

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners
Via: Patrick Wussow, County Administrator
From: Bobbie Danielson, HR Manager

Date: 3/7/2012

Title of Item: Set Elected Officials (Department Heads) 2012 Salaries

Requested Meeting Date: 3/13/2012

Estimated Presentation Time: 10

Presenter: Patrick Wussow and/or Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: "Salaries" line item, 2012 departmental budgets

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation **NO LATER THAN Wednesday at 8:00am** to make the Board's agenda for the following Tuesday. Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY HUMAN RESOURCES

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To: County Board of Commissioners
From: Bobbie Danielson, HR Manager
Date: March 7, 2012
Subject: Set Elected Officials 2012 Salaries

c. County Attorney
County Sheriff
County Recorder
County Auditor
County Treasurer



The Personnel Committee met with all elected department heads (hereinafter referred to as elected officials) on January 3, 2012, pursuant to their request. The following information was discussed:

1. Internal and external salary comparisons
2. Statutes concerning elected officials powers and duties, and salary appeals
3. Process and methodology used to set salaries for elected officials
4. Timing of setting salaries
5. Placement of elected officials on the county's salary schedule
6. 2012 departmental budgets, as they relate to salaries

Budget

The 2012 budget includes a salary increase of \$4,000.00 for each elected official.

Internal Salary Comparisons

The elected officials received a 0% salary increase on 1/1/2010 and 0% on 1/1/2011. Non-elected employees received a 3% general adjustment plus steps or merit (if due) in 2010, and step increases in 2011 for the units that are settled. The County Attorney's current salary is less than his Assistant's salary.

External Salary Comparisons

Historically, Aitkin County has used these counties as "comparison counties": Cass, Crow Wing, Kanabec, Mille Lacs, Pine, Carlton, and Itasca – their average salaries (rounded) are shown below:

	2011	2012	Aitkin County 2011 Actual
Attorney	\$ 99,300	\$102,399	\$ 99,200.00
Sheriff	\$ 86,909	\$ 89,220	\$ 77,932.00
Recorder	\$ 68,993	\$ 71,452	\$ 65,268.66
Auditor*	None	None	\$ 72,121.50
Treasurer*	None	None	\$ 61,175.40
Auditor/Treas.	\$ 81,634	\$ 83,443	None

*At least 57/87 MN counties, including all 7 comparison counties, have a combined Auditor-Treasurer position.

Internal Consistency

One of the factors kept in the forefront of these discussions was union contract settlements, and the desire to be fair and consistent to union members, non-union employees, and elected officials. We took a close look at how much 181 employees would receive on average with the pattern wage settlement for 2011, 2012, and 2013 (0% plus steps), calculating step increases due through 12/31/2013, and determined the “combined average” over a 3 year period would be approximately **1.82% to 1.91% per year**. So, when extended out over a 3 year period (1/1/2010-12/31/2012) a \$4,000.00 increase to the elected officials equals a “combined average” of **1.825% per year**. In short, this just means the elected officials are not getting considerably more (or less) than the union members received, percentage-wise.

Setting Future Salaries

The process and methodology used to set salaries for elected officials in the future was also discussed. The County is in the process of going through a comparable worth study. Placement of elected officials on the county’s regular salary schedule effective 1/1/2013 was discussed; all elected officials are in favor of this at the present time.

If the Board will consider, we would like to implement a new process for setting future elected official salaries. If agreeable, the process will include elected officials submitting their annual salary proposal (presentation) along with their proposed budget. This way, any disputes over salaries will come to light well before budgets are set, rather than during a December (or January) board presentation. If they are seeking a salary *higher than* provided by the county’s salary schedule, due to market, case load, or other relevant factors, then the elected official will give a thorough presentation. Data provided will include things such as copies of the statutory list of duties, job descriptions, individual characteristics of the elected official, the official’s experience and qualifications, salary surveys, and any relevant Association or other comparison data. This will allow discussion and an exchange of information between the official and the Board members during the regular budget process. On the other hand, if the elected official is satisfied with the salary to be provided by the county’s salary schedule, then his/her salary presentation will be brief, simply providing some education about what the duties and responsibility of their offices are, just to keep the Board well informed (this becomes an important factor if salaries are ever appealed). The process can be evaluated and improved year to year, as needed.

ACTION REQUESTED

(Short-term)

Motion to adopt the attached resolutions, increasing the County Sheriff’s, County Attorney’s, County Recorder’s, County Auditor’s, and County Treasurer’s annual salary by \$4,000.00, effective January 1, 2012. *(Staff to input actual figures based on board action.)*

(Long-term)

Motion to place the County Sheriff, County Attorney, County Recorder, County Auditor, and County Treasurer positions on the county’s regular salary schedule, effective January 1, 2013, and to authorize staff to implement the new method, as proposed, for setting future elected officials salaries. *(i.e. The elected officials will present their 2013 salary requests during the upcoming budget cycle this summer and annually thereafter.)*

Thank you for your consideration. If you have any questions or concerns, or would like additional information, please feel free to contact me.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED March 13, 2012

By Commissioner: xx

031312-0xx

2012 COUNTY ATTORNEY SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2012 salary of Aitkin County Attorney James Ratz at \$xxxxx based upon market, budget, experience, and duties of the office.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13th day of March A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 13th day of March A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED March 13, 2012

By Commissioner: xx

031312-0xx

2012 COUNTY SHERIFF SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2012 salary of Aitkin County Sheriff Scott Turner at \$xxxxx based upon market, budget, experience, and duties of the office.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13th day of March A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 13th day of March A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

031312-0xx

2012 COUNTY RECORDER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2012 salary of Aitkin County Recorder Diane Lafferty at \$xxxxx based upon market, budget, experience, and duties of the office.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

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WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 13th day of March A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED March 13, 2012

By Commissioner: xx

031312-0xx

2012 COUNTY AUDITOR SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2012 salary of Aitkin County Auditor Kirk Peysar at \$xxxxx based upon market, budget, experience, and duties of the office.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13th day of March A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 13th day of March A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED March 13, 2012

By Commissioner: xx

031312-0xx

2012 COUNTY TREASURER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2012 salary of Aitkin County Treasurer Lori Grams at \$xxxxx based upon market, budget, experience, and duties of the office.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13th day of March A.D., 2012, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 13th day of March A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy