



Goodhue County

Minnesota

GOODHUE COUNTY PERSONNEL COMMITTEE

CONFERENCE ROOM 301-1
GOVERNMENT CENTER, RED WING

SEPTEMBER 19, 2023
8:30 A.M.

1. Deputy EM Director FTE Request

Documents:

[DEPUTY EM DIRECTOR FTE REQUEST.PDF](#)

2. Request For Two Additional Patrol Deputies

Documents:

[REQUEST TO HIRE TWO ADDITIONAL DEPUTIES.PDF](#)



Marty Kelly
Goodhue County Sheriff

430 West 6th Street
Red Wing, MN 55066
Office (651) 267.2600
Dispatch (651) 385.3155

To: Goodhue County Personnel Committee
Goodhue County Board of Commissioners

FROM: Marty Kelly, Sheriff
Chad Steffen, Captain

DATE: August 29, 2023

RE: Deputy EM Director – Authorization for FTE from PTE

Summary

The Goodhue County Sheriff's Office is requesting approval to increase the hours of the Emergency Management Clerk position, now called the Deputy EM Director position, from part-time to full-time. This position will continue to be fully funded by grant dollars.

Background

In 2022, Captain Steffen and the Emergency Management Director started to review tasks assigned and handled by our Emergency Management Division and specifically our Emergency Management Clerk position. Initial efforts begun with a job description review with a goal to update the 15-year old job description to accurately reflect today's responsibilities and duties. It was quickly determined that the number of tasks and duties warranted the position to be full-time. We also considered the job position title and believe it is more appropriate to title this position as Deputy EM Director. We believe this is in line with Emergency Management industry and other counties.

Currently, the Deputy EM Director position at .5 PTE is funded in full via REP funds. We approached MN DPS HSEM to request additional REP funds in order to move this position to FTE status. In doing so, we received an increase in the amount of \$20,000.00, annually. We will likely ask for more moving forward. Because this position will also manage 9-1-1 addressing and signage, the remainder of the salary and benefits of the FTE will be paid with E911 funds. Using this method there will be no use of levy dollars, to make this position full-time.

The breakout for the Deputy EM Director at Grade 108/Step 1 in 2024 is as follows:

Total salary & benefits for the FTE position with family insurance = \$85,344
REP funding will pay for 75% of the position, or \$64,008
E911 funding will pay for 25% of the position, or \$21,336

Recommendation

Staff recommends the County Board approve moving the Deputy EM Director from a PTE to FTE position, effective immediately, using grant funds listed above.

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

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TO: Goodhue County Board of Commissioners
FROM: Sheriff Marty Kelly
Date: September 12, 2023
RE: Request to Hire Two Additional Patrol Deputies to Cover the Additional Policing Contract

SUMMARY

The Goodhue County Sheriff's Office is seeking the County Board's approval to hire two additional Patrol Deputies with a start date of January 1, 2024.

BACKGROUND

Since the City of Goodhue's police force resigned as of August 2023, the City has recently reached out to the Sheriff requesting contract amounts for policing services to continue into next year from January 1, 2024 – December 31, 2024. As you recall, the Goodhue County Sheriff's Office has already entered into a contract with the City of Goodhue from August 24, 2023 – December 31, 2023 for six hours per day at a contracted hourly rate of \$55.83, for a total of \$43,548. We have been able to absorb the additional six hours per day by forcing overtime on our existing staff, which is costing an estimate of \$60,000 in overtime costs from August 24th – December 31st, 2023. Continuing this into next year and further could be costly and lead to staff burnout and resignations.

Since we have already signed contracts with four other cities in Goodhue County at a 2024 hourly rate of \$58.55, we have offered this amount to the City of Goodhue as well. The City of Goodhue is looking at contracting policing services for six or eight hours a day. The contracted amount for six hours for the year will be \$127,873 and the contracted amount for eight hours will be \$170,498.

If the request to hire two additional deputies is approved, each deputy will need to be outfitted with a squad and equipment, which will be an expense not currently in the 2024 budget. The salary and benefit expense of two new deputies with squads and equipment will be an estimated \$412,000.

The amount of \$241,502 - \$284,127 will be needed in 2024 from the tax levy to cover the difference between the revenue and expenses, depending on the number of hours in the Goodhue contract.

The average cost of a deputy in 2024, which includes salary, benefits, squad, deputy equipment/gear, uniforms, fuel and ammunition, is an estimate of \$69.64 per hour. The Sheriff's Office Financial Manager will work with the Finance Department in the near future to come up with a cost of a deputy to include overhead expenses such as workman's comp, liability insurance and a percentage of salary and benefit expenses for Sheriff Administration, Investigations and Records personnel. This information will be presented to the

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Goodhue County Board of Commissioners so an educated decision can be made for policing rates starting January 1, 2025 and beyond.

RECOMMENDATION

Approve the request to hire two additional patrol deputies to cover the extra hours for policing services starting January 1, 2024.