

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Set 2013 Elected Officials Salaries

Requested Meeting Date: 1-8-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> For info only, no action requested  | <input type="checkbox"/> Approve under Consent Agenda  |
| <input type="checkbox"/> For discussion only with possible future action   | <input type="checkbox"/> Adopt Ordinance Revision  |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) |  |
| <input type="checkbox"/> Approve/adopt proposal by motion  | <input checked="" type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position   |  |
| <input type="checkbox"/> Request to schedule public hearing or sale  | <input type="checkbox"/> Other (please list) _____   |
| <input type="checkbox"/> Request by member of the public to be heard   |  |
| <input type="checkbox"/> 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) MN Statutes

**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: Elected Officials Salaries for 2013**

**DATE: January 3, 2013**

The County Board will need to determine the 2013 salaries for each of the elected officials (Department Heads), which are the County Auditor, County Attorney, County Recorder, County Treasurer, and County Sheriff.

- Appropriate MN Statute for each position.
- External Comparison for each of the elected positions
- Draft Resolutions for each position
- March 7, 2012 memo from Bobbie Danielson, HR Manager, for setting Elected official salaries for 2012
- July 5, 2012 memo from Bobbie Danielson HR Manager, setting Commissioner salaries and adopting policy for setting elected officials salaries.

### County Auditor

Mn Statutes 384.151 identifies that the County Board approve the Budget and salary of the County Auditor by resolution. Aitkin County resolution 121812-119 approved the budget for the Auditor's office and the majority of all other County operations. Within that budget the County Auditor included a salary increase for every employee in his department (including himself) as identified by agreements or policies as adopted by the County Board.

Mn Statutes 384.151 identify that the County Board set the salary of the County Auditor based upon responsibilities and duties of his position and his experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The department provides an elected representative of the County with legislative control over the matters of Finance, Taxes, Licensing, and Elections. Using generally accepted accounting principles, the County Auditor monitors and exercises budgetary control. The County Auditor is accountable to the taxpayers and citizens of Aitkin County. This activity is provided by Minnesota Statute - Chapter 384. The Aitkin County Auditor is also responsible for the U of M Extension, which includes 4-H.

The Auditor's total budgeted amount for 2013 is as follows:

Revenue –	\$281,880
Expenditures -	\$710,521

## 2012 Minnesota Statutes

### 384.151 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.

Subdivision 1.[Repealed, 2009 c 152 s 25]

Subd. 1a. **Implementation.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county auditor which shall be paid to the county auditor at such intervals as the board shall determine but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county auditor the board shall set by resolution the minimum salary to be paid the county auditor for the term next following.

(c) In the event a vacancy occurs in the office of county auditor the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county auditor shall not be reduced during the term for which the auditor was elected or appointed.

(e) In the event that duties are assigned to the auditor which are in addition to duties as auditor, additional compensation may be provided for the additional duties. The county board by resolution shall determine the additional compensation which shall be paid and specify the duties for which the additional compensation is to be paid.

Subd. 2.[Repealed, 1975 c 301 s 16]

Subd. 3.[Repealed, 2009 c 152 s 25]

Subd. 4.[Repealed, 1951 c 327 s 6]

Subd. 5. **Fees, mileage, expense allowance.** The county auditor shall charge and collect all fees as prescribed by law and all such fees collected shall be paid to the county in the manner and at the times prescribed by the county board, but not less often than once each month. The county auditor shall not retain any additional compensation, per diem or other emolument for services as county auditor, but may receive and retain mileage and expense allowances as prescribed by law.

Subd. 6. **Budget.** (a) The county board by resolution shall provide the budget for:

(1) the salaries of deputies, clerks and other employees in the office of the county auditor;

(2) other expenses necessary in the performance of the duties of said office; and

(3) the payment of premiums of any bonds required of any deputy, clerk, or employee in said office and the board is authorized to appropriate funds therefor and for the salary of the county auditor.

(b) Nothing in this subdivision shall limit the right of the county auditor to appoint deputies for said office as provided in Minnesota Statutes 1961, section 384.08.

Subd. 7. **Salary, budget appeals.** The county auditor if dissatisfied with the action of the county board in setting the amount of the auditor's salary or the amount of the budget for the office of county auditor, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and the auditor's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court

shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

Subd. 8. **When this section takes effect.** The provisions of subdivisions 1 to 7 shall take effect in the respective counties specified in subdivision 1 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county auditor; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the auditor, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

Subd. 9. **Inconsistent law superseded.** All laws relating to the salary, fees and clerk hire for the county auditor inconsistent herewith are superseded.

**History:** 1945 c 281 s 1; 1949 c 398 s 1-4; 1951 c 329 s 1; 1953 c 185 s 1; 1965 c 841 s 1,2,4-6; 1967 c 388 s 1,2; 1971 c 25 s 71; 1985 c 281 s 6; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 2009 c 152 s 12

# Auditor

	Auditor			2012 Budget \$76,121.50	Auditor/Treasurer		
	2010	2011	2012		2010	2011	2012
Aitkin	\$72,121.50	\$72,121.50	\$ 76,121.50		na	na	na
5-County							
Cass	na	na	na		\$ 77,153.00	\$ 77,280.00	\$ 79,601.00
Crow Wing	\$87,186.00	na	na		na	\$ 82,862.00	\$ 85,348.00
Kanabec	na	na	na		\$ 69,180.80	\$ 69,180.80	\$ 69,180.80
Mille Lacs	na	na	na		\$ 83,533.00	\$ 85,533.00	\$ 85,345.00
Pine	\$70,762.00	na	na		na	\$ 70,762.00	\$ 75,762.00
Average (5)	\$ 78,974.00	na	na		\$ 76,622.27	\$ 77,123.56	\$ 79,047.36
7-County							
Carlton	na	na	na		\$ 85,107.00	\$ 85,107.00	\$ 85,107.00
Itasca	na	na	na		\$ 100,713.60	\$ 100,713.60	\$ 103,755.15
Average (7)	\$78,974.00	na	na		\$ 83,137.48	\$ 81,634.06	\$ 83,442.71

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

ADOPTED January 8, 2013

By Commissioner: xx

**010813-xxx**

**2013 COUNTY AUDITOR SALARY**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Auditor Kirk Peysar at \$\_\_\_\_\_ 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 8<sup>th</sup> day of January A.D., 2013, 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 8<sup>th</sup> day of January A.D., 2013**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

### County Attorney

Mn Statutes 388.18 identifies that the County Board approve the Budget and salary of the County Attorney by resolution. Aitkin County resolution 121812-119 approved the budget for the Attorney's office and all other County operations. The County Attorney's approved 2013 Budget includes a salary increase for the majority of the department employees as identified by agreements or policies as adopted by the County Board.

Mn Statutes 388.18 identify that the County Board set the salary of the County Attorney based upon responsibilities and duties of his position and his experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Attorney's office is responsible for providing an elected representative of the County with legislative control over criminal and civil matters as provided in Minn. Stat. § 388.051. Additionally, this office manages the Crime Victim's Coordinator grant and staff.

The Attorney's total budgeted amount for 2013 is as follows:

Revenue –	\$107,828
Expenditures -	\$924,481



## 2012 Minnesota Statutes

### 388.18 COMPENSATION SCHEDULE, SALARIES.

Subdivision 1. **Minimum salaries.** The county attorneys in all counties in this state with less than 100,000 inhabitants, according to the 1960 federal census shall receive as compensation for services rendered by them for their respective counties annual salaries not less than the following amounts based on the population according to the then last preceding federal census:

- (a) in counties with less than 10,000 inhabitants, \$4,000;
- (b) in counties with 10,000 but less than 20,000 inhabitants, \$5,000;
- (c) in counties with 20,000 but less than 30,000 inhabitants, \$6,000;
- (d) in counties with 30,000 but less than 40,000 inhabitants, \$7,000;
- (e) in counties with 40,000 or more inhabitants, \$8,000.

Subd. 2. **Set by board.** The county board of each of the counties specified in subdivision 1 annually shall set by resolution the salary of the county attorney which shall be paid to the county attorney at such intervals as the board shall determine but not less often than once each month. At the January meeting prior to the first date on which applicants may file for the office of county attorney the board shall set by resolution the minimum salary to be paid the county attorney for the term next following. In the event a vacancy occurs in the office of county attorney the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year. The board in any case specified in this section may not set the annual salary at an amount less than the minimums provided in subdivision 1 but it may set the salary in excess of such minimums. The salary of the county attorney shall not be reduced during the term for which the county attorney is elected or appointed.

Subd. 3. MS 1949 [Repealed, 1951 c 327 s 6]

Subd. 3. MS 1974 [Repealed, 1975 c 301 s 16]

Subd. 4. **Effect upon certain sections.** Subdivisions 1 to 3 shall not be construed as repealing any existing law which provides for a higher minimum salary in any county than the amount provided in subdivision 1, but shall be deemed to supersede the provisions of any act setting a maximum salary for the county attorney in any of the counties specified in subdivision 1.

Subd. 5. **Budget for office.** The county board by resolution shall provide the budget for (1) the salary of the county attorney, any assistant county attorneys and employees in the county attorney's office; (2) the salary or other fees of any attorneys or firms of attorneys employed or engaged to prosecute misdemeanors, petty misdemeanors, gross misdemeanors, municipal ordinance violations, or municipal charter, rule or regulation violations, if any; (3) other expenses necessary in the performance of the duties of the office; and (4) the payment of premiums of any bonds required of the county attorney and any assistant county attorney or employee in the county attorney's office. The board is authorized to appropriate funds for those purposes.

Subd. 6. **Appeal from resolution of board.** The county attorney, if dissatisfied with the action of the county board in setting the amount of the county attorney's salary or the amount of the budget for the office of county attorney, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and the county attorney's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The county board may retain special counsel pursuant to section 388.09 to represent it in the appeal proceedings. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The

court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

**History:** 1945 c 525 s 1, 2; 1949 c 597 s 2-4; 1951 c 327 s 6; 1967 c 718 s 2; 1983 c 177 s 7; 1983 c 345 s 10; 1985 c 281 s 11; 1986 c 444; 1Sp1986 c 3 art 1 s 82

## Attorney

	<table><tr><th>2010</th><th>2011</th><th>2012</th></tr></table>			2010	2011	2012
2010	2011	2012				
Aitkin	\$ 99,200.00	\$ 99,200.00	\$ 103,200.00			
<b>5-County</b>						
Cass	\$ 100,838.00	\$ 103,854.00	\$ 106,974.00			
Crow Wing	\$ 106,868.00	\$ 106,868.00	\$ 111,448.00			
Kanabec	\$ 86,153.60	\$ 88,816.00	\$ 91,499.20			
Mille Lacs	\$ 102,315.00	\$ 102,315.00	\$ 105,589.00			
Pine	\$ 92,893.00	\$ 92,893.00	\$ 97,893.00			
Average (5)	\$ 97,813.52	\$ 98,949.20	\$ 102,680.64			
<b>7-County</b>						
Carlton	\$ 99,910.00	\$ 99,910.00	\$ 99,910.00			
Itasca	\$ 100,443.20	\$ 100,443.20	\$ 103,476.58			
Average (7)	\$ 98,488.69	\$ 99,299.89	\$ 102,398.54			

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

ADOPTED January 8, 2013

By Commissioner: xx

**010813-xxx**

**2013 COUNTY ATTORNEY SALARY**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Attorney James Ratz at \$\_\_\_\_\_ 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 8<sup>th</sup> day of January A.D., 2013, 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 8<sup>th</sup> day of January A.D., 2013**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

### County Recorder

Mn Statutes 386.015 identifies that the County Board approve the Budget and salary of the County Recorder by resolution. Aitkin County resolution 121812-119 approved the budget for the Recorder's office and all other County operations. Within that budget the County Recorder included a salary increase for every employee in her department (including herself) as identified by agreements or policies as adopted by the County Board.

Mn Statutes 386.015 identify that the County Board set the salary of the County Recorder based upon responsibilities and duties of this position and her experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Recorder's office is responsible for providing for the filing of Real Estate documents, (Abstract & Torrens), UCC (chattel mortgages), Veterans discharge, Birth, Death, Notary, Medical Assistance Liens, State and Federal tax liens, Plats and numerous other documents that are established by State Statute or County resolution as provided by Minnesota Statute

The Recorder's total budgeted amount for 2013 is as follows:

Revenue --	\$275,889
Expenditures -	\$269,777

## 2012 Minnesota Statutes

### 386.015 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.

Subdivision 1.[Repealed, 2009 c 152 s 25]

Subd. 2. **Board's salary procedure.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county recorder which shall be paid to the county recorder at such intervals as the board shall determine but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county recorder the board shall set by resolution the minimum salary to be paid county recorder for the term next following.

(c) In the event a vacancy occurs in the office of the county recorder the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county recorder shall not be reduced during the term for which the recorder is elected or appointed.

(e) In the event that duties are assigned to the county recorder which are in addition to duties as county recorder, additional compensation may be provided for the additional duties. The county board by resolution shall determine the additional compensation which shall be paid and specify the duties for which the additional compensation is to be paid.

Subd. 3.[Repealed, 1975 c 301 s 16]

Subd. 4.[Repealed, 2009 c 152 s 25]

Subd. 5. **Public and private fees.** The county recorder shall charge and collect all fees as prescribed by law and all such fees collected as county recorder shall be paid to the county in the manner and at the time prescribed by the county board, but not less often than once each month. This subdivision shall apply to the fees collected by the county recorder in performing the duties of the registrar of titles and all such fees shall be paid to the county as herein provided. A county recorder may retain as personal compensation any fees the recorder is permitted to charge by law for services rendered in a private capacity as a registered abstractor as defined in section 386.61, subdivision 2, clause (2).

Subd. 6. **Budget, deputies.** (a) The county board by resolution shall provide the budget for:

(1) the salaries of deputies, clerks and other employees in the office of the county recorder;

(2) other expenses necessary in the performance of the duties of said office; and

(3) the payment of premiums of any bonds required of any deputy, clerk or employee in said office and the board is authorized to appropriate funds therefor and for the salary of the county recorder.

(b) Nothing in this subdivision shall limit the right of the county recorder to appoint deputies for said office as provided in Minnesota Statutes 1961, section 386.33.

Subd. 7. **Salary, budget appeals.** The county recorder if dissatisfied with the action of the county board in setting the amount of the recorder's salary or the amount of the budget for the office of county recorder, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive or in unreasonable disregard for the responsibilities and duties of said office, and the recorder's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The court may order the officer

appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

**Subd. 8. When this section takes effect.** The provisions of subdivisions 1 through 7 shall take effect in the respective counties specified in subdivision 1 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county recorder; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the county recorder, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

**Subd. 9. Inconsistent law superseded.** All laws relating to the compensation, fees and clerk hire for the register of deeds and registrar of titles if one office inconsistent herewith are superseded.

**History:** 1965 c 842 s 1, 2; 1967 c 388 s 5; 1976 c 181 s 2; 1985 c 281 s 8; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1Sp1989 c 1 art 11 s 3; 2008 c 277 art 1 s 81; 2009 c 152 s 14

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**Recorder**

	<b>2010</b>		<b>2011</b>		<b>2012</b>	
<b>Aitkin</b>	\$	65,268.66	\$	65,268.66	\$	69,268.66
<b>5-County</b>						
<b>Cass</b>	\$	66,664.00	\$	66,664.00	\$	66,664.00
<b>Crow Wing</b>	\$	70,629.00	\$	73,839.00	\$	75,316.00
<b>Kanabec</b>	\$	58,073.60	\$	58,073.60	\$	58,073.60
<b>Mille Lacs</b>	\$	85,613.00	\$	87,755.00	\$	87,776.00
<b>Pine</b>	\$	57,658.00	\$	57,658.00		(call)
<b>Average (5)</b>	\$	<b>67,727.52</b>	\$	<b>68,797.92</b>	\$	<b>71,957.40</b>
<b>7-County</b>						
<b>Carlton</b>	\$	75,325.00	\$	75,325.00	\$	75,325.00
<b>Itasca</b>	\$	60,694.40	\$	63,636.83	\$	65,558.67
<b>Average (7)</b>	\$	<b>67,808.14</b>	\$	<b>68,993.06</b>	\$	<b>71,452.21</b>



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

ADOPTED January 8, 2013

By Commissioner: xx

**010813-xxx**

**2013 COUNTY RECORDER SALARY**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Recorder Diane Lafferty at \$\_\_\_\_\_ 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 8<sup>th</sup> day of January A.D., 2013, 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 8<sup>th</sup> day of January A.D., 2013**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

### County Treasurer

Mn Statutes 385.373 identifies that the County Board approve the Budget and salary of the County Treasurer by resolution. Aitkin County resolution 121812-119 approved the budget for the Treasurer's office and all other County operations. Within that budget the County Treasurer included a salary increase for every employee in this department as identified by agreements or policies as adopted by the County Board.

Mn Statutes 385.373 identify that the County Board set the salary of the County Treasurer based upon responsibilities and duties of this position and her experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Treasurer's office is responsible for collecting and receipting all tax monies and the County Treasurer deposits and invests such monies, as provided by Minnesota Statute 385.

The Treasurer's total budgeted amount for 2013 is as follows:

Revenue –	\$ 32,900
Expenditures -	\$223,931

It is important to note the significant improvement of positive communications between the County Board and the County Treasures office since County Treasurer Grams has taken office. To that point we have attached a copy of the third quarter investment reports, as I understand, previous Boards made requests for these documents, but then County Treasurer Nelson chose not to provide them.

Some of the other improvements include scanning all incoming documents and planning for scanning the hundred plus years of documents in storage. Treasurer Grams has reduced overtime in her department by 94%, down to \$291.00 for 2012. These are a few examples

"Our Mission is to Provide Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County"



# Welcome to Aitkin County...



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Aitkin County's 150th Anniversary Flag

## Aitkin County Treasurer's Office...

### Lori Grams

Aitkin County Treasurer  
 209 2nd St NW Room 203  
 Aitkin, Minnesota 56431  
 218-927-7325  
 Hours: M-F, 8:00 - 4:30

The County Treasurer is accountable to the taxpayers and citizens of Aitkin County. The Treasurer's office is part of the administrative branch of County Government and interacts with county departments, county residents, local government, state and federal agencies and local school districts. The County Treasurer, an elected official, is the County Investment Banker and is responsible for the collection and distribution of various county funds. The Treasurer's office is responsible for the collection and distribution of all property taxes.

### The Duties of the Office include:

- Acts as the Investment Banker for the county- manages a \$26-\$32 million dollar portfolio, depending on the time of year
- Receives and processes all incoming funds for Aitkin County.
- Collects and manages property tax payments
- Collects mortgage and deed tax
- Processes cash, checks and ACH transaction
- Reconciles numerous bank statements
- Disburses money owed by the county and tax settlements
- Balances the County's funds and cash on a regular basis
- Assists Aitkin County citizens with Property Tax Refund forms
- Manages escrow tax accounts and maintains taxpayer addresses
- Prepares Mobile Home Transfer/Clearance Sheets
- Oversees the disbursement of over 35,000 tax statements and Truth In Taxation statements
- Acceptance of passport applications ([www.travel.state.gov](http://www.travel.state.gov)) and processing of marriage licenses.

### Treasurer Staff:

Becky: [becky.rodan@co.aitkin.mn.us](mailto:becky.rodan@co.aitkin.mn.us)  
 Julie: [julie.hughes@co.aitkin.mn.us](mailto:julie.hughes@co.aitkin.mn.us)  
 Lori: [lgrams@co.aitkin.mn.us](mailto:lgrams@co.aitkin.mn.us)

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<a href="#">Marriage-License Information</a>
<a href="#">Property Tax FAQ</a>
<a href="#">Property Tax</a>
<a href="#">Passport</a>
<a href="#">Staff</a>

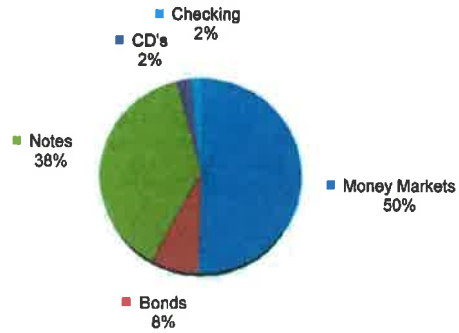
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# September 2012

## PORTFOLIO

Money Markets	\$14,903,611.83
Bonds	\$2,203,502.74
Notes	\$11,245,626.39
CD's	\$725,000.00
Checking	\$491,183.87
<b>Total</b>	<b>\$29,568,924.83</b>

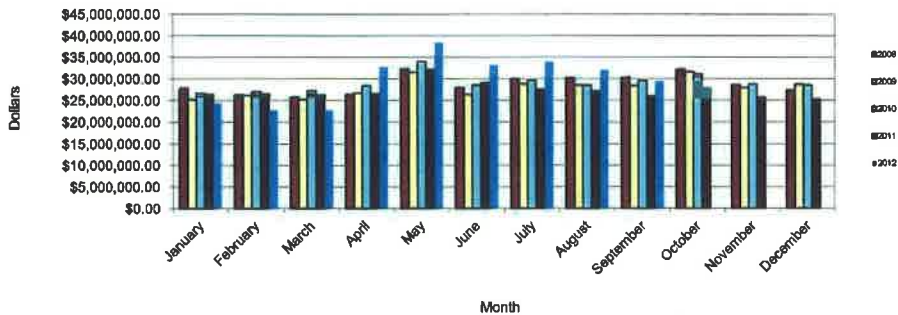
## INVESTMENT PORTFOLIO DIVERSIFICATION



## PORTFOLIO BALANCE

	2008	2009	2010	2011	2012
January	\$27,908,020.26	\$25,194,388.78	\$26,731,514.86	\$26,414,041.13	\$24,367,549.40
February	\$26,373,147.07	\$26,188,647.90	\$27,106,213.10	\$26,547,115.00	\$22,873,046.63
March	\$25,792,689.32	\$25,239,433.34	\$27,319,533.28	\$26,288,864.37	\$22,854,934.11
April	\$26,418,626.54	\$26,722,004.25	\$28,410,235.28	\$26,536,253.86	\$32,720,309.44
May	\$32,300,495.26	\$31,535,384.44	\$33,936,657.66	\$32,170,929.96	\$38,314,598.16
June	\$27,941,286.75	\$26,371,848.84	\$28,513,599.15	\$29,058,120.68	\$33,155,604.57
July	\$30,008,799.83	\$28,819,409.17	\$29,590,832.38	\$27,638,077.10	\$33,946,246.47
August	\$30,260,786.72	\$28,541,750.41	\$28,461,956.29	\$27,200,515.06	\$32,141,928.59
September	\$30,326,568.82	\$28,411,312.58	\$29,575,813.54	\$25,975,141.17	\$29,568,924.83
October	\$32,240,650.84	\$31,669,517.19	\$31,220,715.67	\$27,828,872.25	
November	\$28,558,874.89	\$27,959,080.25	\$28,694,285.12	\$25,775,604.86	
December	\$27,418,422.97	\$28,709,618.19	\$28,479,936.82	\$25,325,566.17	
<b>Average Balance</b>	<b>\$28,795,698.27</b>	<b>\$27,946,866.28</b>	<b>\$29,003,441.00</b>	<b>\$27,229,925.13</b>	<b>\$29,993,682.47</b>

## PORTFOLIO BALANCE



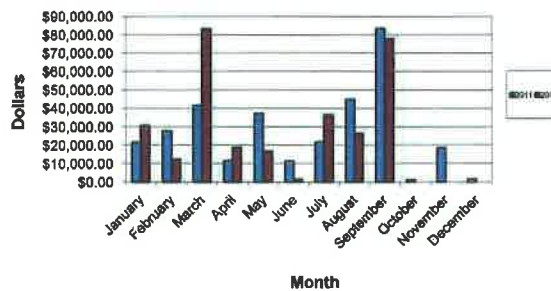
## INTEREST EARNED

	2011	2012
January	\$21,689.88	\$30,742.41
February	\$27,865.26	\$12,328.44
March	\$41,497.05	\$83,440.09
April	\$11,535.59	\$18,700.83
May	\$37,155.01	\$16,880.42
June	\$11,367.88	\$1,647.07
July	\$21,697.82	\$36,318.88
August	\$44,857.31	\$26,478.67
September	\$83,558.37	\$77,830.49
October	\$1,210.87	
November	\$18,473.37	
December	\$1,582.18	
<b>Total</b>	<b>\$322,490.59</b>	<b>\$304,367.30</b>

## Interest Earned

2010	530,362.75
2009	633,133.99
2008	\$1,030,195.48

## INTEREST EARNED



Lori Grams, County Treasurer

Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market			0.32	2,519.36
15	Federal Reserve	Bond	4/20/1987	4/1/2017	8.00	147.38
102	Wells Fargo	Bond	11/21/1984	5/21/2021	8.50	3,355.36
104	Magic-General	Money Market	-	-	0.04	6,859,665.78
108	Wells Fargo	Money Market	-	-	0.01	20,529.34
109	Security State	Checking	-	-	0.05	120,547.82
110	Bremer	Checking	-	-	0.04	370,636.05
147	Magic-Ditch 2	Money Market	-	-	0.04	12,313.91
148	Magic-Ditch 30	Money Market	-	-	0.04	28,312.44
177	Magic-Envir Trust	Money Market	-	-	0.04	26,700.41
189	Bremer	Money Market	-	-	0.03	1,839,620.04
323	WFA	Money Market	-	-	0.01	5,250,000.00
362	Peoples National Bank	CD	5/5/2011	5/5/2013	1.25	500,000.00
363	Security State Bank	Money Market	5/8/2009	-	0.30	842,895.70
381	Magic-Drainage/Cons	Money Market	-	-	0.04	21,054.85
389	Peoples National Bank	CD	1/28/2010	1/28/2012	1.90	25,000.00
414	Magic	Note	3/30/2011	3/9/2018	3.25	2,530,876.39
428	WFA	Note	1/18/2012	1/18/2019	1.25	750,000.00
429	Grand Timber Bank	CD	1/9/2012	1/9/2013	1.14	200,000.00
430	WFA	Note	2/8/2012	2/8/2019	2.00	1,500,000.00
431	WFA	Note	2/15/2012	2/15/2019	2.00	999,750.00
433	WFA	Note	3/21/2012	3/21/2019	2.00	1,000,000.00
440	WFA	Note	7/24/2012	7/27/2019	1.00	2,215,000.00
441	WFA	Bond	7/25/2012	7/25/2019	1.70	1,000,000.00
442	WFA	Note	8/28/2012	8/28/2019	1.63	2,250,000.00
443	WFA	Bond	9/27/2012	9/27/2019	1.64	1,200,000.00
						29,568,924.83

COUNTY	Sibley	Roseau	Red Lake	Pipestone	Pennington	Big Stone	Grant	Clearwater	Chisago	Swift	Mahnomen	Meeker	Aitkin	Houston	Wilkin	Lake of the Woods	Ottertail
2009 Treasurer Salary	\$55,183.00	\$64,437.00	\$39,069.00	\$60,690.00	\$54,700.00	\$56,725.00	\$57,470.00	\$65,437.00	\$85,000.00	\$58,259.00	\$52,482.00	\$61,704.00	\$61,175.00	\$55,100.00		\$49,562.00	\$75,483.00
2010 Treasurer Salary	\$55,183.00	\$66,587.00	\$41,317.00	\$60,690.00	\$55,800.00	\$58,427.00	\$59,363.00	\$68,952.00	\$5,000 also is Recor	\$59,424.00	\$53,925.00	\$61,704.00	\$61,175.00	\$57,285.61		\$50,008.00	\$75,483.00
2011 Treasurer Salary	\$56,290.00	\$68,244.00	\$41,317.00	\$60,690.00	TBD	\$58,427.00	\$59,363.20	\$71,157.00	\$5,000 also is Recor	63,336.00	\$53,925.00	\$61,704.00	\$61,175.00	\$50,000.00		\$51,128.00	\$76,232.00
2012 Treasurer Salary	\$57,120.00	\$68,859.00	\$43,005.00	\$63,117.00		\$59,595.50	\$59,966.40	\$73,382.00	\$5,710 also is Reco	67,184.00	\$55,009.00	\$68,404.00	\$65,175.00	\$50,000.00	\$75,256.00	\$52,272.00	\$77,002.00
2013 Treasurer Salary	\$58,240.00			1%													
2009 Auditor Salary	\$66,150.00	\$67,961.00	\$48,290.00	\$56,100.00	\$75,800.00	\$66,378.00	\$66,144.00	\$71,947.00	\$91,225.00	\$70,259.00	\$56,662.00	\$64,477.00	\$72,122.00	\$60,363.52		\$57,108.00	\$86,778.00
2010 Auditor Salary	\$66,150.00	\$70,340.00	\$50,705.00	\$56,100.00	\$77,320.00	\$69,033.00	\$68,390.00	\$75,587.00	\$91,225.00	\$71,424.00	\$58,221.00	\$66,412.00	\$72,122.00	\$62,757.77		\$57,381.00	\$86,778.00
2011 Auditor Salary	\$67,536.00	\$64,188.80	\$50,705.00	\$56,100.00	TBD	\$69,033.00	\$70,616.00	\$77,792.00	\$91,225.00		\$58,221.00	\$68,321.00	\$72,122.00	\$62,757.77		\$58,674.00	\$87,651.00
2012 Auditor Salary	\$68,369.00	\$66,809.60		\$58,344.00		\$71,822.00	\$71,323.20	\$77,792.00	\$93,053.00	101,000.00	\$59,391.00	\$68,404.00	\$76,122.00	\$62,757.77	\$80,812.00	\$59,818.00	\$88,525.00
2013 Auditor Salary	\$69,700.00			1%													
Population	15,356	16,000	4,300	10,500	13,738	5,800	5,849	8,423	50,625	10,823	5,029	23,370	15,646	19,027	6576	4011	57,243
# of Parcels	12,500	14,000	3,431	8,000	9,000	6,400	7,090	8,800	27,000	9,000	5,442	16,691	34,272	14,000	8230	6600	58800

Number of counties with separate offices : 20 for 2012

Separate as of 2012:

Aitkin, Big Stone, Chisago, Clearwater, Grant, Houston, Lake Of the Woods, Lincoln, Mahnomen, Meeker, Ottertail, Pennington, Pipestone, Red Lake, Roseau, Sibley, Steele, Swift, Watonwan, Wilkin

All 20 Counties were asked to provide the above detail, as of the production of this spreadsheet they had not all replied.

Treasurer and Auditor Salary Info 2009-2012

L Grams 12/23/12

## 2012 Minnesota Statutes

### 385.373 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.

Subdivision 1.[Repealed, 2009 c 152 s 25]

Subd. 1a. **Implementation.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county treasurer which shall be paid to the county treasurer at such intervals as the board shall determine but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county treasurer the board shall set by resolution the minimum salary to be paid the county treasurer for the term next following.

(c) In the event a vacancy occurs in the office of county treasurer the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county treasurer shall not be reduced during the term for which the treasurer was elected or appointed.

(e) In the event that duties are assigned to the treasurer which are in addition to duties as treasurer, additional compensation may be provided for the additional duties. The county board by resolution shall determine the additional compensation which shall be paid and specify the duties for which the additional compensation is to be paid.

Subd. 2.[Repealed, 1975 c 301 s 16]

Subd. 3.[Repealed, 2009 c 152 s 25]

Subd. 4.[Repealed, 1951 c 327 s 6]

Subd. 5. **Fees, mileage, expense allowance.** The county treasurer shall charge and collect all fees as prescribed by law and all such fees collected shall be paid to the county in the manner and at the times prescribed by the county board, but not less often than once each month. The county treasurer shall not retain any additional compensation, per diem or other emolument for services as county treasurer, but may receive and retain mileage and expense allowances as prescribed by law.

Subd. 6. **Budget.** (a) The county board by resolution shall provide the budget for:

- (1) the salaries of deputies, clerks and other employees in the office of the county treasurer;
  - (2) other expenses necessary in the performance of the duties of said office; and
  - (3) the payment of premiums of any bonds required of any deputy, clerk or employee in said office
- and the board is authorized to appropriate funds therefor and for the salary of the county treasurer.

(b) Nothing in this subdivision shall limit the right of the county treasurer to appoint deputies for said office as provided in Minnesota Statutes 1961, section 385.02.

Subd. 7. **Salary, budget appeals.** The county treasurer if dissatisfied with the action of the county board in setting the amount of the treasurer's salary or the amount of the budget for the office of county treasurer, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and the treasurer's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such

writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

**Subd. 8. When this section takes effect.** The provisions of subdivisions 1 to 7 shall take effect in the respective counties specified in subdivision 1 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county treasurer; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the treasurer, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

**Subd. 9. Inconsistent law superseded.** All laws relating to the salary, fees, and clerk hire for the county treasurer inconsistent herewith are superseded.

**History:** 1945 c 329 s 1; 1949 c 399 s 1-4; 1951 c 329 s 2; 1965 c 838 s 1-6; 1967 c 388 s 3,4; 1985 c 281 s 7; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 2009 c 152 s 13



# Treasurer

	Treasurer			2012 Budget	Auditor/Treasurer		
	2010	2011	2012		2010	2011	2012
Aitkin	\$ 61,175.40	\$ 61,175.40	\$ 65,175.40	65,175.40	na	na	na
5-County							
Cass	na	na	na		\$ 77,153.00	\$ 77,280.00	\$ 79,601.00
Crow Wing	pending	na	na		na	\$ 82,862.00	\$ 85,348.00
Kanabec	na	na	na		\$ 69,180.80	\$ 69,180.80	\$ 69,180.80
Mille Lacs	na	na	na		\$ 83,533.00	\$ 85,533.00	\$ 85,345.00
Pine	\$ 55,702.00	na	na		na	\$ 70,762.00	\$ 75,762.00
Average (5)	\$ 55,702.00	na	na		\$ 76,622.27	\$ 77,123.56	\$ 79,047.36
7-County							
Carlton	na	na	na		\$ 85,107.00	\$ 85,107.00	\$ 85,107.00
Itasca	na	na	na		\$ 100,713.60	\$ 100,713.60	\$ 103,755.15
Average (7)	\$ 55,702.00	na	na		\$ 83,137.48	\$ 81,634.06	\$ 83,442.71

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
**ADOPTED January 8, 2013**

By Commissioner: xx

**010813-xxx**

**2013 COUNTY TREASURER SALARY**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Treasurer Lori Grams at \$\_\_\_\_\_ 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 8<sup>th</sup> day of January A.D., 2013, 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 8<sup>th</sup> day of January A.D., 2013**

KIRK PEYSAR, County Auditor  
BY \_\_\_\_\_, Deputy

### County Sheriff

Mn Statutes 387.20 identifies that the County Board approve the Budget and salary of the County Sheriff by resolution. Aitkin County resolution 121812-119 approved the budget for the Sheriff's office and all other County operations. Within that budget the County Sheriff included a salary increase for employees in this department as identified by agreements or policies as adopted by the County Board.

Mn Statutes 387.20 identify that the County Board set the salary of the County Sheriff based upon responsibilities and duties of this position and his experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Sheriff's office budget is responsible for providing law enforcement and patrol services to all areas of Aitkin County, processing and incarcerating prisoners that commit crimes in Aitkin County, housing prisoners for other counties (as space permits), handling all 911 emergency calls, dispatching appropriate fire, EMS or law enforcement personnel, and implementing and maintaining the Enhanced 911 dispatching system. This office also provides Drug and Alcohol Enforcement and Education, pursuant to MSA 387.213, provides patrol services and search and rescue operations, according to MSA 387.03, on all waterways in Aitkin County, provides patrol services to all trails, and assists in the enforcement and education of ATV use and related activities, provide opportunities to inmates to work off time doing worthwhile community service under the direction of supervised staff, and provides Emergency Management for all disasters.

The Sheriff's total budgeted amount for 2013 is as follows:

Revenue –	\$2,643,203
Expenditures -	\$4,774,748

## 2012 Minnesota Statutes

### 387.20 SALARIES, FEES, BUDGETS; APPEALS.

Subdivision 1. **Counties under 75,000.** (a) In addition to the sheriff's salary, the sheriff shall be reimbursed for all expenses incurred in the performance of official duties for the sheriff's county and the claim for the expenses shall be prepared, allowed, and paid in the same manner as other claims against counties are prepared, allowed, and paid except that the expenses incurred by the sheriffs in the performance of service required of them in connection with insane persons either by a district court or by law and a per diem for deputies and assistants necessarily required under the performance of the services shall be allowed and paid as provided by the law regulating the apprehension, examination, and commitment of insane persons; provided that any sheriff or deputy receiving an annual salary shall pay over any per diem received to the county in the manner and at the time prescribed by the county board, but not less often than once each month.

(b) All claims for livery hire shall state the purpose for which such livery was used and have attached thereto a receipt for the amount paid for such livery signed by the person of whom it was hired.

(c) A county may pay a sheriff or deputy as compensation for the use of a personal automobile in the performance of official duties a mileage allowance prescribed by the county board or a monthly or other periodic allowance in lieu of mileage. The allowance for automobile use is not subject to limits set by other law.

Subd. 2. **Board procedure, details.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county sheriff which shall be paid to the county sheriff at such intervals as the board shall determine, but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county sheriff the board shall set by resolution the minimum salary to be paid the county sheriff for the term next following.

(c) In the event a vacancy occurs in the office of county sheriff, the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county sheriff shall not be reduced during the term for which the sheriff was elected or appointed.

Subd. 3. [Repealed, 1975 c 301 s 16]

Subd. 4. [Repealed, 2009 c 152 s 25]

Subd. 5. **Fees, expenses, per diems.** The county sheriff shall charge and collect all fees and per diems prescribed by law and may require such fees and per diems to be paid before performing the services for which they are charged. The sheriff shall pay all such fees and per diems to the county in the manner and at the times prescribed by the county board, but not less often than once each month. The sheriff shall not retain any additional compensation or other emolument for services in any activity of county government. For purposes of this subdivision, (1) the expenses of the sheriff incurred in the performance of official duties for the county, (2) uniform allowances, (3) mileage and travel allowances, except as the board shall have furnished motor vehicles pursuant to Minnesota Statutes 1961, section 387.29, (4) living quarters provided by the county, and (5) payments for boarding prisoners, shall not be deemed an emolument of the office.

Subd. 6. **Budget.** The county board by resolution shall provide the budget for:

(1) the salaries of deputies, jailers, matrons, bailiffs, clerks and other employees in the office of the sheriff;

(2) other expenses necessary in the performance of the duties of said office, including the reimbursement of the sheriff or a designee for necessary and reasonable expenses incurred in furnishing

board, laundry and other services to prisoners in the county jail, provided that the county board may at its option provide for the furnishing of these services to the prisoners;

(3) the payment of premiums of any bonds or license fees required of the sheriff or any deputy or other employee in said office; and

(4) mileage allowances prescribed by the board and the board is authorized to appropriate funds therefor and for the salary of the sheriff.

**Subd. 7. Appeal on salary, budget.** The sheriff, if dissatisfied with the action of the county board in setting the amount of the sheriff's salary or the amount of the budget for the office of sheriff, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive or without sufficiently taking into account the extent of the responsibilities and duties of said office, and the sheriff's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in a hearing de novo and may hear new or additional evidence, or the court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner or without sufficiently taking into account the extent of the responsibilities and duties of the office of the sheriff, the sheriff's experience, qualifications, and performance, it shall make such order to take the place of the order appealed from as is justified by the record and shall remand the matter to the county board for further action consistent with the court's findings. After determination of the appeal the county board shall proceed in conformity therewith.

**Subd. 8. Time of effect.** The provisions of subdivisions 1 to 7 shall take effect in the respective counties specified in subdivisions 1 to 7 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county sheriff; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the sheriff, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

**Subd. 9. Inconsistent law superseded.** All laws relating to the salary, fees, and deputies and clerk hire for the county sheriff inconsistent herewith are superseded.

**History:** 1917 c 312 s 1; 1957 c 492 s 1; 1965 c 840 s 1-3; 1969 c 1151 s 2,3; 1973 c 156 s 1; 1975 c 94 s 1,2; 1976 c 88 s 1; 1980 c 519 s 2,3; 1985 c 281 s 10; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1995 c 189 s 8; 1996 c 277 s 1; 2009 c 152 s 15,16

## Sheriff

	2010	2011	2012
Aitkin	\$ 77,932.00	\$ 77,932.00	\$ 81,932.00

### 5-County

Cass	\$ 92,269.00	\$ 94,986.00	\$ 89,627.00
Crow Wing	\$ 89,168.00	\$ 89,168.00	\$ 93,490.00
Kanabec	\$ 77,750.40	\$ 77,750.40	\$ 79,872.00
Mille Lacs	\$ 94,390.00	\$ 94,390.00	\$ 97,411.00
Pine	\$ 81,653.00	\$ 70,762.00	\$ 80,000.00
<b>Average (5)</b>	<b>\$ 87,046.08</b>	<b>\$ 85,411.28</b>	<b>\$ 88,080.00</b>

### 7-County

Carlton	\$ 87,550.00	\$ 87,550.00	\$ 87,550.00
Itasca	\$ 95,076.80	\$ 93,759.78	\$ 96,591.33
<b>Average (7)</b>	<b>\$ 88,265.31</b>	<b>\$ 86,909.45</b>	<b>\$ 89,220.19</b>

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

ADOPTED January 8, 2013

By Commissioner: xx

**010813-xx**

**2013 COUNTY SHERIFF SALARY**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Sheriff Scott Turner at \$\_\_\_\_\_ 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 8<sup>th</sup> day of January A.D., 2013, 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 8<sup>th</sup> day of January A.D., 2013**

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

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.

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### 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.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7/5/2012

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations, 2013 Commissioner Salaries & Policy Update

Requested Meeting Date: 7/24/2012 Estimated Presentation Time: Consent

Presenter: Bobbie Danielson

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply) 2013 Budget Expense

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: 01-001-6101

**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 (policy update)

Item may impact a bargaining unit agreement or county work policy. ☒ Yes ☐ No

Item may change the department's authorized staffing level. ☐ Yes ☒ No

BJD
HR Review

**Supporting Attachment(s)**

- ☒ Memorandum Summary of Item
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- ☐ 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 (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 HUMAN RESOURCES

**Bobbie Danielson, HR Manager**  
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To: County Commissioners  
From: Bobbie Danielson, HR Manager   
Date: July 5, 2012  
Subject: Personnel Committee Recommendation

## Background:

The Personnel Committee met on June 26, 2012, and recommends the attached personnel policy update and also recommends setting the 1/1/2013 County Commissioner salaries at \$28,644. (0% increase.)

### Commissioner Salaries

2009	\$28,644.00
2010	\$28,644.00
2011	\$28,644.00
2012	\$28,644.00
2013	\$28,644.00, proposed

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick.  
Thank you.

## Action Requested:

Motion to freeze the 2013 salary for the Aitkin County Commissioners at \$28,644.00 and to adopt the policy following resolution: 

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 County Commissioner's salary at \$28,644.00.

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

ADOPTED July 24, 2012

By Commissioner: xx

**072412-0xx**

**2013 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2013 County Commissioner's salary at \$28,644.00.

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 24<sup>th</sup> day of July 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 24<sup>th</sup> day of July A.D., 2012

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

## ARTICLE 4: WAGES AND SALARIES

### SUBJECT 4.1: SALARIES ELECTED OFFICIALS, APPOINTED OFFICIALS AND EMPLOYEES NOT ALREADY SET BY AGREEMENT

Effective: 11/28/00, REVISED 03/23/04 7/24/2012

#### PURPOSE:

To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement, meet and confer agreement, or an individual agreement. This policy shall provide for:

- a) Compliance with ~~applicable Minnesota State Statutes~~ relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.
- b) ~~Providing a~~ A defined process for establishing compensation levels for employees who are not already covered by a collective bargaining, meet and confer, or an individual agreement.

#### A. ELECTED OFFICIALS:

1. The salaries of Aitkin County Commissioners (~~\$375.055~~) elected from the I, II, III, IV & V districts shall be set by resolution of the County Board ~~in January by July 31~~ of each year, prior to the year in which the salary is to be paid.
2. The salaries of Aitkin County Attorney (~~\$388.18~~), County Auditor (~~\$384.151~~), County Recorder (~~\$386.015~~), County Sheriff (~~\$387.20~~), and County Treasurer (~~\$385.373~~), shall each be set by resolution of the County Board in December of each the year, prior to the year in which the each salary is to be paid.
3. A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy 4.4.

#### B. APPOINTED POSITIONS:

1. The salaries for appointed positions, including County Assessor (~~\$273.061, Subd. 6~~), County Highway Engineer (~~\$163.07, Subd. 2~~), Veterans Service Officer (~~\$197.60, Subd. 3~~), and Land Commissioner (~~\$282.13~~) shall ~~individually be set payable annually and in accordance with applicable agreements.~~

#### C. OTHER EMPLOYEES:

The salaries for other employees not already covered by a collective bargaining, meet and confer, or an individual agreement shall be adjusted annually according to the following procedures:

1. The supervisor is responsible for completing the employee's annual performance evaluation within 30 days of the employee's anniversary date in accordance with the Performance Appraisals Policy 3.9.
2. After the annual performance review has been completed, the employee, the Department Head and the County Administrator shall meet to discuss the respective wage adjustment based upon the following factors:
  - A. The County Administrator shall follow the uniform compensation guidelines, which includes the Hay wage chart.
  - B. The County Administrator should also consider market, employee performance, length of service, special skills, education, experience, pay equity, and rate at which the employee became fully competent in the position.

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3. After the employee, Department Head and the County Administrator have discussed the respective wage adjustment, the County Administrator shall set and approve the new wage.
4. If the County Administrator or the employee believes that the position should first be evaluated according to other County policies, i.e. Market Rate Adjustment Policy or Comparable Worth Policy, the matter is forwarded to the Human Resources Manager for evaluation and recommendation to the Board in accordance to the respective policy before the wage is adjusted.
5. If the employee is not satisfied with the process or outcome, the employee has the option to appeal the decision of the County Administrator or Human Resources Manager to the Board, provided the appeal is made within 30 days and is in writing. The decision of the Board is final.