially in critical situations.

Traditionally, in the absence of a Sergeant, a senior officer assumes leadership of the shift and receives out-of-class pay. However, many of these senior officers have less experience in law enforcement compared to other members of our patrol division. Therefore, I propose promoting two Night Corporals, one for each shift, to support the Sergeants both when they are present and when they are not.

This initiative aligns with our organizational philosophy of providing ample opportunities for career advancement to our staff and contributes to our retention and succession planning efforts.

Furthermore, transitioning to the Night Corporal model will result in significant cost savings for the County. The out-of-class senior officer night pay amounted to \$58,000 in 2023.

The cost to promote two Patrol Deputy's currently on grade 112 between step three and nine to two Night Corporal positions on grade 113 between step two and eight is an estimate between \$4,235 - \$5,410, depending on who applies for the position and where they currently land on the pay scale.

**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

*An Equal Opportunity Employer*



Because of open Patrol Deputy positions, we have a positive variance in our patrol salary and benefits budget to cover this increase in 2024.

I respectfully request the Board's approval of this request, as I believe it will greatly enhance our patrol operations while also delivering cost savings to the County.

Thank you for your attention to this matter. Please do not hesitate to contact me if you require any further information or clarification.

In Service,

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

Sheriff Marty Kelly



Goodhue County  
**Health and Human Services**

426 West Avenue  
(651) 385-3200 • Fax (651) 267-4882

May 15, 2024

**TO:** Goodhue County Personnel Committee

**FROM:** Nina Arneson, HHS Director  
Kayla Matter, HHS Accounting Supervisor

**RE: Public Health Nurse - Hiring Flexibility Request**

**BACKGROUND:**

Goodhue County Health and Human Services has a current opening for a Public Health Nurse (PHN) in the Family Health Team – Public Health Division. This opening was a result of a resignation, and it is an already approved backfill position as 1 FTE.

Historically, PHN positions have been very difficult to fill for our agency due to the job market conditions, highly competitive recruitment environment and options available to nurses locally, statewide and nationally.

We also know that we have had requests from job candidates and internally, to work part-time positions. In order to increase our likelihood of filling this open position, we are requesting hiring flexibility and to offer this current opening as one or two positions:

- **1 FTE Public Health Nurse**
- OR
- **.6 FTE and .4 FTE Public Health Nurses**

Depending on the type of benefits the prospective candidates would request, dividing the positions should have minimal, if any, budget implications.

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<b>Public Health Nurse</b>			
	2024 <b>1.0 FTE/Family Health</b> step 1	2024 <b>.4 FTE/No Health</b> step 1	2024 <b>.6 FTE/Family Health</b> step 1
<b>Public Health Nurse</b>			
Rate	\$33.48	\$33.48	\$33.48
Gross	\$69,639.00	\$27,856.00	\$41,784.00
PERA/FICA/Medicare/Life	\$10,605.00	\$4,275.00	\$6,385.00
Health Coverage/H.S.A.	\$22,146.00		\$13,288.00
<b>Total Cost</b>	<b>\$102,390.00</b>	<b>\$32,131.00</b>	<b>\$61,457.00</b>
<b>Total Benefits</b>	<b>\$32,751.00</b>	<b>\$4,275.00</b>	<b>\$19,673.00</b>
<b>Wages + Benefits less Health</b>	\$80,244.00	\$32,131.00	\$48,169.00
<b>Health Insurance</b>	\$22,146.00		\$13,288.00
<b>Total</b>	\$102,390.00	\$32,131.00	\$61,457.00
	Plan 1	Plan 1	Plan 1
			<i>*EE would pay difference of county cost for health insurance</i>
		<b>Total for Part-Time Positions</b>	<b>\$93,588.00</b>

**RECOMMENDATION:**

The HHS Department recommends approving the following:

1. Move forward immediately utilizing the MN Merit System to replace the existing Public Health Nurse (PHN) position as **1 FTE OR as .6 FTE and .4 FTE** as needed, and back fill as needed.
2. Hire after GCHHS Board’s review and approval.