

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Addendum for County Administrator's Employment Agreement

Requested Meeting Date: 11-27-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

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
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

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) Proposed Addendum, etc.

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Proposed Addendum for County Administrator's Employment Agreement - Two Weeks of Furlough (unpaid) for 2013 Resulting in Budget Reduction

DATE: November 19, 2012

The attached document is a proposed addendum to the employment agreement for the County Administrator for 2013. On separate occasions in the past the County Board and Administrator agreed to modify the employment agreement which resulted in a savings to the County. This proposal is for an addendum which would result in approximate \$4,500.00 savings to the County, and conveying (unpaid) furlough for two separate weeks, during the 2013 calendar year, to the County Administrator

This proposal was discussed with the Personnel Committee in October and agreed upon unanimously. The comments from the Personnel Committee were that the two weeks of furlough (unpaid) would be chosen at the discretion of the County Administrator and would not conflict with any regularly scheduled County Board meeting. It was noted that this is for the year 2013 only.

This is being proposed at this time so that if approved staff will be able to incorporate the changes to the proposed 2013 budget.

The following information is attached as background – Employment Agreement with County Administrator, 2010 Aitkin County Salary Schedule, and relevant minutes from County Board meeting.

Addendum "A"

This agreement between the Aitkin County Board and the Aitkin County Administrator is an addendum to the existing employment agreement between the two parties starting in August of 2007 and as modified since.

The two parties agree that the County Administrator is volunteering to take two weeks of furlough (unpaid) in 2013. Each week will be chosen by the County Administrator based upon limiting the conflict with regularly scheduled County Board meetings and his work load.

Signed by:

Mark Wedel, Aitkin County Board Chairman

Date

Patrick Wussow, Aitkin County Administrator

Date

AITKIN COUNTY BOARD

April 27, 2010

<p>Patrick Wussow, County Administrator discussed with the Board the updated State Funding Reductions for Sentence to Serve. It was the consensus of the Board to move forward and negotiate with CMCC in an effort to maintain the STS program.</p>	STS FUNDING UPDATE
<p>Patrick Wussow, County Administrator presented Personnel Committee recommendations.</p>	AUTHORIZE FILLING POSITIONS
<p>Scott Turner, Sheriff addressed the concerns and need to fill the Jailer position. Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the staff recommendation to fill the Jailer position.</p>	
<p>Tom Burke, H&HS Director, addressed the concerns and need to fill an Income Maintenance position. Motion by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to approve the staff recommendation to fill the H&HS Income Maintenance position. Tom Burke also requested the Board authorize filling an Office Support Specialist position if one opens due to an internal hiring for the H&HS Income Maintenance position. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried (4-1 vote, Napstad) to approve filling the position if it becomes vacant due to an internal promotion.</p>	
<p>Another request was brought to the Board to increase a part-time position in MIS to a full-time position. Steve Bennett, MIS Coordinator discussed the concerns and need for this change. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve increasing the part-time position to a full-time position.</p>	
<p>Motion by Commissioner Bailey, seconded by Commissioner Napstad and carried, all members voting yes to approve the 49'ers Road & Bridge Labor Contract Agreement effective January 1, 2010 through December 31, 2012.</p>	LABOR CONTRACT AGREEMENT
<p>Motion by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to approve the new Memorandum of Agreement to the County Administrator's Employment Agreement.</p>	FREEZE COUNTY ADMINISTRATOR SALARY
<p>During the meeting, the Board heard updates on the following committees: i) Lakes & Pines; ii) Association of Townships; iii) CMCC; iv) Onanegozie; v) HRA; vi) FAC; vii) BWSR; viii) Personnel; ix) BSLA; x) Extension; xi) Park Board; xii) MRCC; xiii) AEOA; xiv) Mississippi Headwaters</p>	COMMITTEE UPDATES
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 3:25 p.m. until Tuesday, May 4, 2010 at 9:00 a.m.</p>	ADJOURN
<hr/> <p>Paul Bailey, Chairperson Aitkin County Board of Commissioners</p>	
<hr/> <p>Patrick Wussow, County Administrator</p>	

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-22-10

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

County Administrator's Employment Agreement - Freeze Salary

Requested Meeting Date: 4-27-10 Estimated Presentation Time: 15 min

Presenter: Patrick Wussow

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)
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- Authorize filling vacant staff position
- Request to schedule public hearing or sale
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- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

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- 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) Memorandum of Agreement, etc.

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 ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Agreement to Freeze the County Administrator's Salary for 2010 and 2011 at his Current Salary.

DATE: April 21, 2010

At the January 12, 2010 County Board meeting Commissioners Wedel and Napstad were appointed to negotiate a revision to the County Administrator's employment agreement. Following several discussions the attached memorandum of agreement was drafted for the Boards consideration at the April 27, 2010 County Board meeting. First of all we need to apologize for the delay in bringing this agreement back to the County Board, but being short staffed this revision was not given a high priority.

The revised agreement freezes the County Administrator's salary until January 1, 2012 at the current rate of \$88,795.00. The Commissioners felt that a freeze is needed due to the current poor economy.

Additionally, we reviewed benefits being provided to other Aitkin County employee groups under contract and additional revisions are proposed with this agreement. The other revisions to the agreement include adding four personal days, adding the ability to cash up to 80 hours of vacation time in the year 2010, and providing the employee twelve months of Health Insurance at no cost to the employee if he is terminated. There are other benefits like long term disability and that are still not provided to the County Administrator. But both sides felt this proposal was fair considering the current economy.

This is the second revision to the County Administrators employment agreement. The first revision is included for your review, in summary in 2009, after receiving an average ranking of "very good", the Administrator agreed to reduce his salary \$1,913.00 for the year 2009. The salary adjustment was the only adjustment made in 2009. With this new Memorandum of Agreement the County Administrator's salary will be reduced an additional \$4,638.00 for the year 2010 and an expect \$8,965.00 for 2011.

Please review the proposed agreement and contact me if you have any questions.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the County of Aitkin and the County Administrator, Patrick Wussow, as an addendum to the County Administrator Employment Agreement Dated July 17, 2007 and amended January 13, 2009.

Whereas, on January 12, 2010 the County Board conducted the performance review for the County Administrator and he earned an average of "very good", and

Whereas, the Administrator's employment agreement requires him to receive at least a satisfactory performance review to move up on the wage chart, and

Whereas, The Aitkin County Board and the Aitkin County Administrator understand that the County is facing a poor economy as evidenced by the actions of the Governor in December 2008 by reducing the County's program aid in an amount of approximately \$184,000.00, and again in 2009 the Governor "un allotted" County Program aid, and

Whereas, both parties agree that it is appropriate to revise the employment agreement to the following, from the current salary of \$88,795.

Therefore be it resolved that effective January 1, 2010 the following is in effect:

Original Agreement

January 1, 2010

\$93,433.00

(grade G, step 7 + 1 yr)

January 1, 2011

\$97,760.00

(grade G, step 8)

(assuming no
general adjustment)

January 1, 2012

\$97,760.00

(grade G, step 8 + 1 yr)

(assuming no general
adjustment)

Revised Agreement

January 1, 2010

\$88,795.00

(Modified)

January 1, 2011

\$88,795.00

(Modified)

January 1, 2012

\$97,760.00

(grade G, step 8 + 1 yr)

Additional revision for the existing Agreement

11.5 Duration. In the event that the employee is terminated, for a reason other than gross misconduct, the County Board agrees to provide up to twelve months of single Health insurance coverage, or up to a maximum of \$15,500 towards family health insurance coverage, from the date of termination. The County's contributions will cease prior to twelve months (single coverage) or \$15,500 (family coverage) if the employee becomes eligible for coverage under another employer's group health insurance plan.

14.5 Vacation. In the event the employee takes at least 80 hours of vacation during the calendar year 2010 he may elect to take straight time pay in lieu of a maximum of 80 hours of earned vacation.

18. Personal Leave. Employee shall be granted four days of personal leave each year, which is not to be accumulated and cannot be cashed out for pay.

The revised salary amount stipulates that the Administrator will be back on schedule with the wage chart by January 1, 2012 if he receives at least a satisfactory performance evaluation during the next two years.



Patrick Wussow, County Administrator



Paul Bailey, Chairman Aitkin County Board

4-28-10
Date

5-4-10
Date

	2010 Minimum	+6 Mths Step 1	+6 Mths Step 2	+1 Yr Step 3	+1 Yr Step 4	+1 Yr Step 5	+2 Yr Step 6	+2 Yr Step 7	+2 Yr Step 8	+2 Yr Step 9	+4 Yr Step 10	+4 Yr Step 11	+4 Yr Step 12	+4 Yr Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53