



# 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

SEPTEMBER 4, 2018  
3:30 P.M.

1. Chief Deputy Sheriff

Documents:

[HUNEKE - CHIEF DEPUTY - REPORT TO BOARD - 9.4.18 - FINAL.PDF](#)

2. Replace Highway Maintenance Worker.

Documents:

[REQUEST TO HIRE - PUBLIC WORKS.PDF](#)

3. Finance Controller

Documents:

[FINANCE CONTROLLER HIRING MEMORANDUM II.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  
DATE: September 4, 2018  
RE: Chief Deputy Sheriff

Kris Johnson, former Chief Deputy, was appointed Sheriff on August 9, 2018 to replace retired Sheriff Scott McNurlin.

Jonathan Huneke is currently an Investigator in the Sheriff's office. Sheriff Johnson is appointing Jonathan Huneke as the Chief Deputy. This would be effective September 4, 2018 – January 7, 2019 when the new Sheriff will be sworn in. On January 8, 2019, Huneke will return to the Investigator position.

Attached to this report, is a Memorandum of Agreement with LELS #91 which includes the Patrol Deputies and Investigators. This agreement allows Huneke to return to his current position as an Investigator once the new Sheriff is sworn in unless the County chooses to remove him from the position before January 8, 2019. The agreement also addresses Investigator Huneke's seniority, wages, benefits and a leave of absence from the Investigator position. Chief Deputy Huneke will receive benefits according to the Goodhue County Personnel policy. Sheriff Johnson will not temporarily backfill the Investigator position.

Investigator Huneke's current rate of pay is grade 84, step 12 or \$36.45. As the Chief Deputy, he would move to grade 89, step 1 or \$38.10 effective September 4, 2018. January 1 is Huneke's anniversary date for his performance evaluation. As of January 1, 2019, Chief Deputy Huneke would move to step 2 with a positive performance evaluation and receive the wage increase applied by the Board for non-union employees.

We ask the Board to appoint Investigator Jonathan Huneke as the Chief Deputy, approve the attached Memorandum of Agreement and the wage rate as described in the above paragraph.

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

**MEMORANDUM OF AGREEMENT  
BETWEEN  
GOODHUE COUNTY  
AND  
LAW ENFORCEMENT LABOR SERVICES, INC. #91**

This Memorandum of Agreement is entered into between Goodhue County (hereinafter EMPLOYER) and Law Enforcement Labor Services, Inc. #91 (hereinafter LELS #91).

WHEREAS, the EMPLOYER and LELS #91 are parties to a collective bargaining agreement;  
and

WHEREAS, the Chief Deputy is vacating his position effective \_\_\_\_\_, 2018.

NOW, THEREFORE, the parties hereto have executed this Memorandum of Agreement as follows:

**GOODHUE COUNTY CHIEF DEPUTY**

1. Mr. Jonathan Huneke, Investigator will serve as the Goodhue County Chief Deputy Sheriff from \_\_\_\_\_, 2018 through January 7, 2019 unless the County in its sole discretion removes him from the position of Chief Deputy Sheriff. .
2. Mr. Huneke's seniority in the bargaining unit shall be frozen upon his appointment to Chief Deputy.
3. While serving as the Goodhue County Chief Deputy Sheriff, Mr. Huneke will be on a leave of absence from his Investigator position. Mr. Huneke shall not accrue seniority, sick leave or vacation leave pursuant to the terms of the collective bargaining agreement. During his service as Chief Deputy, Mr. Huneke will accrue benefits consistent with the Goodhue County Personnel Policies.
4. Upon removal from the Chief Deputy position, he shall resume his employment as Investigator.
5. Mr. Huneke's current rate of pay is \$36.45 grade 84, step 12. On January 8, 2019, his rate of pay will be \$37.54 which includes the negotiated January 1, 2019 3% pay increase.

**DURATION**

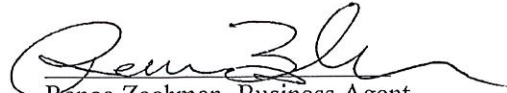
This Memorandum of Agreement shall remain in effect until January 7, 2019.

**COMPLETE AGREEMENT**

This Memorandum of Agreement represents the complete and total agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Understanding this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
County Board Chair

  
Renee Zachman, Business Agent

\_\_\_\_\_  
Scott Arneson, Administrator

\_\_\_\_\_  
Jonathan Huneke, Steward

# GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



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

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

2140 Pioneer Road  
Red Wing, MN 55066  
PHONE 651.385.3025  
FAX 651.267.4883  
www.co.goodhue.mn.us

TO: Personnel Committee  
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 04 Sep 18 County Board Meeting  
**Highway Maintenance Worker Position**

Date: 29 Aug 18

## Summary

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

## Background

An existing Highway Maintenance Worker has submitted his notice of resignation.

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

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County's gravel roads, and dozens of other maintenance activities to preserve the large investment made in constructing the County's highway and bridge system. They also maintain the county parks and the county public works equipment.

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

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

## Alternatives

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

## Recommendations

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



# REQUEST TO HIRE FORM

## 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?

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## 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.

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Job Posting Type:  Internal only  Internal & External

### Advertising Requested:

- ADP Career Center (includes indeed.com)
- County website (includes Facebook & Twitter)
- Lake City Shopper/ Graphic
- Republican Eagle (includes JobsHQ online)
- Cannon Falls Beacon
- Zumbrota Shopper
- Assoc. MN Counties (AMC) website
- 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





**Brian J. Anderson**  
Interim Finance Director  
Goodhue County Finance & Taxpayer Services

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*Brian.Anderson@co.goodhue.mn.us*  
509 W. Fifth St  
Red Wing, MN 55066  
Phone (651) 385-3043  
Fax (651) 267-4878

**TO: Board of Commissioners**

**FROM: Brian Anderson, Interim Finance Director**

**DATE: September 4<sup>th</sup>, 2018**

**RE: Hiring of the Finance Controller Position**

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#### **BACKGROUND**

On the dates of June 14<sup>th</sup> and June 28<sup>th</sup> two rounds of interviews were held to fill the vacant Finance Controller position. At the completion of the second round of the interview process the committee agreed to offer the position to Ms. Kelly Bolin. Ms. Bolin has accepted the position and will begin September 17<sup>th</sup>, 2018 upon the Board's approval.

#### **DISCUSSION**

Ms. Bolin comes to Goodhue County from being the chief accountant at Tualatin Hills Park and Recreation District in Beaverton, Oregon for over the past two years where she coordinated the external audit, and prepared the comprehensive annual financial report, along with monthly and quarterly report. Prior to that, Ms. Bolin worked for the 4<sup>th</sup> District Court in MN as an accounting manager for two years and at the University of MN as a financial system and capital asset manager for over 14 years. While at the University Ms. Bolin established University-wide rate compliance review procedures for internal service organizations, developed and monitored departmental budget, and conducted operational and compliance audits and assisted in the preparation of final audit reports. Ms. Bolin holds an MBA and BSB in Accounting from the University of MN and is a Certified Public Accountant and a Certified Internal Auditor.

#### **RECOMMENDATION**

Based on Ms. Bolin's experience, I am recommending for consideration of approval the hiring of Ms. Kelly Bolin at a salary grade 87, step 5, \$83,096 annually (\$39.95 hourly). This position is currently in the 2019 Budget at a step 10 in the amount of \$103,000.

### **GOODHUE COUNTY BOARD OF COMMISSIONERS**

RONALD ALLEN  
1<sup>st</sup> District  
1713 Siewert Street  
Red Wing, MN 55066

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

BARNEY NESSETH  
3<sup>rd</sup> District  
41595 County 8 Blvd  
Zumbrota, MN 55992

JASON MAJERUS  
4<sup>th</sup> District  
39111 County 2 Blvd.  
Goodhue, MN 55027

PAUL DROTOS  
5<sup>th</sup> District  
1825 Twin Bluff Rd  
Red Wing, MN 55066