

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-30-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 6-5-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

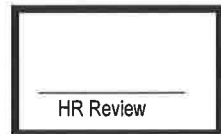
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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 _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- 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: _____

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) Job Description

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon 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

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: May 22, 2012
Subject: Personnel Committee Recommendations – Consent Agenda

The Personnel Committee met on May 22, 2012, and unanimously recommends refilling the following position:

- **Environmental Services Department**
Full-time Environmental Health Specialist. This is a budgeted position, previously held by Doug Pearson. His last day will be 6/7/2012. Grade M.

Contracting with another county to perform the work was also discussed, but determined that contracting is only a short term possibility as identified in Terry Neff, Environmental Services Director's attached memo.

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick. Terry Neff will also be available at the board meeting to answer questions.

Aitkin County Environmental Services Planning and Zoning


209 Second Street NW, Rm 100

Aitkin, MN 56431

Phone: 218-927-7342 Fax: 218-927-4372



MEMORANDUM

DATE: May 23, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Request to Fill Environmental Health Specialist (EHS) Position

On April 30, 2012, Doug Pearson, our Environmental Health Specialist announced his resignation. This position is responsible for the licensing and inspecting of the Food, Beverage and Lodging facilities within Aitkin County, and operating the water lab. I have also included a job description for the position.

Aitkin County has only one Environmental Health Specialist position for the licensing and inspecting of the establishments. Our delegation agreement with the Minnesota Department of Health requires adequate staff to cover the program and during times when the EHS position is vacant we have a mutual aid agreement with Morrison County to cover the inspections. During the vacancy we will have to contract with Morrison County for the inspections of the facilities. I will do my best to limit the number of times we enlist the services of Morrison County. This will depend on how quickly we can fill the position.

Attached is a copy of the annual report for this Department which compares the activities from year to year. 2011 saw an increase in the number of licensed establishments and water samples.

The grade for this position is "M" with a salary range of \$35,752.28 to \$64,481.38. The present annual salary is \$53,737.00, which may decrease with a new staff person.

At the present time we are able to perform the duties of this program at about 75% of what the Minnesota Department of Health would charge if they were administering the program. We offer a local telephone number for businesses to call, we have a local office and staff person available every day, and as a local entity we have local ties to the community,

If you have any questions, please contact me at 218-927-7342, by e-mail at tneff@co.aitkin.mn.us, or I can answer questions at the committee meeting.

enclosures

c:\ctybrd\ctybrd2012

JOB TITLE: Environmental Health Specialist

Reports to: Environmental Services Director

Department: Environmental Services

Classification:

Site: So. Courthouse-Aitkin

FLSA: Non-exempt

Union: Non-union

Supervision Exercised: None

Date: June 26, 2008

JOB SUMMARY: Under limited supervision of Environmental Services Director, interpret and enforces County Environmental Services Ordinances as they apply to unique situations in food, beverage, lodging, recreational camping areas, mobile home parks, youth camp establishments, and the well inspection program.

MAJOR JOB FUNCTIONS:

- *1. License and inspect food, beverage, lodging, recreational camping areas, manufactured home parks, youth camps, temporary food establishments and swimming pools for compliance with Environmental Services Ordinances. Prepares reports on inspections and explain laws and regulations to establishment licensees. **60%**
- *2. Provides consultation and education to establishment licensees. **15%**
- *3. Collects and analyzes well water samples and provides consultation regarding water to establishments and the public. **10%**
- *4. Assist the Environmental Services Director and the Assistant Zoning Administrator with solid and hazardous waste administration and enforcement and other duties as assigned. Assists with hazardous and problem material collection events. **10%**
- *5. Records, documents correspondence and files activities of licensed establishments. **5%**

ADDITIONAL RESPONSIBILITIES:

- 1. Provides education to the public on food and well water safety and assist them with recommendations and corrective action.
- 2. Provide information as well as education to the public on wells.
- 3. Develops policies and fee schedules for approval by the County Board of Commissioners.
- 4. Receives and approves plans for new or remodeled licensed establishments.
- 5. Receive and act upon complaints of licensed establishments.
- 6. Collaborates with the County Attorney's Department, the Planning and Zoning Office and the Minnesota Department of Health when enforcement of a rule or law is required.

7. Receives, inspects, and reports nuisance complaints.
8. Reviews, approves and inspects individual sewage treatment systems.
9. Enforces the Accessibility Code standards in Food, Beverage and Lodging establishments.

MINIMUM REQUIREMENTS:

1. B.S in Environmental Health, Natural Science or related field.
2. Valid MN's driver's license.
- 3.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Must be a Registered Sanitarian or obtain within 12 months of hire.

Must be State trained by the Minnesota Department of Health before inspecting establishments.

Must be a certified Pool Operator or obtain within 12 months of hire.

Minnesota Pollution Control Agency Registered Inspector/Designer I or obtain within 12 months of hire.

EXPERIENCE AND SKILLS:

Knowledge of local and state laws relating to food, beverage, lodging, recreational camping areas, mobile home parks, youth camps, septic systems and wells.

Knowledge of well program and inspections.

Proficient in water lab analysis of Coliform Bacteria and Nitrate Nitrogen: quality assurance and quality control and lab record keeping to maintain state certification.

Communication and written skills to sufficiently enforce laws and rules.

Knowledge of computer operation of Microsoft Access and Word and the State Inspection Program software.

Exercise independent judgment.

Organize and carry out daily events with minimal supervision.

Knowledge of soils to interpret groundwater levels based on color and texture, and ability to interpret soil absorption based on soil texture.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires outdoor work and indoor work. Outdoor work in and around licensed establishments, construction sites, septic system installation sites, old dump sites and areas where solid waste violations are found. Indoor work in an office and laboratory. Minimal lifting, but much movement from establishment to establishment, site to site and office to lab.

OTHER:

The duties listed above are intended only as illustrations of the various types of work that may be performed and may not include all the work given nor include all that may be assigned.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*Essential for purposes of the Americans with Disabilities Act only.

AITKIN COUNTY BOARD OF COMMISSIONERS

Anne Marcotte
Brian Napstad
Don Nieme
Mark Wedel
Laurie Westerlund

2011 ANNUAL REPORT for FOOD, BEVERAGE AND LODGING and WATER LABORATORY given January 2012

by Terry Neff, Environmental Services Director
and Doug Pearson Environmental Health Specialist

Executive Summary

The inspection emphasis continues to be on high-risk areas such as food safety versus lower risk areas such as lodging. Although lower risk-based establishments only need to be inspected once every two years, our County continues to inspect all licensed establishments at least annually.

The most significant happening for the FB&L was assisting Lake County from mid-February through mid-June when they were without a registered Sanitarian. Gross receipts from Lake County brought in totaled \$3,224 while maintaining the Aitkin County FBL program.

The total number of licensed establishments in the County over the past 5 years has remained fairly steady. In 2011 there was a 17% decrease in the number of resorts and motels. There was however, an increase in food licenses giving a slight increase overall in the total number of establishments.

Total number of establishments with a pool license continues to remain steady at 9. Some establishments have several "pools" such as a deep pool, wading pool, spa, etc. but are only issued one license for all of that particular establishment's "pools". Due to the stability in the number of pools this report will no longer graph that particular data.

There were 6 Environmental Services Ordinances amended: Administrative, Lodging, MHP/RCA, Food, Lodging and Youth that brought them into full compliance with applicable State Statutes and Rules.

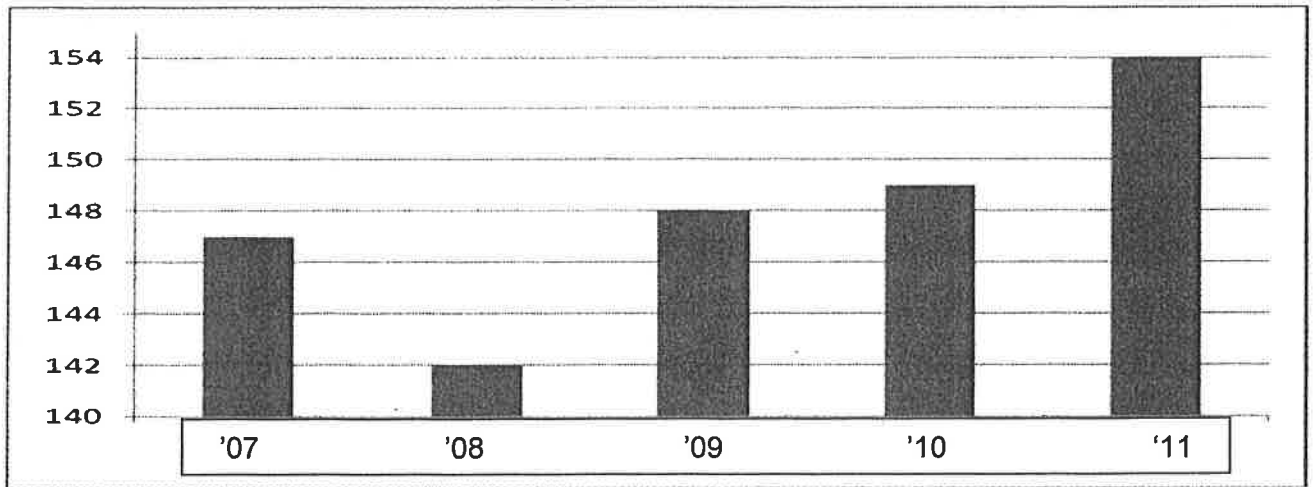
Aitkin County continues to maintain a certified drinking water laboratory for County residents and/or anyone who may drop off a sample for testing. A 26% increase in testing indicates an increasing need for a locally certified water testing laboratory.

FOOD, BEVERAGE AND LODGING Data for 2011

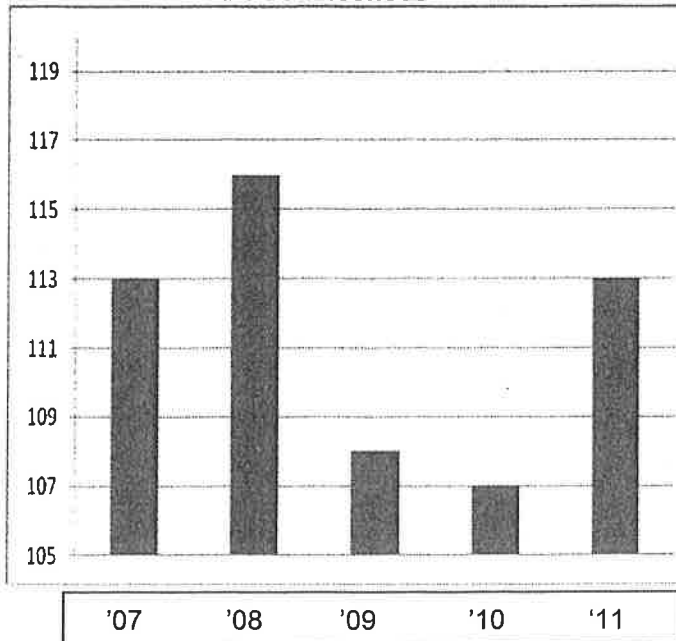
Total Licensed Establishments (of these establishments, several may have more than one type of license such as recreational vehicles, mobile homes, food, etc.) These totals do not include the 57 temporary food licenses ("special events") issued.

	TOTAL NO OF ESTABLISHMENTS	FOOD	BEVERAGE	LODGING	MHP/RCA	POOLS
2011	154	113	54	39	42	9
ANNUAL % + OR - CHANGE	3% ↑	5.6% ↑	0% ↔	17% ↓	0% ↔	10% ↔

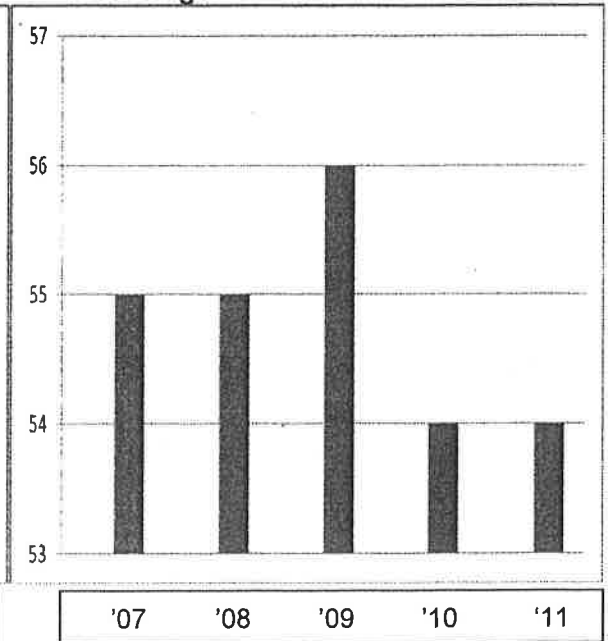
Total Establishments

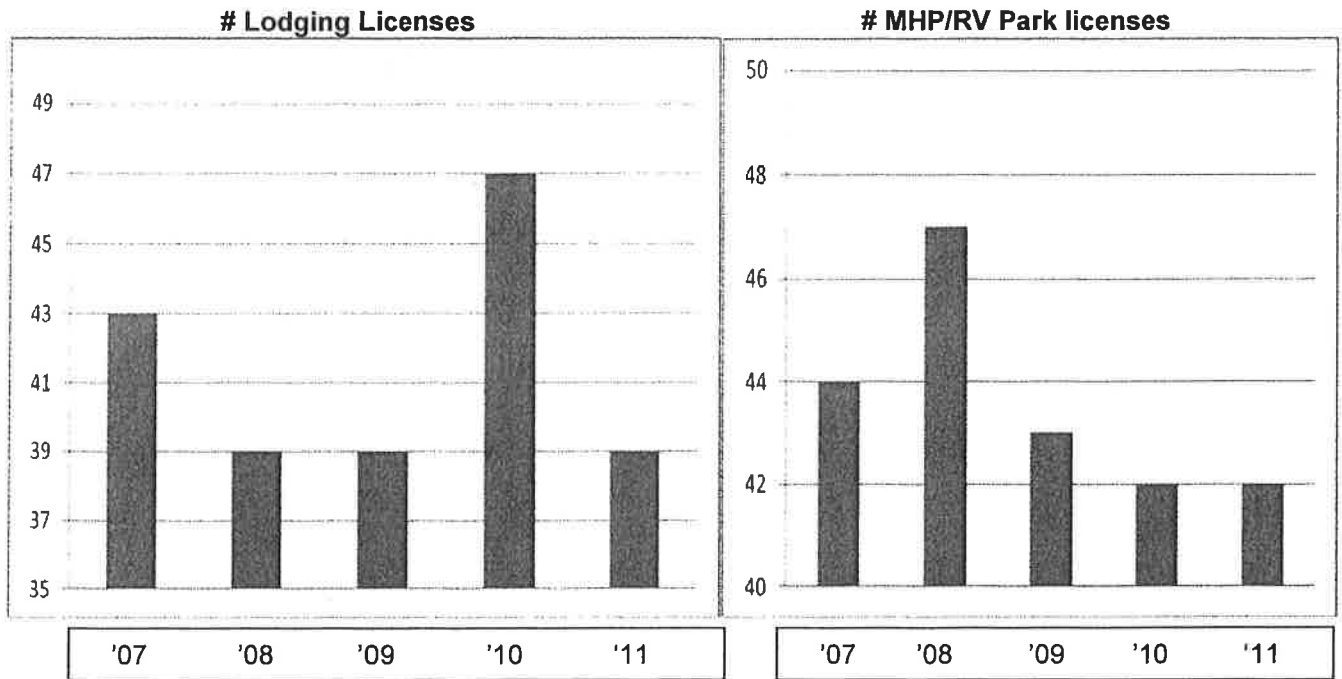


Food licenses



Beverage licenses





2011 INSPECTIONS AND COMPLAINTS

All establishments had at least one annual inspection. Schools continue to have two mandatory inspections per year. Only 4 establishments had more than one annual inspection due to problems (down from 5 in 2010 and 9 in 2009).

Complaints - logged through complaint database maintained by the Compliance Officer. Areas however specific to licensed FB&L establishments were:

- Mold complaints, mainly by renters, continue to be received. The MN Building Code has not been adopted and the County does not have an inspector for this area.
- No foodborne illness outbreaks.
- Dirty and under-maintained public pool. Complaint resolved and issue corrected. Another pool complaint about it contributing to respiratory illness. Investigation showed no problems with that pool.
- Dumping of sewage in the woods. Investigation showed this to not be happening.
- Unlawful set-back of RVs from body of water. Complaint substantiated and problem corrected.
- A few concerns voiced by the Public about dirty restaurants, poor food handling practices, etc. Investigation of these complaints showed no problem.

2011 New Ownership/Transfer/ and Activity for FB&L Establishments

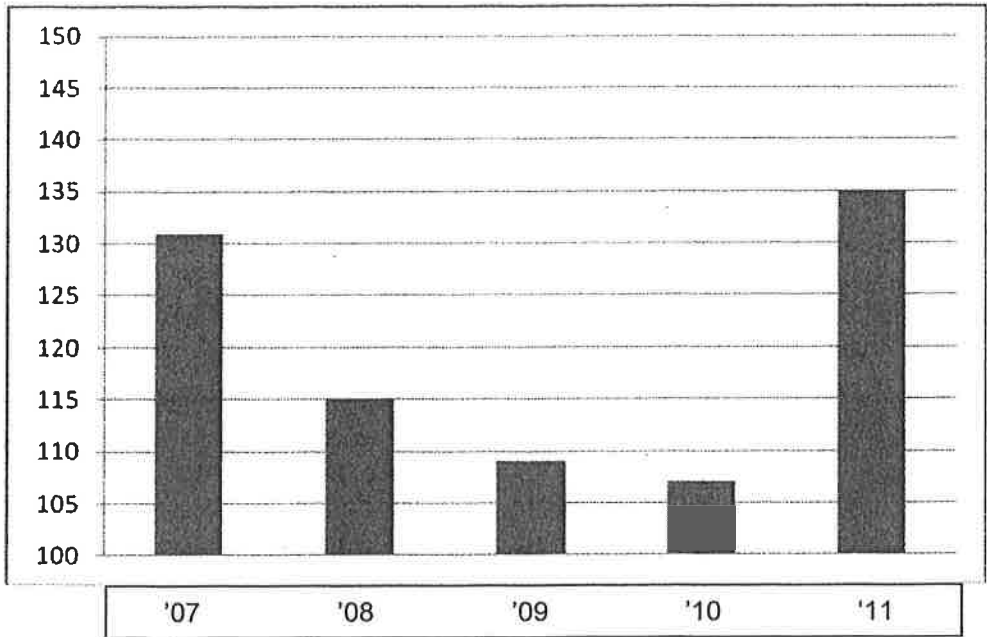
Number of new licenses for establishments not having a previous related license Chappy's Assisted Living and McGregor Angels	2
Number of establishments that closed ADC in McGregor, Chuckwagon Saloon (fire), Sunset Bay Resort (exempt), Giese B&B (exempt), Blue Moon Resort.	5
Number of establishments that re-opened under new ownership Aitkin and McGregor Subways to Mike Jones. Meals on Wheels to County Market. Golden Age Club now doing pancake breakfasts. Rosallini's to Ackleys. Buckhorn Bar to Eken Enterprises. Mike's Uptown to Blanchard and renamed Buckshot Bar.	7

ADC taken on by Golden Horizons. McGregor Community Center license held by City picked up by McGregor Lions.	
Number of establishments that underwent major remodeling Butler building is undergoing major renovation with a May '12 target opening date. New restaurant being put in at Red Door resort with target opening date of Jan '12. Prairie River finished upgrading the kitchen. Eken Enterprises (formerly Buckshot) redid kitchen and bar area. Golden Horizons adding on for ADC.	5

2011 WATER LAB OVERVIEW

1. Increase of 26.5% in total number of water samples run in 2011 (135 vs. 107 in 2010).
2. Expenses budgeted were \$5,745 with \$6,820 spent. Total income brought in was \$7,792 for a NET \$972.

of PRIVATE Drinking Water Samples Tested*



*2009 our County returned testing of licenses establishment's drinking water back to the MDH. The State does not charge for this due to receiving federal monies (but which were not shared with the County).

2011 ACCOMPLISHMENTS

- All set goals were achieved.
- County Sanitarian assisted Lake County, through our assistance agreement with them due to their Sanitarian resigning, from mid-February through mid-June.

Seminars

- Septic Design in Hinckley 4/19/11.
- Doug presented a free re-certification food safety class to 13 participants in June.

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