



**AGENDA**  
**PINE COUNTY BOARD MEETING**

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Chaffee
District 4	Commissioner Rossow
District 5	Commissioner Ludwig

**Tuesday, March 3, 2015, 10:00 a.m.**  
**Public Health Building, Sandstone, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak on items not on the agenda. Each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of February 17, 2015 County Board Meeting and Summary for publication.
- F) Approve Minutes of February 24, 2015 Special Meeting-Economic Development and Committee of the Whole.
- G) Minutes of Boards, Committees and Correspondence
  - Pine County Land Surveyor Monthly Report – February 2015
  - Pine County Soil & Water Conservation District Board Meeting Minutes – February 5, 2015
- H) Approve Consent Items

**CONSENT AGENDA**

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. **February, 2015 Disbursements**  
Disbursements Journal Report, February 1, 2015 – February 28, 2015.
2. **Gas Tax Distribution**  
Consider approval of 2014 gas tax distribution to townships.
3. **Trail and Agricultural Lease Rates**  
Consider approval of updated trail and agricultural lease rates.
4. **Sewer/Shed Issue-Duquette**  
Consider (1) deed of easement to adjoining property owner for sewer system location and (2) sale of small section of land to another adjoining land owner for shed location.

5. **New Hire**

Authorize the hiring of Land/Veteran's Secretary Joy Hix, effective March 9, 2015, \$13.17 per hour, B21.

**REGULAR AGENDA**

1. **2014 Probation Placement Report**

Presentation by Probation Director Terryl Arola regarding to 2014 juvenile placements and the impact on Health & Human Services budget.

2. **IBEW HHS Supervisors Contract**

Consider approval of the 2014 contract with the IBEW HHS Supervisors Unit and authorize Board Chair and County Administrator to sign.

3. **Commissioner Updates**

Kanabec/Pine Community Health Board  
Arrowhead Counties Association  
Snake River Watershed Joint Powers Board  
East Central Regional Development Commission  
NLX-cancelled  
NE MN Regional Radio Board  
GPS 45:93  
Other

4. **Other**

5. **Upcoming Meetings (Subject to Change)**

- a. **Facilities Committee, Wednesday, March 3, 2015, 9:00 a.m.**, Public Health Building, Sandstone, Minnesota.
- b. **Pine County Board Meeting, Tuesday, March 3, 2015, 10:00 a.m.**, Public Health Building, Sandstone, Minnesota.
- c. **Joint Legislative Conference , Wednesday-Thursday, March 4-5, 2015**, Crowne Plaza St. Paul Riverfront.
- d. **Soil & Water Conservation District, Thursday, March 5, 2015, 3:00 p.m.**, Public Health Building, Sandstone, Minnesota.
- e. **East Central Solid Waste Commission (ECSWC), Monday, March 9, 2015, 9:00 a.m.**, 1756 180<sup>th</sup> St., Mora, Minnesota.
- f. **East Central Regional Library Board, Monday, March 9, 2015, 9:30 a.m.**, 244 So. Birch Street, Cambridge, Minnesota.
- g. **Personnel Committee, Tuesday, March 10, 2015, 9:00 a.m.**, Commissioners Conference Room, Pine County Courthouse, Pine City, Minnesota.
- h. **Central Minnesota Jobs & Training, Friday, March 13, 2015, 12:15 p.m.**, Workforce Center, 406 E. 7<sup>th</sup> St., Monticello, Minnesota.
- i. **Lakes & Pines, Monday, March 16, 2015, 10:00 a.m.**, 1700 Maple Avenue E, Mora, Minnesota.
- j. **Technology Committee, Tuesday, March 17, 2015, 8:30 a.m.**, Commissioners Conference Room, Pine County Courthouse, Pine City, Minnesota.
- k. **Pine County Board of Commissioners, Tuesday, March 17, 2015, 10:00 a.m.**, Board Room, Pine County Courthouse, Pine City, Minnesota.

6. **Adjourn**

**MINUTES OF PINE COUNTY BOARD MEETING**  
*Regular Meeting*

**Tuesday, February 17, 2015, 10:00 a.m.**  
**Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Steve Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Steve Chaffee, Curt Rossow and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Terry Nietzel commented regarding an issue. Willard Jaster commented about the position of walk buttons in downtown Pine City following the county street project.

Chair Hallan requested the following additions to the Agenda:

Add Item 9A: Set Special Meeting City-County Relations.

Add consent agenda item 3A: Consider Prosecution Contract with the City of Hinckley for criminal matters and related civil forfeitures.

Commissioner Chaffee moved to approve the Amended Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the February 3, 2015 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

**Minutes of Boards, Committees and Correspondence**

Pine County HRA Senior Housing Board of Directors Minutes regular meeting – December 17, 2014

East Central Regional Library Board Minutes – January 12, 2015

Pine County Methamphetamine Task Force Minutes – January 12, 2015

Commissioner Mohr moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 5-0.

Commissioner Ludwig moved to approve the amended Consent Agenda. Second by Commissioner Rossow. Motion carried 5-0.

**CONSENT AGENDA**

**1. Review January, 2015 Cash Balance**

Approve:

<b>Fund</b>	<b>January 31, 2014</b>	<b>January 31, 2015</b>	<b>Increase(Decrease)</b>
General Fund	1,732,293.00	2,614,540.63	882,247.63
Health and Human Services Fund	401,830.65	(325,651.12)	(727,481.77)
Road and Bridge Fund	1,514,201.99	916,849.17	(597,352.82)
Land Management Fund	1,802,550.80	2,044,016.68	251,465.88
TOTAL (inc non-major funds)	5,356,797.85	5,147,003.48	(209,794.37)

2. **Grant**  
Accept \$1,700 grant from the Wal-Mart Foundation to be used by Health & Human Services to help families who are struggling to meet their children's needs.
3. **Law Enforcement Services Contract – City of Hinckley**  
Approve agreement for law enforcement services between Pine County and the City of Hinckley for years 2015-2017 with the following amounts: \$165,162.50 (2015), \$166,987.50 (2016), and \$168,812.50 (2017).
- 3A. **Prosecution Contract – City of Hinckley**  
Approve prosecution contract with the City of Hinckley for criminal matters and related civil forfeitures.
4. **Joint Powers Agreement – Records Management System**  
Approve Joint Powers Agreement between the County of Pine, the Mille Lacs Band of Ojibwe and the County of Mille Lacs and authorize Board Chair to sign.
5. **New Hire**  
Approve the hiring of Payroll Clerk Erika Fornengo, effective March 2, 2015, \$16.00 per hour, B-23.
6. **Training**
  - A. Approve Social Worker Janet Ashmore to attend the Circle of Security Training in Minneapolis, May 4-7, 2015. Registration: covered by an Initiative Foundation grant; meals/\$121, and mileage/\$188. Total cost: \$309.
  - B. Approve County Recorder Tamara Tricas to attend the 2015 MCRA Summer Conference, Ruttger's Bay Lake Lodge in Deerwood, June 8-12, 2015. Registration \$25, lodging and meals/\$624.25, and mileage/\$92.87. Total cost: \$742.13.

### **REGULAR AGENDA**

1. **Public Hearing for the Pine County Local Water Plan 2015-2020**  
Chair Hallan opened the public hearing at 10:10 a.m. Sam Griffith, Sandstone City Administrator, offered his support for the water management plan. Henry Fischer, a resident of Pokegama Township, offered his support however he encouraged the county to set more ambitious goals to eradicate invasive species. Land Services Director Kelly Schroeder commented regarding goals set in the plan. There being no additional public comment, the public hearing was closed at 10:15 a.m. Discussion was held regarding the water management plan, funding, and goals. Ryan Hughes, Board Conservationist, from the Minnesota Board of Water & Soil Resources stated no action is required by the County Board at this time.
2. **Personnel Committee**  
The Personnel Committee met February 10, 2015 and made the following recommendations:  
*Extension:*  
Approve the hiring of a 2015 4-H summer assistant, \$10 per hour, not to exceed 350 hours.  
*Health & Human Services:*
  - i. Acknowledge the resignation of Case Aide Stephanie Klemz, effective February 5, 2015, and approve backfill.
  - ii. Acknowledge the resignation of Registered Nurse Beth Lyon, effective March 2, 2015, and approve backfill.

Jail:

- i. Approve the termination of probationary full-time Corrections Officer Cody Overton, effective January 26, 2015, and approve backfill. Any vacancies created through internal promotion may be backfilled.

Administrator:

- i. Approve a \$1.00 per hour performance increase for Public Works Director Mark LeBrun effective January 1, 2015.
  - ii. Approve a \$1.29 performance increase and a \$1.18 per hour market adjustment for IT Supervisor Ryan Findell, effective his anniversary date, February 5, 2015.
- Other items are for informational purposes only.

**Motion** by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

**3. Land Committee**

The Land Committee met January 28, 2015 and made the following recommendations:

A. Withdraw/Retention of 2014 Land Sale Parcels

County Auditor-Treasurer Cathy Clemmer reported to the board that Resolution 2015-07 will allow Pine County to withdraw select parcels of unsold land previously offered at the September 19, 2014 land auction and to reappraise and offer those parcels at the 2015 land auction.

**Motion** by Commissioner Ludwig to approve Resolution 2015-07 and authorize Board Chair and County Auditor to sign. Second by Chair Hallan. Motion carried 5-0.

B. 2014 Tax Forfeit Land Sale Tract Classification and Distribution

County Auditor-Treasurer Cathy Clemmer reported to the board that Resolution 2015-08 will allow the sale of non-conservation lands that have been forfeited to the State for non-payment of taxes. The sale of these properties will need DNR and township approval.

**Motion** by Commissioner Rossow to approve Resolution 2015-08 and authorize Board Chair and County Auditor to sign. Second by Commissioner Mohr. Motion carried 5-0.

C. Homestead/Repurchase Deadline

County Auditor-Treasurer Cathy Clemmer reported to the board that Resolution 2015-09 will allow homestead property owners to repurchase their property prior to the August 4, 2015 board meeting, at which time the board will set the September 18, 2015 land sale.

**Motion** by Commissioner Chafee to approve Resolution 2015-09 and authorize Board Chair and County Auditor to sign. Second by Commissioner Rossow. Motion carried 5-0.

D. 2015 Forfeit Land Auction

County Auditor-Treasurer Cathy Clemmer presented a list of forfeited lands to be offered for sale in 2015. Clemmer stated the Advisory Committee has reviewed the list of forfeited lands.

**Motion** by Commissioner Mohr to approve the list of lands to be offered for sale in 2015, authorize appraisals, re-appraisals, and miscellaneous land sale preparation for the attached listing and set the date for public land auction to September 18, 2015. Second by Commissioner Chaffee. Motion carried 5-0.

E. Sealing of the Land-O-Lakes Creamery Wells, Sandstone

County Auditor-Treasurer Cathy Clemmer gave an overview of two wells on the former creamery property in Sandstone that need to be sealed. The goal is to complete this project by the summer of 2015. Grants are available to fund this project.

**Motion** by Commissioner Ludwig to approve proceeding forward and solicit bids in the process to seal the wells. Second by Commissioner Chaffee. Motion carried 5-0.

4. Arrowhead Transit

Presentation was given by Arrowhead Transit Director Jack Larson, Assistant Director Joe Gentile, and Supervisor Voni Smolke, updating ridership and services provided. It was noted ridership has increased significantly in Sandstone and Pine City since inception in Pine County. Ridership in Hinckley has not been as successful. Chair Hallan commented Arrowhead Transit does not require funds from Pine County.

5. Fond du Lac/Elk Management

Wildlife Biologist Mike Schrage from the Fond du Lac Resource Management Division presented information regarding reintroducing elk to areas including the Nemadji State Forest in Pine County.

**Motion** by Commissioner Ludwig to provide a letter of support for the Fond du Lac Resource Management Division to complete a feasibility study regarding reintroducing elk into portions of Pine County. Second by Commissioner Chaffee. Motion carried 4-1 with Commissioners Chaffee, Hallan, Ludwig, and Mohr voting yes and Commissioner Rossow voting no.

6. Flood Closeout Report

Land Services Director Kelly Schroeder reviewed the recovery of the 2012 flood in northern Pine County.

7. Homeland Security and Emergency Management Award of Excellence for "Outstanding Commitment to Community Recovery"

Chair Hallan presented Land Services Director Kelly Schroeder with the Homeland Security and Emergency Management Award of Excellence for "Outstanding Commitment to Community Recovery" by the Minnesota Department of Homeland Security and Emergency Management. Chair Hallan offered his appreciation to Schroeder for the work she does and noted only one award of this type was given throughout the entire State of Minnesota.

8. Commissioner Update

Law Library: No report.

East Central Regional Juvenile Center Advisory Committee: Commissioner Ludwig stated there were reserves at the end of 2014 and it was decided to use these reserves for maintenance.

Soil & Water Conservation District: Commissioner Ludwig stated there was discussion on wells.

Two grants were received from the Board of Water and Soil Resources (BOSWR) and a forester grant.

Transportation Meeting/Rep. Nolan & MnDOT: Commissioner Rossow stated the Highway 70 project is projected to start in 2015. Chair Hallan noted it was a good meeting and funding affects the ability of projects to be completed.

East Central Solid Waste Commission: Chair Hallan stated bids are in for the expansion project.

East Central Regional Library Board: Commissioner Chaffee stated discussion was held about buildings and a librarian was hired for Hinckley.

**9. Other**

Chair Hallan noted he testified at the State Capital on Senate File No. 207 regarding local government aid for out-of-home placement costs of children under the Indian Child Welfare Act.

**9A. Set Special Meeting City-County Relations**

The board set a special meeting for April 21, 2015 at 7:00 p.m. at the Pine County Courthouse Board Room to meet with elected officials from the cities in the county.

**10. Upcoming Meetings**

Upcoming meetings were reviewed.

**11. Adjourn**

With no further business, Chair Hallan adjourned the county board meeting at 12:06 p.m. The next regular meeting of the county board is scheduled for March 3, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

David J. Minke, Administrator  
Clerk to County Board

**SUMMARY  
OF  
MINUTES OF PINE COUNTY BOARD MEETING  
Regular Meeting**

**Tuesday, February 17, 2015, 10:00 a.m.  
Board Room, Pine County Courthouse, Pine City, Minnesota**

Chair Steve Hallan called the meeting to order at 10:00 a.m. Present were Commissioners Josh Mohr, Steve Chaffee, Curt Rossow and Matt Ludwig. Also present were County Attorney Reese Frederickson and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. Terry Nietzel commented regarding an issue. Willard Jaster commented about the position of walk buttons in downtown Pine City following the county street project.

Commissioner Chaffee moved to approve the Amended Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Commissioner Chaffee moved to approve the Minutes of the February 3, 2015 county board meeting and Summary for publication. Second by Commissioner Mohr. Motion carried 5-0.

**Minutes of Boards, Committees and Correspondence**

- Pine County HRA Senior Housing Board of Directors Minutes regular meeting – December 17, 2014
- East Central Regional Library Board Minutes – January 12, 2015
- Pine County Methamphetamine Task Force Minutes – January 12, 2015

Commissioner Mohr moved to acknowledge the Minutes of Boards, Committees and Correspondence. Second by Commissioner Rossow. Motion carried 5-0.

Commissioner Ludwig moved to approve the amended Consent Agenda. Second by Commissioner Rossow. Motion carried 5-0.

Approve:

<b>Fund</b>	<b>January 31, 2014</b>	<b>January 31, 2015</b>	<b>Increase(Decrease)</b>
General Fund	1,732,293.00	2,614,540.63	882,247.63
Health and Human Services Fund	401,830.65	(325,651.12)	(727,481.77)
Road and Bridge Fund	1,514,201.99	916,849.17	(597,352.82)
Land Management Fund	1,802,550.80	2,044,016.68	251,465.88
TOTAL (inc non-major funds)	5,356,797.85	5,147,003.48	(209,794.37)

Accept \$1,700 grant from the Wal-Mart Foundation to be used by Health & Human Services to help families who are struggling to meet their children's needs.

Approve agreement for law enforcement services between Pine County and the City of Hinckley for years 2015-2017 with the following amounts: \$165,162.50 (2015), \$166,987.50 (2016), and \$168,812.50 (2017).

Approve prosecution contract with the City of Hinckley for criminal matters and related civil forfeitures.

Approve Joint Powers Agreement between the County of Pine, the Mille Lacs Band of Ojibwe and the County of Mille Lacs.

Approve the hiring of Payroll Clerk Erika Fornengo, effective March 2, 2015, \$16.00 per hour, B-23.

Approve Social Worker Janet Ashmore to attend the Circle of Security Training. Total cost \$309.

Approve County Recorder Tamara Tricas to attend the 2015 MCRA Summer Conference. Total cost: \$742.13.

Chair Hallan opened the public hearing at 10:10 a.m. on the Pine County Local Water Plan 2015-2020. The following individuals spoke: Sam Griffith/Sandstone City Administrator, Henry Fischer/Pokegama Township resident and Land Services Director Kelly Schroeder. There being no additional public comment, the public hearing was closed at 10:15 a.m. Discussion was held regarding the water management plan, funding, and goals. Ryan Hughes, Board Conservationist, from the Minnesota Board of Water & Soil Resources stated no action is required by the County Board at this time.

The Personnel Committee met February 10, 2015 and made the following recommendations:

Extension:

Approve the hiring of a 2015 4-H summer assistant, \$10 per hour, not to exceed 350 hours.

Health & Human Services:

- i. Acknowledge the resignation of Case Aide Stephanie Klemz, effective February 5, 2015, and approve backfill.
- ii. Acknowledge the resignation of Registered Nurse Beth Lyon, effective March 2, 2015, and approve backfill.

Jail:

- i. Approve the termination of probationary full-time Corrections Officer Cody Overton, effective January 26, 2015, and approve backfill. Any vacancies created through internal promotion may be backfilled.

Administrator:

- i. Approve a \$1.00 per hour performance increase for Public Works Director Mark LeBrun effective January 1, 2015.
- ii. Approve a \$1.29 performance increase and a \$1.18 per hour market adjustment for IT Supervisor Ryan Findell, effective his anniversary date, February 5, 2015.

**Motion** by Commissioner Chaffee to approve the recommendations of the Personnel Committee. Second by Commissioner Rossow. Motion carried 5-0.

The Land Committee met January 28, 2015 and made the following recommendations:

A. Withdraw/Retention of 2014 Land Sale Parcels

**Motion** by Commissioner Ludwig to approve Resolution 2015-07 to allow withdraw select parcels of unsold land previously offered at the September 19, 2014 land auction and to

reappraise and offer those parcels at the 2015 land auction. Second by Chair Hallan. Motion carried 5-0.

B. 2014 Tax Forfeit Land Sale Tract Classification and Distribution

**Motion** by Commissioner Rossow to approve Resolution 2015-08 to allow the sale of non-conservation that have been forfeited to the State for non-payment of taxes. Second by Commissioner Mohr. Motion carried 5-0.

C. Homestead/Repurchase Deadline

**Motion** by Commissioner Chaffee to approve Resolution 2015-09 to allow homestead property owners to repurchase their property prior to the August 4, 2015 board meeting, at which time the board will set the September 18, 2015 land sale. Second by Commissioner Rossow. Motion carried 5-0.

D. 2015 Forfeit Land Auction

**Motion** by Commissioner Mohr to approve the list of lands to be offered for sale in 2015, authorize appraisals, re-appraisals, and miscellaneous land sale preparation for the attached listing and set the date for public land auction to September 18, 2015. Second by Commissioner Chaffee. Motion carried 5-0.

E. Sealing of the Land-O-Lakes Creamery Wells, Sandstone

**Motion** by Commissioner Ludwig to approve proceeding forward and solicit bids in the process to seal the wells. Second by Commissioner Chaffee. Motion carried 5-0.

**Motion** by Commissioner Ludwig to provide a letter of support for the Fond du Lac Resource Management Division to complete a feasibility study regarding reintroducing elk into portions of Pine County. Second by Commissioner Chaffee. Motion carried 4-1 with Commissioners Chaffee, Hallan, Ludwig, and Mohr voting yes and Commissioner Rossow voting no.

The board set a special meeting for April 21, 2015 at 7:00 p.m. at the Pine County Courthouse Board Room to meet with elected officials from the cities in the county.

With no further business, Chair Hallan adjourned the county board meeting at 12:06 p.m. The next regular meeting of the county board is scheduled for March 3, 2015 at 10:00 a.m. at the Public Health Building, Sandstone, Minnesota.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

David J. Minke, Administrator  
Clerk to County Board

**The full text of the board's Minutes are available at the County Administrator's Office and the county's website ([www.co.pine.mn.us](http://www.co.pine.mn.us)). Copies may also be requested from the administrator's office.**

# MINUTES OF PINE COUNTY BOARD MEETING

## Special Meeting – Committee of the Whole

**Tuesday, February 24, 2015, 9:00 a.m.**  
**Pine County Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 9:00 a.m. Present were Commissioners Josh Mohr, Steve Chaffee, Curt Rossow and Matt Ludwig. Also present were County Attorney Reese Frederickson, County Sheriff Jeff Nelson and County Administrator David Minke.

Commissioner Chaffee moved to approve the Agenda. Second by Commissioner Ludwig. Motion carried 5-0.

Commission Rossow moved to acknowledge the resignation of Assistant County Attorney Aimee Cupelli, effective March 3, 2015, and to authorize the backfill of the position. Second by Commissioner Chaffee. Motion carried 5-0.

1. Household Hazardous Waste

Land Services Director Kelly Schroeder reviewed current practices with Household Hazardous Waste and discussed alternatives. Schroeder will continue to research options and report back to the board.

2. Recycling.

Land Services Director Kelly Schroeder reviewed current practices with recycling and discussed alternatives. Schroeder will continue to research options and report back to the board.

3. Aquatic Invasive Species (AIS)

Land Services Director Kelly Schroeder reviewed the county's AIS plan. Commissioners directed that she continue to work on the program including:

- A. Local boat inspectors working with law enforcement.
- B. 4-H aquatic robotics program.
- C. Matching grants for lake association to chemically treat and harvest invasive weeds.
- D. Explore purchase of a portable decontamination unit.

4. Subdivision Ordinance (subdivision process)

Land Services Director Kelly Schroeder reviewed the Subdivision Ordinance and some of its challenges relating to the subdivision process. Schroeder will develop a draft to reduce the required lot frontage from 500 feet to 300 feet and to incorporate all of the current amendments into the ordinance.

5. Blight Ordinance

County Attorney Reese Frederickson distributed a draft/sample blight ordinance. Commissioners have received feedback that some of the cities and townships are looking for assistance in combating blight in their jurisdictions. The direction is to circulate a draft of the sample ordinance to the cities and townships and encourage feedback.

6. Nepotism Policy

County Attorney Reese Frederickson distributed a draft/sample nepotism policy. The direction is to bring the draft policy to the Personnel Committee for consideration.

7. Lighted Community Information Sign

The county board discussed the request to allow placement of a lighted community information sign at the Pine Government Center (315 Main Street, Pine City).

8. Goals

The board discussed the goals from the January, 2015 strategic planning meeting:

A. Building/usage plan

Direction: Continue to pursue more detailed cost information.

B. Economic Development (see below)

C. Outdoor Recreation

Direction: Assigned to the Facility Committee. Consider restructure of Land Services department to include land management and recreation management. Evaluate an additional position in the department and explore what funding may be available from the land fund.

D. Technology

Direction: Continue to pursue current activities.

E. Public Safety Committee

Direction: Commissioners Matt Ludwig and Steve Hallan to take the lead along with Attorney Frederickson, Sheriff Nelson, probation, courts, and others as necessary.

F. Ditch

Direction: Attorney Frederickson to provide future update.

G. Nepotism Policy (see above)

H. Blight Ordinance (see above)

I. County Relationships with Townships and Cities

Direction: Work with the township officer association to develop a better forum for discussion than the spring/fall township officer meetings. Continue to meet with the cities

J. Legislative

Direction: Continue to participate in Arrowhead Association. County board to meet formally with legislators representing Pine County at least once per year.

K. Media Relations

Direction: Continue to develop ideas.

L. MLBO

Direction: Continue to meet with the band at the staff and elected leadership levels.

M. Soil and Water Conservation District (SWCD)

Direction: Contact Board of Water and Soil Resources (BWSR) to better understand the mission of the SWCD and the county's role.

N. East Central Regional Development Commission (ECRDC)

Direction: Continue to develop ideas.

O. Economic Development Plan/Goals

The board discussed its economic development plan and how to accomplish the goals. It was the consensus of the board to form an Economic Development Commission (EDC) consisting of the five (5) commissioners and up to two (2) citizen members. Once formed, the EDC would consider contracting on a part-time basis with an economic development professional to lead the effort.

With no further business, the meeting adjourned at 2:15 p.m.

---

Stephen M. Hallan, Chair  
Board of Commissioners

---

David J. Minke, Administrator  
Clerk to County Board



# PINE COUNTY PUBLIC WORKS

## HIGHWAY DEPARTMENT

405 Airport Road NE  
Pine City, MN 55063

Telephone 320-216-4200  
Fax: 320-629-6736  
1-800-450-7463 Ext. 4200

Mark A. LeBrun, P.E.  
County Engineer

### Pine County Land Surveyor Monthly Report

February 2015

T38N R20W Section 28, search for, set, tie out and GPS PLSS corner, set additional points on the boundaries of Pine County gravel pit lands, update files.

County Ditch #2, T38N R20W and R21 W, set vertical and horizontal control stations, map profiles of ditch, determine invert elevations on improvements to ditch, create documentation, update files.

Provide HARN coordinate data for GIS to County Recorder as needed.

Review legal descriptions for County ROW Dept. and County Land Dept. as needed.

Review Plats and Minor Subdivisions for County Zoning Dept. as needed.

Review and file PLSS corner certificates provided by private surveyors as needed.

Review, edit and file Certificates of Survey created by County Surveyor as needed.

Robin T. Mathews, Pine County Surveyor

Monthly Report February 2015.doc



**BOARD MEETING MINUTES**  
**February 5, 2015**

The Pine County Soil and Water Conservation District Board of Supervisors held their monthly meeting on Thursday, February 5, 2015.

**Members Present:**

Doug Odegard  
Jerry Telker  
Tom Swaim  
Joe Luedtke  
Skip Thomson

**Others Present:**

Jill Carlier, District Manager  
  
Julie Salmon, NRCS DC

**Members Absent:** *none*

**CALL TO ORDER:** Thomson called the meeting to order at 3:00 p.m.

**PUBLIC COMMENT:** *none.*

**APPROVAL OF AGENDA:**

Motion by Swaim, seconded by Odegard to approve the agenda with additions.

*Motion carried*

**JANUARY MINUTES:**

Motion by Telker, seconded by Swaim to approve the January minutes.

*Motion carried*

**JANUARY FINANCIAL STATEMENTS AND PAYMENTS OF BILLS:**

Motion by Luedtke, seconded by Odegard to approve the January financials and payment of bills.

*Motion carried*

**STAFF/SUPERVISOR REPORTS:**

**Wetlands & Grants:**

*No WCA issues for approval.*

*No grant issues for discussion.*

**Water Management:**

- Carlier stated there will be a water plan public hearing during the February 17 county board meeting in Pine City.

**Forestry:**

- Thomson stated the clean water grant application was funded to hire a forester for Area 3 and 8.
- The bat issue was discussed.

**East Central Forest Landscape:**

- The meeting was held on 1/31/15 in Mora. Talked about oak wilt. Group also said they could help fund outreach efforts.

**TSA III**

- Meeting was held on 1/28/15. Talked about purchasing another vehicle, a printer and software.
- Carlier met with TSA staff to review Pine's list of projects.
- Odegard met with Carlton and Aitkin supervisors and BWSR to discuss Aitkin not participating in the TSA anymore.

**Snake River Citizen Advisory Committee:**

- Meeting was held on 1/26/15. Both grant applications were funded. Staff will meet soon to set up the workplans.

**Exploratory**

- No meetings last month.

**Personnel**

- Motion by Odegard, seconded by Telker was made to hire a new district technician at a rate of \$15.75 per hour. After a 90 day probationary period, the rate will be increased to \$16.50, starting either March 15 or April 1.

*Motion carried*

**Policy/Budget**

- No meetings last month.

**Trees:**

- Tree orders are coming in.

**Envirothon**

- Will be the first Monday in May at Cloquet Forestry Center.

**Newsletter**

- In-county mailing went out this week. The out of county mailing will go out next week.

**DISTRICT CONSERVATIONIST REPORT:**

Salmon stated the CSP sign-up deadline is February 27. There is a radio ad about soil health. Salmon attended a soil health workshop in Sauk Center on 2/4/15.

*Salmon left the meeting.*

**GREG BECK, COUNTY LAND DEPARTMENT:**

Beck talked about two unused wells in the City of Sandstone that need to be sealed. He asked the board to consider altering the Clean Water Well Sealing Grant to include the City of Sandstone so the County could use our grant funds to help pay for sealing the two wells.

Motion by Odegard, seconded by Telker to authorize Carlier to alter the workplan to say "county-wide" so the County can seal the wells in Sandstone using our grant funds.

*Motion carried.*

**FLOOD RELIEF GRANT:**

Nothing this month.

**CROSS LAKE SITUATION:**

Nothing this month.

**2015 BUDGET:**

Carlier presented the 2015 budget.

Motion by Swaim, seconded by Odegard to approve the 2015 budget.

*Motion carried*

**2015 ANNUAL PLAN:**

Carlier presented the 2015 Annual Plan.

Motion by Odegard, seconded by Telker to approve the 2015 Annual Plan.

*Motion carried*

**SHARED SERVICES AGREEMENT WITH KANABEC SWCD:**

Carlier stated Kanabec SWCD made a minor change to the agreement for shared services on a specific wetland issue in Kanabec County.

Motion by Luedtke, seconded by Odegard to approve the revised agreement.

*Motion carried*

**STATE COST SHARE:**

Nothing this month.

**CLEAN WATER GRANT:**

Carlier stated the 2 grant applications were funded.

**APPROVING OVERTIME FOR STAFF:**

Carlier asked the board to approve Carlier and Poppe working extra hours this spring. Carlier estimates Poppe would work up to an extra 11 days, and Carlier would work up to an extra 16 days.

Motion by Telker, seconded by Odegard to approve Carlier and Poppe working extra hours this spring.

*Motion carried*

**BWSR LETTER:**

Carlier received a letter from BWSR regarding the Sturgeon Lake Well Sealing Grant. Since a very small amount of funds from this grant has been spent, and we were just awarded 2 more clean water grants, BWSR is checking on our ability to fulfill the workplan of this grant. A meeting has been schedule with Ryan Hughes and Jeff Hrubes to come meet with Carlier and Thomson about this. Discussion followed.

Motion by Swaim, seconded by Odegard to approve giving \$20,000 of the grant funds back to BWSR to be used elsewhere in the state.

*Motion carried*

**MEETING WITH MASWCD:**

Thomson stated that he and Swaim will be meeting with MASWCD staff and lobbyists regarding the district funding initiative. There could be more meetings in the upcoming months.

Motion by Luedkte, seconded by Telker to approve sending 2 supervisors to meet with the legislators and lobbyists regarding the funding initiative.

*Motion carried.*

**VEHICLE:**

The board discussed the purchase of another vehicle. With 2 more staff coming on this year, another vehicle will be necessary. Consensus for Carlier to get updated numbers on vehicles.

**MISC ITEMS:**

Thank yous: Carlier typed up thank you letters to the legislators after the MASWCD Legislative Days. Letters were sent to Senator Lourey, Representative Rarick, and Speaker of the House Daudt.

**NEXT MEETING DATE & TIME:**

The next district board meeting will be held on Thursday, March 5, 2015 at **3:00 p.m.**

**ADJOURNMENT:**

The meeting adjourned at 4:37 p.m.

Respectfully submitted,

Doug Odegard, Secretary



# AGENDA REQUEST FORM

Date of Meeting: March 3, 2015

- County Board**
  - Consent Agenda
  - Regular Agenda
- 5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: February, 2015 Disbursements

Department: Auditor-Treasurer

*Walter Clemens*  
Department Head signature

**Background information on Item:**

Approve February, 2015 disbursements

**Action Requested:**

**Financial Impact:**

CATHYJ  
2/25/15 11:48AM

\*\*\*\*\* Pine County \*\*\*\*\*



DISBURSEMENTS JOURNAL REPORT G/L Months: 02/2015 - 02/2015

RECAP BY FUND

FUND	AMOUNT	NAME
1	262,842.30	GENERAL REVENUE FUND
12	317,076.95	HEALTH & HUMAN SERVICES
13	176,262.14	ROAD & BRIDGE FUND
22	2,821.18	LAND MANAGEMENT FUND
37	500.00	COUNTY RAILROAD AUTHORITY
76	58,322.08	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	6,798.50	COUNTY COLLECTIONS AGENCY FUND
82	2,390.36	TAXES AND PENALTIES AGENCY FUND
84	28,981.53	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	8,272.80	H & HS COLLECTIONS AGENCY FUND
	864,267.84	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	571,891.41	AUD
2	292,376.43	COM
3	0.00	MVC
	864,267.84	Total Disbursements



## AGENDA REQUEST FORM

Date of Meeting: March 3, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: 2014 Gas Tax Distribution

Department: Auditor-Treasurer

*Cathy Clemmer*  
Department Head signature

**Background information on Item:**

Approve 2014 Gas Tax Distribution to Townships

**Action Requested:**

**Financial Impact:**

## 2014 GAS TAX DISTRIBUTION

VENDOR NUMBER	TOWN	POPULATION	AMOUNT	ROAD MILES	AMOUNT	TOTAL
6800	ARLONE	358	\$4,179.45	17.360	\$4,728.31	\$8,907.76
6805	ARNA	112	1,307.54	20.050	5,460.98	6,768.52
6810	BARRY	585	6,829.54	17.473	4,759.09	11,588.63
6815	BIRCH CREEK	233	2,720.14	20.100	5,474.60	8,194.75
6820	BREMEN	240	2,801.86	20.628	5,618.41	8,420.28
6825	BROOK PARK	522	6,094.05	16.140	4,396.02	10,490.08
6830	BRUNO	184	2,148.10	5.140	1,399.97	3,548.07
6835	CHENGWATANA	987	11,522.67	36.430	9,922.38	21,445.04
6840	CLOVER	410	4,786.52	11.030	3,004.22	7,790.74
6845	CROSBY	93	1,085.72	10.290	2,802.67	3,888.39
6850	DANFORTH	78	910.61	10.440	2,843.52	3,754.13
6855	DELL GROVE	697	8,137.08	35.293	9,612.69	17,749.77
6860	FINLAYSON	456	5,323.54	33.040	8,999.05	14,322.59
6865	FLEMING	141	1,646.10	5.450	1,484.41	3,130.50
6870	HINCKLEY	806	9,409.59	36.135	9,842.03	19,251.62
6875	KERRICK	325	3,794.19	11.360	3,094.10	6,888.29
6880	KETTLE RIVER	504	5,883.91	24.870	6,773.80	12,657.71
6885	MISSION CREEK	635	7,413.27	27.258	7,424.21	14,837.48
6890	MUNCH	302	3,525.68	18.350	4,997.96	8,523.64
6895	NEW DOSEY	74	863.91	25.830	7,035.27	7,899.18
6900	NICKERSON	167	1,949.63	12.510	3,407.33	5,356.96
6905	NORMAN	248	2,895.26	30.450	8,293.61	11,188.87
6910	OGEMA	352	4,109.40	9.300	2,533.02	6,642.43
6915	PARK	37	431.95	6.310	1,718.64	2,150.60
6920	PARTRIDGE	639	7,459.96	28.090	7,650.82	15,110.79
6925	PINE CITY	1,394	16,274.16	42.900	11,684.60	27,958.76
6930	PINE LAKE	583	6,806.19	41.995	11,438.11	18,244.30
6935	POKEGAMA	2,743	32,022.97	59.740	16,271.28	48,294.25
6940	ROYALTON	1,163	13,577.37	27.000	7,353.94	20,931.31
6945	SANDSTONE	824	9,619.73	33.095	9,014.03	18,633.76
6950	STURGEON LAKE	508	5,930.61	22.085	6,015.25	11,945.87
6955	WILMA	65	758.84	16.000	4,357.89	5,116.73
6960	WINDEMERE	1,711	19,974.96	46.930	12,782.24	32,757.20
<b>TOTAL:</b>		<b>18,176</b>	<b>\$212,194.50</b>	<b>779.072</b>	<b>\$212,194.50</b>	<b>\$424,389.00</b>

PER CAPITA           \$11.6744333  
 PER MILE             272.3682792

Received Check 2-12-15 (Misc Rcpt #78184)  
 Approved by County Board - 3-3-15  
 Checks Mailed 3-6-15



# AGENDA REQUEST FORM

Date of Meeting: March 3, 2015

- County Board
    - Consent Agenda
    - Regular Agenda
  - Personnel Committee
  - Other \_\_\_\_\_
- 5 mins  10 mins  15 mins  Other

Agenda Item: Trail and Agricultural Lease Rates

Department: Auditor/Land Departments

*Arthur Clemens*  
 Department Head signature

### Background information on Item:

As reviewed and approved by the Land Advisory Committee.  
 Adjustments of Trail and Agricultural Lease Rates on Tax-Forfeit Lands:

- currently (one) 18 acre pasture lease
- (one) 1/4 mile access lease, (one) 1/2 mile access lease
- (one) expired State trail lease

Reviewing other County, State DNR, and Minnesota Extension, lease fees and rates -the recommendation is to update Pine County Fees.

Because only a few leases exist, the Advisory Committee looked at abolishing the trail and ag leases program, but concluded to continue with the programs but at increased fees to keep current.

### Action Requested:

Approval

### Financial Impact:

N/A

Pine County Agricultural Lease Rates

Current

- Haylands: \$5.00/acre
  
- Tillable land: \$5.00-\$20.00/acre (depending on site quality)
  
- Pastureland: \$15.00/acre

Minimum Fee: \$50.00

- Lease will be subject to a personal property (lease) tax as determined by the County Assessor.
- All lease requests will be approved on an individual basis.
- Leases for food plots or habitat may be issued at a discount or no-charge rate.
- Rates set June 1, 2002.

**\*Recommended rate adjustments (1/2015):**

Haylands: Increase to \$10.00/acre.

Tillable/Croplands: Increase to \$38.50/acre.

Pastureland: No Change.....\$15.00/acre

- Lease will be subject to a personal property (lease) tax as determined by the County Assessor.
- All lease requests will be approved on an individual basis.
- Leases for food plots or habitat may be issued at a discount or no-charge rate.
- Minimum Fee: \$50.00

\*Recommended rate adjustments from:  
MN DNR Agricultural Lease Rate Revisions (1/09/12).  
University of MN/Extension "Cropland Rental Rates for Minnesota Counties" (9/14).

**Pine County Trail Lease**  
**Policy and Rates**

Purpose: Trail leases will be issued to provide property access and trail corridors. Trail permits will be subject to an annual fee and will allow for the construction and maintenance of the trail as stated in the permit. Gates may be erected by the lessee to exclude highway vehicles, however the trail will remain open for public use.

Annual Fee: \$0.05 per foot (minimum of \$50.00), plus timber damages if any.

Exemptions: GIA/recreational trails, cooperative access agreements, and temporary access for natural resources and the management thereof.

Duration: not to exceed 10 years (M.S. 282.04, subd. 1. d).

**Increased Trail Lease Rate (January 2015)**

Current Rate:

\$0.04/foot

i.e. per '40': 1320 feet x \$0.04 = \$52.80

Proposed Rate:

\$0.05/foot

i.e. per '40': 1320 feet x \$0.05 = \$66.00



# AGENDA REQUEST FORM

Date of Meeting: \_\_\_\_\_

- County Board
    - Consent Agenda
    - Regular Agenda
  - Personnel Committee
  - Other \_\_\_\_\_
- 5 mins  10 mins  15 mins  Other

Agenda Item: Sewer/Shed Issue- Duquette Property

Department: Auditor/Land Department

*Wahy Channer*  
 Department Head signature

### Background information on Item:

As discussed and approved by the Land Advisory Committee.

Summer 2014: Pine County acquired 1.7 acres off Duquette Ave. to secure access into 80 acres of tax-forfeited properties, although no direct costs were involved, the County paid legal fees for the Truman Anderson Estate property to be transferred to Kerrick Township (which previously was thought to have occurred). In the transaction, the County "inherited" a neighbor's sewer system and another neighbor's shed. Originally an easement was issued for the sewer system by Kerrick Township but is invalid, as the easement was never recorded and Kerrick Township did not own the property-only thought they did. At the time the shed was built no survey corners were in place and the new owner just assumed it was on the property he purchased.

Solution: Pine County to deed an easement for the sewer (no charge for the easement, however no costs to the County, the neighbor assumes all costs). Pine County to sell a small section of land (to be appraised by the Assessor's Office) to circumvent the issue of the shed (no costs to the County, the neighbor assumes all costs).

DEADLINE: both the easement and land purchase must occur before July 1, 2015, as the property is scheduled to be sold at the 2015 County Land Auction. After that, any unsettled issues can be dealt with by whomever purchases the County land.

### Action Requested:

Approve as noted above.

### Financial Impact:

N/A



Overview



Legend

**Roads**

<all other values>

Interstate

Hwy

Townships

Parcels

Parcels w/o Labels

Memorial Forests

**Parcel ID** 160279001

**Sec/Twp/Rng** 24-45-18

**Property Address**

**Alternate ID** n/a

**Class** 958 - MUNICIPAL PUBLIC SERVICE-OTHER

**Acreeage** 5.300

**Owner Address** TOWN OF KERRICK

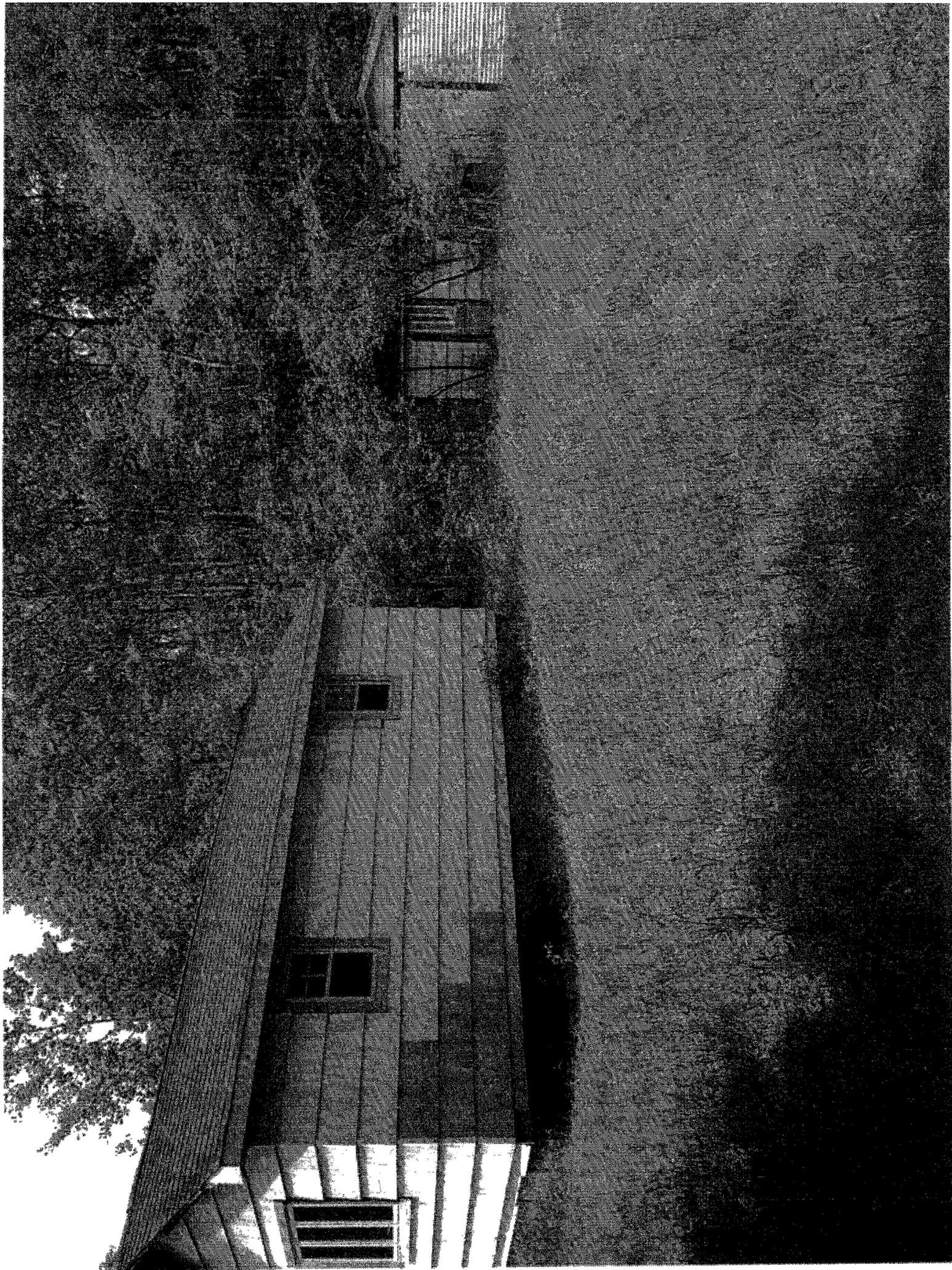
88816 WILD OAK LOOP

KERRICK, MN 55756

**District** n/a

**Brief Tax Description** OF 3RD ST 150 FT; THENCE AT RT ANG IN SELY DIR 75 FT TO PT OF BEG. 5) THAT PART OF LOT 4 A UD SUB DESC AS FOLL: BEG AT PT WHERE SOUTH LINE OF CO RD 47 INTER- SECTS NWLY LINE OF TWNST OF DUQUETTE SAID PT BEING 50 FT NWLY OF NLY CORNER OF LOT 5 BLK 5 OF TWNST OF DUQUETTE; THENCE NWLY ALONG SLY LINE OF CO RD 75 FT; THENCE SWLY 150 FT; THENCE SELY 75 FT; THENCE NELY 150 FT TO PT OF BEG & THAT PART OF LOT 4 A UD SUB DESC AS FOLL: COM AT PT WHERE SOUTH LINE OF CO RD 47 INTER- SECTS WITH NWLY LINE OF TWNST OF DUQUETTE SAID PT BEING 50 FT NWLY OF NLY CORNER OF LOT 5 BLK 5 TWNST OF DUQUETTE; THENCE NWLY ALONG SLY LINE OF CO RD 75 FT; THEN SWLY 150 FT TO PT OF BEG; THEN CONT SWLY ALONG SAID LINE WHICH RT ANG TO SAID CO RD 150 FT; THENCE AT RT ANG SELY 75 FT; THENCE AT RT ANG NELY 150 FT; THENCE AT RT ANG NWLY 75 FT TO PT OF BEG. 6) ALL THAT PART OF LOT 4 A UD SUB DESC AS FOLL: BEG AT PT WHERE SOUTH LINE OF CO RD INTERSECTS THE NWLY LINE OF TWNST OF DUQUETTE, SAID PT BEING 50 FT NWLY OF NLY CORNE

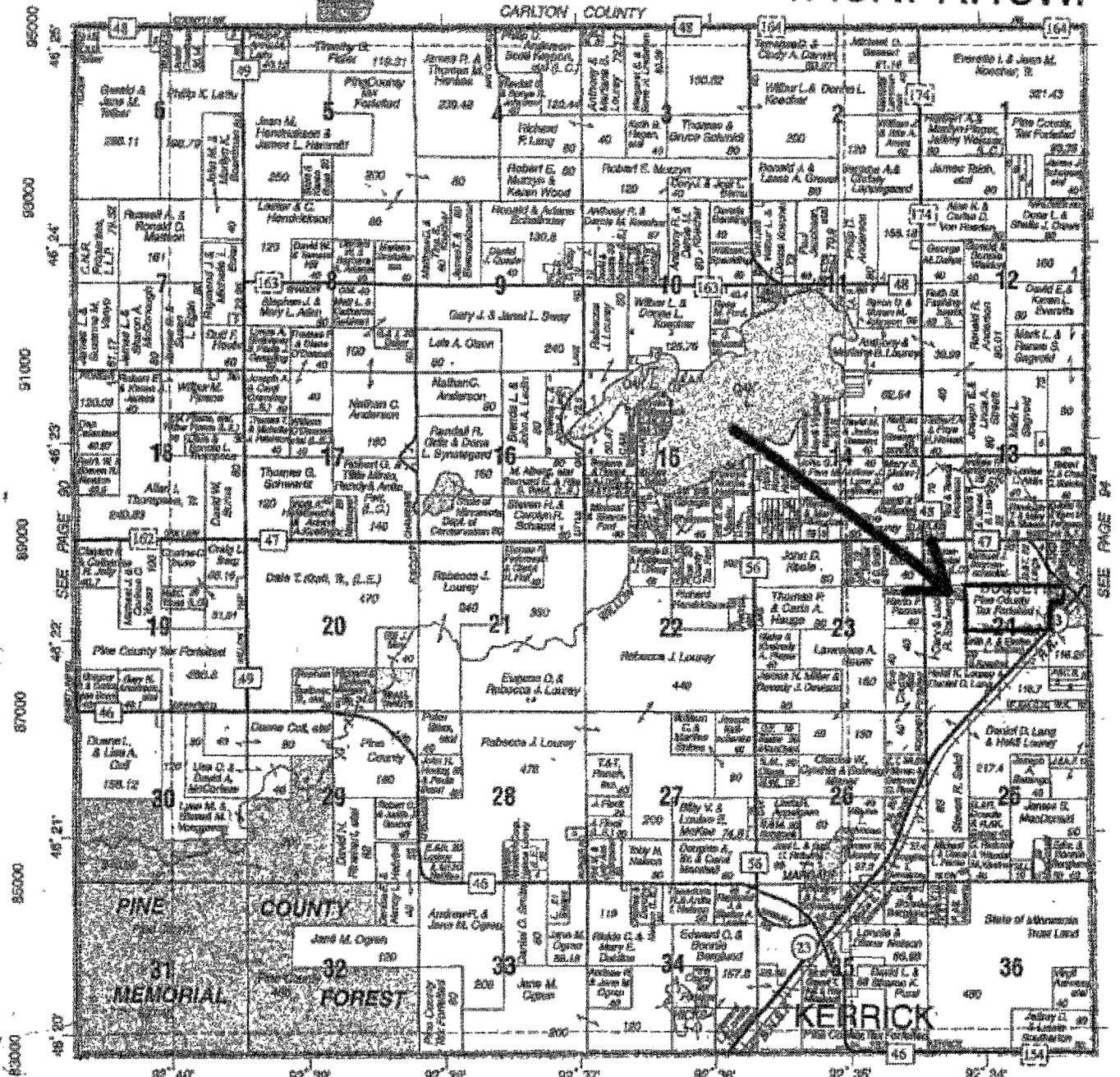
(Note: Not to be used on legal documents)



# KERRICK

# T.45N.-R.18W.

CARLTON COUNTY



© 2010 Rockford Map Publ., Inc.

SEE PAGE 80

Pine County, MN

45000 47000 49000 51000 53000 55000 57000



## AGENDA REQUEST FORM

Date of Meeting: February 17, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins. \_\_\_ 10 mins. \_\_\_ 15 mins. \_\_\_ Other \_\_\_
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item: Approve hiring of Land/Veteran's Secretary Joy Hix**

**Department: Administrator**

  
\_\_\_\_\_  
Department Head signature

### Background information on Item:

Interviews with 6 candidates were conducted on February 18, 2015 for the position of Land/Veteran's Secretary. The interview panel consisted of Commissioner Ludwig, HR and Payroll Specialist Matt Christenson, County Forester Greg Beck and Veteran Services Officer Ben Wiener.

The top candidate was Joy Hix. An offer was made with the conditions of a successful background check and board approval.

Joy will bring a wealth of customer service and technological experience to Pine County in this position.

### Action Requested:

Approve the hiring of Land/Veteran's Secretary (B21) Joy Hix effective March 9, 2015 with a starting wage of \$13.17 per hour in accordance with the 2015 AFSCME Road and Bridge Techs Unit 1 pay scale.

### Financial Impact:

The position is in the 2015 budget.



## AGENDA REQUEST FORM

Date of Meeting: March 3, 2015

- County Board**  
 Consent Agenda  
 Regular Agenda      5 mins  10 mins  15 mins  Other
- Personnel Committee**
- Other** \_\_\_\_\_

Agenda Item: 2014 Probation Placement Report

Department: Pine County Probation

*Caryl Arvola*

2015.02.24 13:57:29  
-06'00'

Department Head signature

### Background information on Item:

Each year the Probation Director has presented statistical data as related to juveniles court-ordered into placement in Pine County through the Probation Department. The report is attached. The Probation Director will review the data and be available for any further discussion and/or questions.

### Action Requested:

Informational only

### Financial Impact:

These placements have a significant impact on the Health and Human Services budget each year.



# **PROBATION JUVENILE PLACEMENTS**

**2014 Report**

**Terryl Arola, Probation Director**

# INTRODUCTION

In making placement decisions all the factors must be taken into consideration. A recommendation is made by the Probation Agent, supported by the Pre-Placement Screening Team, and ordered by the Court where the placement decision is ultimately made:

- Public Safety
- Accountability
- Rehabilitation
- Least restrictive alternative
- Closest to Home
- Cost effective
- Transitional services
- Best interest of the child.

## Placement Reduction Strategies

COMMUNITY-BASED in place \$ 15,432 in 2014

- Mental Health Screening
- Mental Health – Psychosexual evaluation
- Electronic Monitoring - GPS
- Outpatient sex offender programming

## 2014 HHS Budget for Probation Cases

2014 Budget: \$ 470,000

Actual Expenditures Paid: \$ 590,579

Recoveries: \$ 39,685 (SSI, Parental fees, etc)

Committed to ECRJC: \$ 87,600 (365 days)

Expended at ECRJC: \$ 193,756 (821 days)

2015 HHS Budget: \$ 570,000

## 2014 Budget Busters

(\$ 20,000 or more per juvenile)

- Commission of a heinous crime
- Sex offenders who need treatment
- Those that are chronic serious offenders.
- Those who are mentally ill

**18%** of youth spent **63%** of the placement costs

9 youth expended \$ 369,481 of 2014 Placement costs

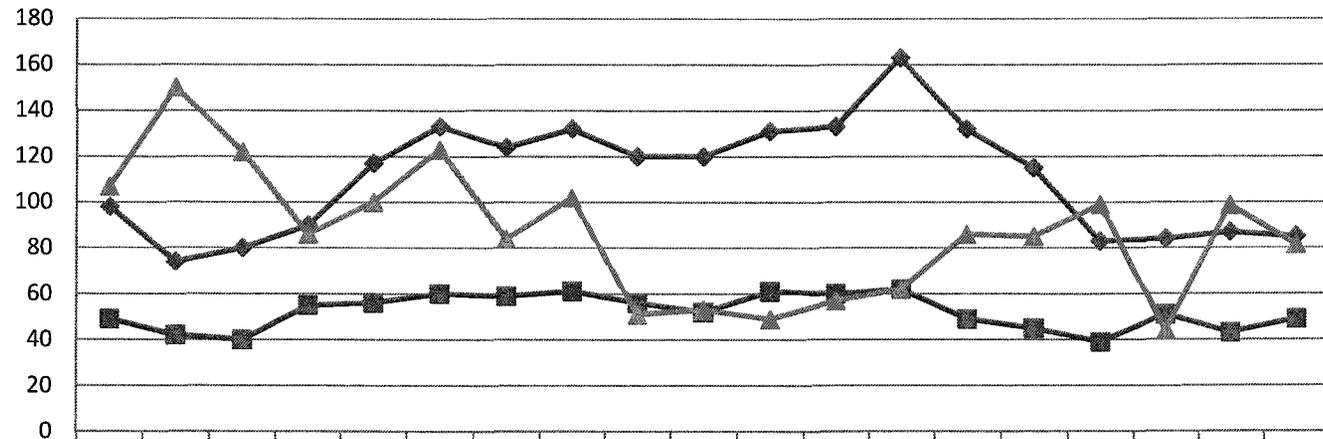
Overall Ave Cost Per Juvenile in Placement (#): \$ 12,053 (49)

Average Cost for the Budget Busters (#): \$ 41,053 (9)

Average Cost for the rest (#): \$ 5,527 (40)

Average Number in Placement per month: 8

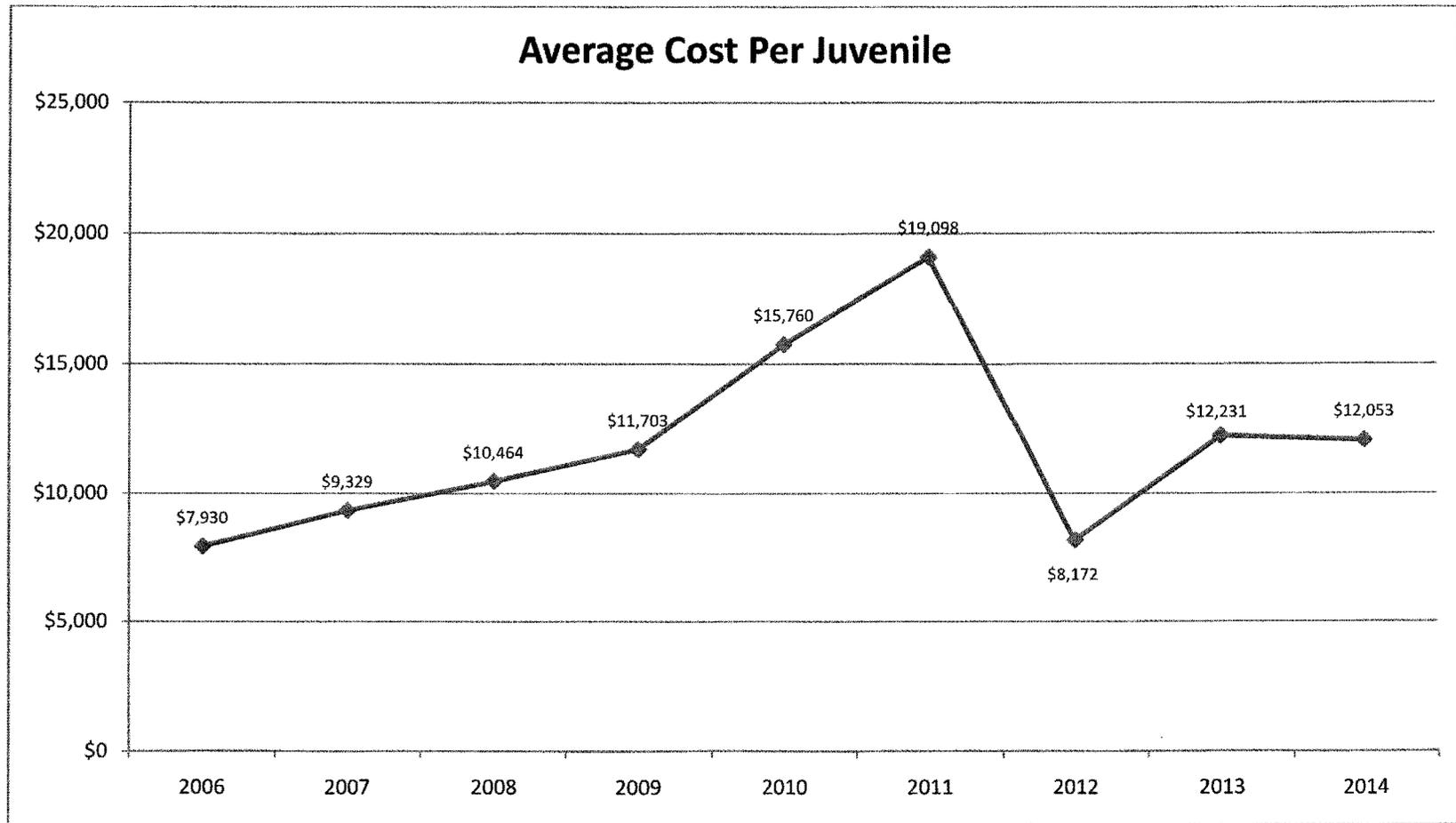
## Annual Juvenile Placements



	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
◆ # Placements	98	74	80	90	117	133	124	132	120	120	131	133	163	132	115	83	84	87	85
■ # Juveniles	49	42	40	55	56	60	59	61	56	52	61	60	62	49	45	39	51	43	49
▲ Ave Length Placement	107	150	122	86	100	123	84	102	51	53	49	57	62	86	85	99	44	99	81

### Highlights:

- \* The number of juveniles in placement went up this year
- \* Twenty-five compared to 26 last year were only in placement one time.
- \* Juvenile caseload numbers in 2014 went back up slightly this year.
- \* The average length of placement went down compared to last year.
- \* Five juveniles were placed four or more times during the year.
- \* Five juveniles avoided placement entirely by using electronic monitoring. This is one less than last year.
- \* Use of electronic monitoring to reduce placements continues to remain high this year. Twenty-one juveniles reduced placements with the additional use of electronic monitoring compared to twenty last year



PLACEMENT COSTS now reflect costs paid out for the calendar year based upon HHS expense reports. These go back to 2006. Placement cost reports in previous Probation Reports showed costs incurred for the calendar year rather than paid. These numbers are available and can go back to 1996.

# USE of East Central Regional Juvenile Center

We have been a Joint Powers member county since the facility was built in 1997. We contributed detention grant dollars that were designated to Pine County at that time.

The bond debt load will be paid off in 2015.

This could result in a \$ 15 per day reduction in the daily per diem.

## Current Reserves as of 12-31-14

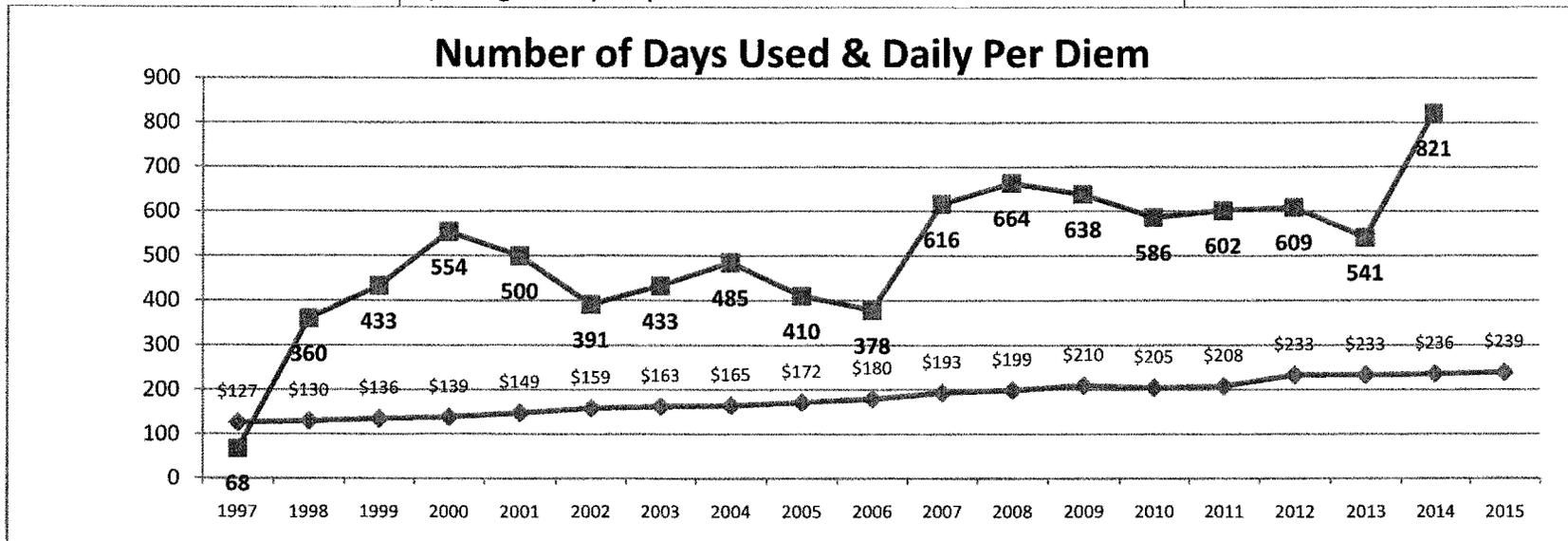
Insurance: \$ 54,056

Operational: \$ 272,726

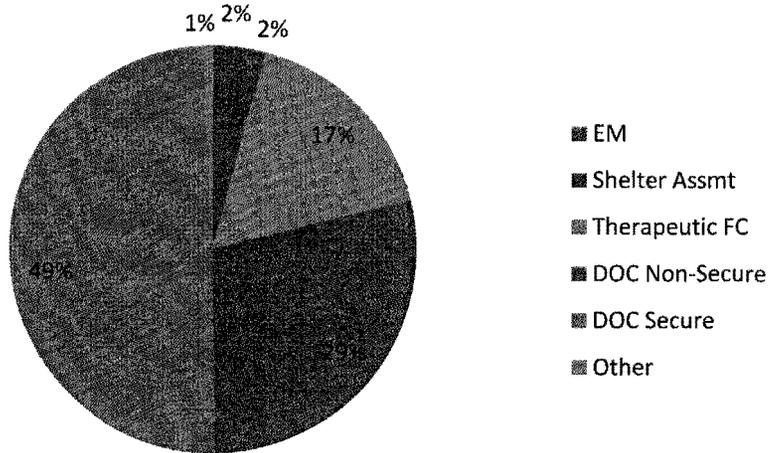
Capital: \$ 274,617

### ECRJC Benefits:

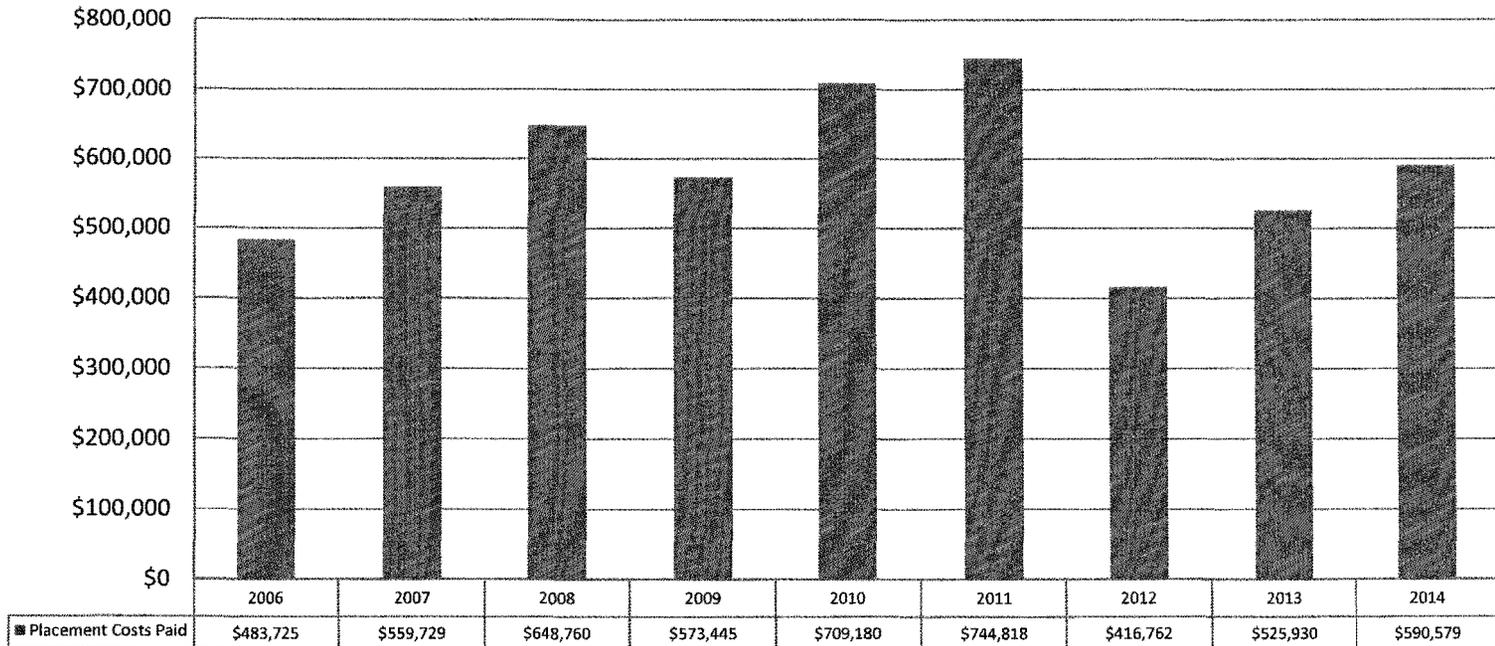
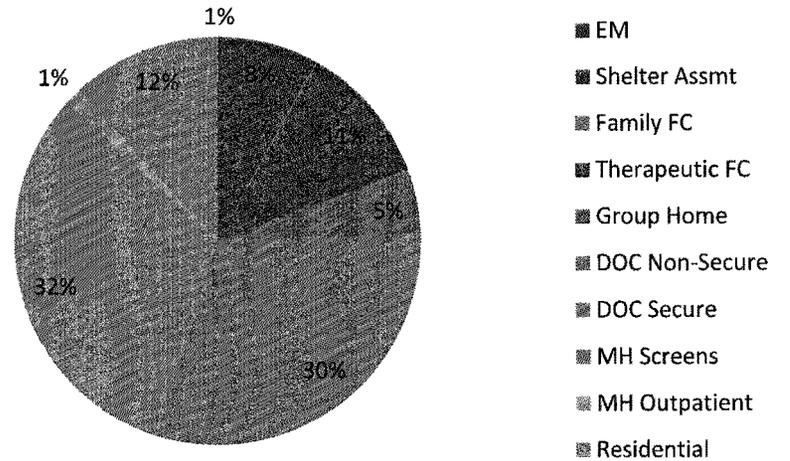
- 1) We have an investment in facility (reserves)
- 2) Diversified programs
- 3) Willingness to develop programs to fill needs
- 4) Quality programs
- 5) Keeps local cops on streets vs. travel
- 6) Limited resources outside of RJC
- 7) Close to families
- 8) Long-term perspective



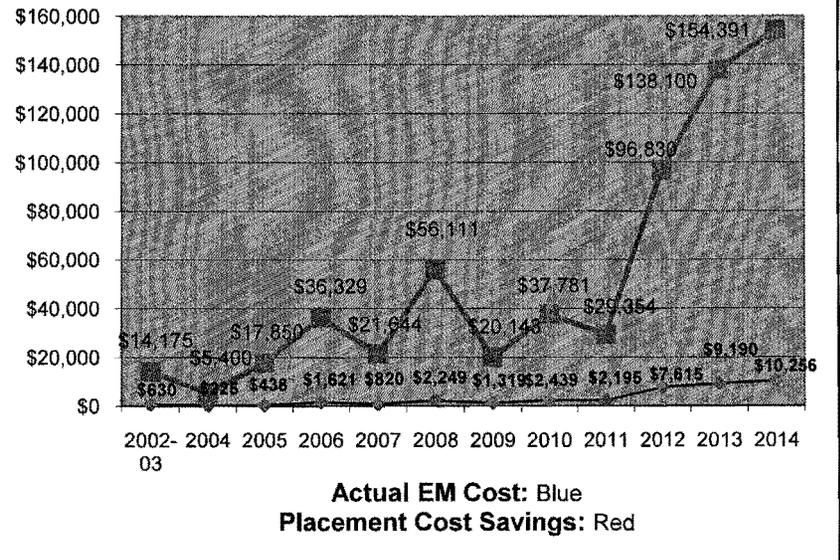
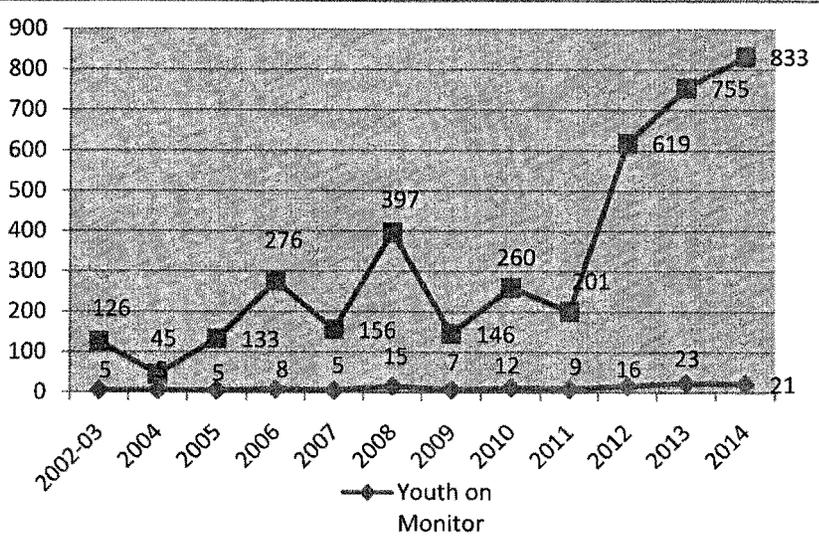
### 2014 Placement Types



### 2006-2014 Placement Types



## Juvenile Electronic Monitoring



**Average Days per Youth in 2014: 40 – To-date: 27**  
**Total cost savings since implementation: \$ 628,838**

**2014 Program Cost: \$ 10,256.25**

**2014 COMMUNITY-BASED COSTS:**

Mental Health Screens:	\$ 1,400
Outpatient Mental Health/	
Sex Offender Programming:	\$ 3,776
Electronic Monitoring:	<u>\$ 10,256</u>
	\$ 15,432



# AGENDA REQUEST FORM

Date of Meeting: March 3, 2015

- County Board**
  - Consent Agenda
  - Regular Agenda      5 mins. X 10 mins.     15 mins.     Other
- Personnel Committee**
- Other** \_\_\_\_\_

**Agenda Item: 2014 IBEW Contract Proposal**

**Department: Administrator**




---

Department Head signature

### Background information on Item:

The below proposal was presented by the IBEW HHS Supervisor's unit and matches all other 2014 unit proposals to date.

#### General terms/conditions

1. 1 year agreement (2014)
2. Maintain step movement.
3. 1.5% COLA effective 1/1/14
4. Health Insurance. The county continues the option of a fully paid premium for single coverage and a split on the family coverage making the monthly county contribution \$493 for single and \$1,074 for family coverage.

Back pay and back health insurance contributions are included.

### Action Requested:

Approve the 2014 contract proposal with the IBEW HHS Supervisors unit as proposed and authorize County Administrator and Board Chair to sign.

### Financial Impact:

1.5% COLA was budgeted for 2014. 50/50 split on health insurance was budgeted for 2014 rather than 65/35 split.



# PINECOUNTY

## Administrator's Office

635 Northridge Drive NW  
Suite 200  
Pine City, MN55063  
1-800-450-7463 Ext. 1620  
Fax: 320-591-1628

### Commissioners

Steve Hallan – Dist. 1  
Joshua Mohr – Dist. 2  
Steve Chaffee – Dist. 3  
Curt Rossow – Dist. 4  
Matt Ludwig – Dist. 5

### County Administrator

David J. Minke

To: Pine County Commissioners  
From: Matt Christenson, Human Resources and Payroll Specialist  
Date: February 19, 2015  
Subject: IBEW Contract Proposed Settlement

All 10 collective bargaining agreements between Pine County and the various bargaining units expired December 31, 2013. Over the last year, the county has met with the various units multiple times and successfully reached agreement with seven of the units—(1) legal secretaries (2) highway technicians (3) highway supervisors (4) AFSCME HHS (5) AFSCME Maintenance (6) AFSCME Courthouse and (7) AFSCME PCSO Admin. These contracts are of one, two and three year durations. Three of the other units are essential and able to go to arbitration. The deputies represented by Teamsters and the correction officers/dispatchers represented by AFSCME have filed for arbitration and an arbitrator has been selected. The third unit—HHS supervisors, have agreed to an initial proposal for a one-year (2014) contract matching the 2014 terms of the seven other settled contracts.

The last meeting held with the IBEW group was on January 9, 2014. The proposal is outlined below and a proposed contract is attached.

#### General terms/conditions

1. 1 year agreement (2014)
2. Maintain step movement.
3. 1.5% COLA effective 1/1/14
4. Health Insurance. The county continues the option of a fully paid premium for single coverage and a split on the family coverage making the monthly county contribution \$493 for single and \$1,074 for family coverage.

Back pay and back health insurance contributions are included.

Settling this contract will leave only correction offices/dispatchers, and deputies unsettled for 2014.

LABOR AGREEMENT  
BETWEEN  
**THE COUNTY OF PINE**  
AND THE  
**INTERNATIONAL  
BROTHERHOOD OF  
ELECTRICAL WORKERS**  
(Social Services Supervisors)



January 1, 2014 – December 31, 2014

Deleted: 0
Deleted: 1

## TABLE OF CONTENTS

ARTICLE I. PURPOSE OF AGREEMENT .....	3
ARTICLE II. DEFINITIONS .....	3
ARTICLE III. RECOGNITION.....	4
ARTICLE IV. RESPONSIBILITIES OF PARTIES .....	4
ARTICLE V. EMPLOYER AUTHORITY .....	5
ARTICLE VI. LOCAL UNION RESPONSIBILITY .....	5
ARTICLE VII. HOURS OF WORK .....	5
ARTICLE VIII. SENIORITY, LAYOFF, PROMOTION .....	6
ARTICLE IX. HOLIDAYS .....	7
ARTICLE X. VACATIONS .....	7
ARTICLE XI. SICK LEAVE.....	8
ARTICLE XII. FUNERAL LEAVE.....	10
ARTICLE XII B. PERSONAL DAYS .....	10
ARTICLE XII C OTHER TYPES OF LEAVES OF ABSENCE .....	10
ARTICLE XIII. INSURANCE .....	15
ARTICLE XIV. RETIREMENT INSURANCE.....	17
ARTICLE XV. PROBATIONARY PERIODS .....	17
ARTICLE XVI. DISCIPLINE .....	17
ARTICLE XVII. GRIEVANCE PROCEDURE.....	18
ARTICLE XVIII. COMPENSATION.....	20
ARTICLE XIX. PROMOTIONS AND RECLASSIFICATION .....	21
ARTICLE XX. VACATION DONATION PROGRAM POLICY .....	21
ARTICLE XXI. DRESS CODE POLICY .....	21
ARTICLE XXII. SAVINGS CLAUSE.....	22
ARTICLE XXIII. NO STRIKE .....	22
ARTICLE XXIV. RIGHTS OF SUBCONTRACT .....	22
ARTICLE XXV. COMPLETE AGREEMENT AND WAVIER OF BARGAINING .....	22
ARTICLE XXVI. DURATION .....	23
ARTICLE XXVII. NON-DISCRIMINATION .....	23
SIGNATURE PAGE.....	24
APPENDIX A1 SCHEDULE OF WAGES .....	25

## AGREEMENT

This Agreement, effective January 1, 2014 through December 31, 2014, between the County of Pine, hereinafter referred to as the Employer, and Local Union #160 of Minneapolis, Minnesota, of the International Brotherhood of Electrical Workers affiliated with the AFL-CIO, who may be hereinafter referred to as the Local Union.

Deleted: 0

Deleted: 1

### ARTICLE I PURPOSE OF AGREEMENT

Section A. It is the intent and purpose of the parties hereto set forth herein the basic Agreement covering rates of pay, hours of work and all other conditions of employment to be observed between the parties hereto.

Section B. The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claims by the employee or Local Union 160, IBEW of a violation by the Employer of this Agreement. As the representative of the employees, the Local Union may process grievances through the grievance procedure, including arbitration, in accordance with this Agreement or adjust or settle the same.

Section C. Any rules, policies or procedures promulgated by the County Board shall only apply if not addressed in this Agreement. Language and provisions of, this Agreement take precedent over other policies, rules and regulations, which exist in other County documents. If there are provisions, which are not covered in this Agreement, then County Policy shall be used.

### ARTICLE II DEFINITIONS

Section A. EMPLOYER: The Pine County Board of Commissioners.

Section B. EMPLOYEE: Any person employed by the Employer in a position included in the bargaining unit described in Article III, Section A, including a person who is serving their probationary period.

Section C. FULL-TIME EMPLOYEE: An employee who is assigned by the Employer to work 40 hours per week.

Section D. PROBATIONARY PERIOD: The first six (6) months of continuous work for the Employer.

Section E. SUPERVISORY EMPLOYEE: An employee who meets the definition as provided in Minnesota Statutes 179A as may be amended from time to time.

Section F. ANNIVERSARY DATE: The definition of an anniversary date shall be the

first day of employment in a classification covered in this Agreement regardless of the date on which an employee has completed his/her probationary period. However, the anniversary date and seniority date may be altered for periods of time when the Employee is on an unpaid leave of absence not to include leaves covered under the Family and Medical Leave Act of 1993 (FMLA).

Section G. PART-TIME EMPLOYEE: An employee who works less than 40 hours per week as agreed to by the Employer and employee.

### **ARTICLE III** **RECOGNITION**

Section A. The Employer hereby recognizes Local Union #160 of Minneapolis, Minnesota, of the International Brotherhood of Electrical Workers, as the exclusive representative for collective bargaining purposes of all employees in the following positions: Social Services Supervisor, Financial Assistance Supervisor, and Fiscal Supervisor.

Section B. It has been agreed that the Employer, during and for the duration of this Agreement, will not enter into, establish or promulgate any Resolution, Agreement or Compact with or affecting such employees as are defined either individually or collectively which in any way conflicts with the terms and conditions of this Agreement or with the role of the Local Union as the exclusive collective bargaining agency for such employees.

### **ARTICLE IV** **RESPONSIBILITIES OF PARTIES**

Section A. Each of the parties of this Agreement thereby acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement.

Section B. The Employer, including its managerial, supervisory and representatives at all levels, is firmly bound to observe the conditions of this Agreement.

Section C. Local Union 160, IBEW, including its officers and representatives and all employees, are firmly bound to observe the conditions of this Agreement.

Section D. In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed.

1. The applicable procedures of this Agreement will be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly in accordance with such procedures.

2. There shall be no interference with the rights of employees to become or continue as members of the Local Union 160, IBEW.

Section E. Upon written request of a union employee, the employer agrees to deduct such authorized sums as the Union and the employee may specify for the purpose of dues to the Union. The employer will remit such deductions to a designated officer of the Union on a monthly basis. The Union may designate an employee (1) from the bargaining unit to act as Union steward and shall inform the employer in writing of the designation of such a Union steward on an annual basis.

#### **ARTICLE V** **EMPLOYER AUTHORITY**

Section A. The Employer retains the right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; determine the classification of positions; to establish work schedules and, to perform any inherent managerial functions. All rights and authority which the Employer has not specifically abridged, delegated or modified by expressed provisions in the Agreement shall be retained by the Employer.

#### **ARTICLE VI** **LOCAL UNION RESPONSIBILITY**

Section A. Local Union 160, IBEW agrees to represent all members of the unit fairly without regard to Local Union membership or non-membership or other factors.

Section B. Local Union 160, IBEW agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

#### **ARTICLE VII** **HOURS OF WORK**

Section A. The normal hours of work shall typically follow County recognized hours of 8:00 a.m. to 4:30 p.m., Monday through Friday for full-time employees. The normal hours per week shall be 40 hours for full-time employees. A part-time employee shall be required to work less than 40 hours per week; the specific number of hours per week as agreed upon between the Employer and employee.

Section B. Compensatory time: Members of this Union are considered exempt employees. Exempt employees are not eligible to accrue compensatory time or dollar compensation in lieu of compensatory time. It is also understood and recognized that

members of this Union may need to devote time outside the normal office hours to accomplish the business of the department and the County. To that end, members are allowed to take informal time off as may be appropriate and as operations permit, with the member providing notification to the Department Head or designee.

**ARTICLE VIII**  
**SENIORITY, LAYOFF, PROMOTION**

Section A. Seniority, for the purposes of this article, shall be based on the original date of hire in the classification covered by this Agreement.

Section B. Employees shall lose their seniority standing upon voluntary resignation from employment, upon discharge, or demotion to a classification not covered by this Agreement. The seniority of an employee on temporary layoff or absence due to illness shall continue to accumulate for a period of (1) one year. The seniority of an employee on authorized leave of absence shall be frozen at the date leave of absence is granted unless such leave allows for the continuation of accumulation of benefits under the Family Medical Leave act. Such employee shall again acquire seniority upon return to employment.

Section C. An employee being laid off from the bargaining unit retains seniority in the bargaining unit for a period of one (1) year. Employees shall be recalled from layoff according to their seniority. No new employees shall be hired in a classification where employees are on layoff, demotion, or reduction status until all employees on such status in the classification desiring to return to the classification have been recalled or upgraded. Notice of recall shall be sent to an employee at his/her last known address by certified or registered mail. If an employee fails to return to work within two weeks the employee shall be considered as having resigned and be taken off the recall list. Should an employee be offered a recall to another position and the employee rejects the offer to return to work in the position offered, he/she shall be removed from the recall list and be considered to have terminated employment with the County.

Section D. All newly created or vacant positions in the Local Union shall be posted internally for five (5) days. Interested Local Union members who are qualified for the position may apply to be considered for the position. This posting does not obligate the Employer from promoting or transferring any internal candidate to the new or vacant position. The Employer is committed to hiring the most qualified persons for positions. This may require an external search for additional candidates. However, if all things are equal, the Employer shall consider internal promotions over external candidates.

**ARTICLE IX**  
**HOLIDAYS**

Section A. The following days shall be considered paid holidays:

New Year's Day	Independence Day	Martin Luther King Day
President's Day	Labor Day	Veterans Day
Memorial Day	Christmas Eve	Thanksgiving Day
Friday after Thanksgiving	Christmas Day	

If an official paid holiday falls on a Saturday, the preceding Friday shall be considered the holiday. If an official paid holiday falls on a Sunday, the following Monday shall be considered the holiday.

It is hereby agreed that the employee, at their option and their own time, shall be permitted time off to attend church services during normal working hours on Good Friday.

Holiday pay of part-time employees shall be pro-rated.

Section B. When Christmas Eve falls on a Saturday and when Christmas Day falls on a Sunday, then the preceding Friday will be observed as the Christmas Eve holiday and the Monday as the Christmas Day holiday. When Christmas Eve falls on a Sunday and Christmas Day on a Monday, then the preceding Friday will be observed as the Christmas Eve Holiday. When Christmas Day falls on a Saturday, the preceding Friday will be observed as Christmas Day and the preceding Thursday will be observed as the Christmas Eve holiday.

The County Board maintains management rights to maintain minimal operations when Christmas Eve or Christmas Day is observed on a Thursday or Friday.

Section C. To qualify for a paid holiday, an employee must work their last scheduled work day immediately prior to holiday and first schedule work day immediately following the holiday unless failure to do so is for reason such as; vacation, sick leave, death in family, or authorized time off.

**ARTICLE X**  
**VACATIONS**

Section A. Vacation is provided to employees so that they may take time away from the work place to maintain their health and to avoid undue stress and "burn-out". This period of time allows for recuperation and relaxation necessary to maintain an effective workforce. Employees are encouraged to take vacation time on a regular basis and not to accumulate and maintain a maximum number of hours on the books.

Section B. Vacation for full-time employees shall be granted on the following schedule:

Commencing 0-4 years of County service 1.50 day per month; 18 days per year  
Commencing 5-9 years of County service 1.75 days per month; 21 days per year  
Commencing 10-14 years of County service 2.00 days per month; 24 days per year  
Commencing 15-19 years of County service 2.25 days per month; 27 days per year  
Commencing 20 years of County service  
and thereafter 2.50 days per month; 30 days per year

Vacation leave shall not accumulate for an employee while in a non-pay status for military service and then the limitations on accruals shall be observed.

Vacation shall accrue and be carried over from one year to the next to a maximum of 30 days. Once the 30 days has been reached, employees shall lose any additional accumulated benefit until the balance falls below 30 days unless the employee is denied a reasonable opportunity to schedule a vacation. If such reasonable opportunity is denied, the employee may continue to accrue vacation days over 30. However under no circumstance shall an employee be allowed to accrue more than thirty-six (36) days of vacation. The Employer and employee shall cooperate with each other to facilitate vacation accrual of 30 days or less.

Part time employees shall earn vacation with pay on a pro-rata basis.

Section C. New employees shall earn vacation with pay during their probationary period, but shall not be able to use their earned vacation until they have completed the probationary period.

Section D. Employees who leave the service of the County shall be paid for the number of working days of earned unused vacation leave not to exceed thirty (30) days.

Section E. Employees shall schedule vacation with the approval of their supervisor. The supervisor may deny vacation if the vacation would place an undue burden on the provision of service or if departmental needs require the presence of the employee.

Section F. When a medical emergency arises during an employee's planned vacation period, sick leave may be used rather than vacation leave. In such cases, the employee shall provide to the Employer evidence of illness or medical attention required.

Section G. Vacation leave credit shall be earned only while an employee is on the job or is on an authorized leave, which allows for the continued accumulation of vacation benefits. Such would include sick leave, holidays, vacation, etc.

## **ARTICLE XI**

### **SICK LEAVE**

Section A. Sick leave shall be provided to all full-time employees at the rate of one (1) days (8 hours) per month to a maximum of one hundred (100) days – (800) hours.

Accrual at this rate shall be effect as of January 1, 2010. Upon reaching the maximum accrual of sick leave, the employee shall accrue sick leave at the rate of four (4) hours per month to be placed in a catastrophic sick bank account. The catastrophic account may only be accessed after all regular sick accruals have been exhausted. If the regular account drops below the 100 days – (800) hours, accruals shall be placed back in the regular bank until the maximum has been reached and then accruals will again be placed in the catastrophic account.

Any regular sick days accrued during the use of catastrophic sick must be used prior to using additional catastrophic accruals.

Part-time employees shall accrue sick leave on a pro-rata basis dependent on the number of hours worked.

Section B. Sick leave may be used for the employee’s actual illness or, disability or to care for a member of the employee’s immediate family (child, spouse, or parent).

Sick leave may also be used to attend medical or dental appointments or to transport a family member to such an appointment.

Section C. For illnesses, which last more than three (3) consecutive days, the Employer may require a note from the employee’s physician stating that he/she is fit for duty.

Section D. The Employer may request a physician’s note certifying any illness of the employee or member of the immediate family if it is suspected that there is abuse of sick leave.

Section E. An employee wishing to utilize sick leave shall make an attempt to notify the supervisor and receive prior approval. If this is not possible, the employee shall notify the supervisor as soon as possible following the start of the workday that he/she will not be able to come to work.

Section F. A full time employee who does not use a sick day in six (6) consecutive months, except for preventative visits to the doctor or dentist, shall notify the supervisor in writing. Upon verification by the supervisor, the employee shall receive one (1) eight (8) hour wellness day. Wellness days must be used by the last pay period of November or shall be deposited in the employee’s Health Care Savings Plan.

Part-time employees shall receive pro-rated wellness days.

Section G. Upon retirement or death of an “Eligible Employee”, unused sick leave hours will be paid into a Health Care Savings Plan at their current rate of pay and a value of 25% of all unused sick leave hours up to 800 hours. An “Eligible Employee” must have a minimum balance of 400 hours of unused sick leave and have 30 years of continuous employment with Pine County.

**ARTICLE XII**  
**FUNERAL LEAVE**

A maximum of three (3) days may be taken with compensation in the event of a death of an employee's brother, sister, brother-in-law, sister-in-law, spouse, children, parents (step and biological), grandchildren, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, or ward of the employee's household. An employee may use vacation time for time off after the three (3) days of funeral leave with the approval of the Director or designee.

**ARTICLE XIIB**  
**PERSONAL DAYS**

Four (4) personal days shall be granted each calendar year with non-accruing status to be used anytime during the course of the year, upon receiving them. Personal days shall be granted January 1 of each calendar year. The scheduling of these personal days is accomplished in the same fashion as vacation time is requested. An employee may use up to four (4) personal days each calendar year by contributing the days to the employee's post-employment health care savings account. If personal days are not scheduled to be used during the calendar year by the last pay period in November of each year of the contract, the value of up to four personal days will be contributed to the employee's post-employment health care savings account. It is the employee's responsibility to notify payroll in writing before the last pay period in November if they are planning to use any remaining personal days that year. The transfer of the monetary value of these days into the employee's health care savings account shall be accomplished by January 31<sup>st</sup> of the following year.

**ARTICLE XII C**  
**OTHER TYPES OF LEAVES OF ABSENCE**

Section A. Military Leave: Every employee shall be entitled to military leave as provided by state and federal law including Minnesota Statute § 192.26, Minnesota Statute § 191.261 and USERRA, 38 U.S.C. § 4317(a)(2). The employee shall immediately inform their respective Department Head regarding the military duty and need for military leave as soon as known by the employee.

Section B. Court Duty

Any employee shall be granted a leave of absence with pay for service upon jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political

subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with the employee's official duties. In the case of jury duty, the employee's compensation from the County during his/her leave shall equal the difference between the employee's regular compensation and compensation paid for jury duty. The employee shall provide the County Auditor with a record of any fees received. The employee's pay shall be adjusted accordingly or the amount of fees (excluding mileage and day care payments) shall be paid to the County. Employees shall return to their regular work duties if released from court duty during their scheduled hours of work if time permits. The employee shall immediately inform the Department Head regarding the court duty as soon as known by the employee.

#### Section C. Election Judge in Township

An individual who is selected to serve as an election judge pursuant to Minnesota Statute § 204B.21, subdivision 2 must provide the employee's Department Head with at least 20 days written notice.

#### Section D. School Conference And Activities Leave

In accordance with Minnesota Statute 181.9412 as may be amended, an employee may use up to a total of sixteen (16) hours without pay during any school year to attend school related activities for an employee's child, provided the activities cannot be scheduled during non-work hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave. An employee may substitute any vacation for any part of the leave under this section.

#### Section E. Parental Leave

Every employee that works an average of 20 hours or more per week and has been an employee of the County for at least one year is eligible for parental leave upon the birth or adoption of a child consistent with Minnesota Statute § 181.941. Unpaid parental leave shall be granted for six weeks to eligible employees and shall run concurrent with any family medical leave. An employee must use banked sick leave until sick leave reaches forty (40) hours or less prior to receipt of unpaid parental leave. When an employee has exhausted all but 40 hours or less of sick leave for a portion of parental leave, the employee may request an additional period of unpaid parental leave to be granted so that the total of paid and unpaid leave provided does not exceed six weeks.

An employee is required to give at least thirty days notice to Human Resources in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

#### Section F. Family/Medical Leave

##### Subsection 1. Coverage

The Family and Medical Leave act entitles eligible employees to take up to 12-weeks of unpaid leave during any 12-month period as a result of the birth or placement for adoption or foster care of a child, to care for an immediate family member with a serious health condition, or when an employee is unable to work due to a serious health condition. The 12-month period shall be calculated, using a rolling period measured backward from the date the employee uses FMLA leave, and may be taken at one time, intermittently, or on a reduced leave schedule depending on the circumstances.

#### Subsection 2. Eligibility/Entitlement

FMLA applies to all County employees who have been employed by Pine County for at least twelve (12) months and who have worked at least 1,250 hours for Pine County during the twelve (12) months preceding the leave request. Hours worked will be determined under the terms of the Fair Labor Standards Act. Employees who are considered exempt under that Act and who have worked for Pine County for twelve (12) months will be presumed to have met the 1,250 hours of service requirements.

Family Leave: The birth of the employee's child or the placement of a child with the employee for adoption or foster-care.

Medical Leave: To provide care for a family member (child, spouse, or parent) experiencing a serious health condition.

Medical Leave: For the employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position.

#### Subsection 3. Other Leave Must be Used First

The County requires the employee to use accrued sick leave (as appropriate) until the employee has exhausted all but 40 hours or less of sick leave, and any other paid leave before any unpaid portion of FMLA leave is granted. The FMLA does not broaden the instances for which paid sick leave can be used.

Pine County requires an employee to exhaust all but 40 hours or less of banked sick leave before going into an unpaid status. When an employee has used all but 40 hours or less of accrued sick leave for a portion of family medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided does not exceed twelve (12) weeks.

Any other type of leave, whether paid or unpaid, taken for a reason covered by the FMLA will be considered part of the twelve (12) weeks granted.

#### Subsection 4. Medical Certification

For leaves taken because of the employee's or a covered family member's serious health condition, employees must provide medical certification before the leave begins, or if the

leave is unforeseeable, the County must allow 15 calendar days for the employee to comply with the medical certification. If no medical certification is returned within 20 calendar days and the employee has not returned to duty, the employee will be considered to have voluntarily resigned.

The County has the right to question the validity of any certification and may require the employee, at the County's expense, to be seen by a County designated physician. The County may require periodic reports on the employee's status and intent to return to work and a fitness for duty report prior to return to work.

An employee that cannot return to work upon the expiration of the 12-week FMLA leave may request a leave of absence in accordance with Section I below.

#### Subsection 5. Benefits

Pine County will maintain health care, dental insurance, and life insurance coverage for an eligible employee for the duration of the FMLA leave and during the period of any paid leave as if the employee continued in employment. Employee contributions will be required either through payroll deduction or by direct payment. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. All payments for the employee's share of any benefits must be made to the County Auditor's department by the first (1<sup>st</sup>) of each month. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If an employee's contribution is more than 30 days late, the employee's coverage will lapse.

Any employee on unpaid leave will not accrue benefits.

Pine County will seek to recover its share of health coverage premiums paid for an employee on FMLA leave if the employee fails to return to work after FMLA leave unless the failure to return to work is due to the continuation, recurrence, or onset of a serious health condition or for other circumstances beyond the control of the employee. Not returning from certified leave is a qualifying event for COBRA purposes. If the employee is no longer in paid status at the expiration of the FMLA leave, the County will not pay any portion of the employee's health care, dental insurance, and life insurance coverage.

#### Subsection 6. Job Protection

If an employee returns to work following the approved family medical leave period, the employee will be reinstated to the employees' former position or an equivalent position with the equivalent pay, benefits, status and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

### Subsection 7. Definitions

*A serious health condition* is defined by the Act as an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice or a residential medical care facility, or continuing treatment by a qualified health care provider, and/or treatment for substance abuse.

*A serious health condition* would generally last for more than three (3) days, require the intervention of a qualified health care provider, result in subsequent care for the same condition, and must involve treatment of two or more times by a qualified health care provider; a nurse or physicians assistant under the direct supervision of a qualified health care provider; or a provider of health care services (physical therapy) under orders, or referral by a qualified health care provider.

*A parent* is defined as the biological parent of an employee or as an individual who was responsible for the day-to-day care of the employee when the employee was a son or daughter.

*A spouse* is defined as a husband or wife. A spouse does not include unmarried domestic partners.

*A son or daughter* is defined as a biological, adopted or foster child, a stepchild, legal ward, or a child of a person having the day-to-day responsibility for the child. Includes a child over 18 years of age who is "incapable of self-care because of a mental or physical disability."

### Subsection 8. Notice

An employee is required to give at least thirty days notice in the event of a foreseeable leave. A Request for Family Medical Leave form should be completed by the employee and returned to Human Resources. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

### Section G. Request For Other Leave of Absence Without Pay

Any employee who has 40 hours or less of paid time or who has no banked sick leave is not otherwise entitled to another type of leave may request a leave of absence without pay in accordance with Section I, Subsection 1, below. Such leave shall be granted only with approval from employees' department head and it is deemed to be in the best interest of the County, and shall in no circumstances be granted in excess of one year.

### Subsection 1. Procedures for Requesting Other Leaves of Absences

All requests for leaves of absences shall be made by the employee and require a 30 day notice. An employee may obtain a county provided request form from their respective

department head.

Any employee's request for an unpaid leave of absence shall be answered by the employees Department Head and the Pine County Board of Commissioners and shall only be granted when deemed to be in the best interest of the County.

Subsection 2. Employee Must Pay Total Cost of Benefits while on Leave of Absence

Seniority will accrue while the employee is on an approved leave of absence. Other benefits including holidays, vacation or sick leave shall not be earned or paid during an approved leave of absence without pay or while employee is in an unpaid status.

A. Insurance: Pine County will not pay any portion of the employee's health care, dental insurance, and life insurance coverage during unpaid leave. The employee is responsible for the entire cost of the health care, dental insurance and life insurance premiums.

Subsection 3. Re-employment After Leave of Absence

After an approved leave of absence, an employee shall be returned to the same or similar position.

**ARTICLE XIII**  
**INSURANCE**

Health Insurance:

An employee who qualifies for benefits of the Pine County Medical Plans shall be entitled to medical insurance coverage as specified in the Medical Plans described below, with the following contribution levels. Part-time employees who work at least 20 hour but less than 40 hours per week shall be entitled to prorated Employer contributions for medical insurance coverage as specified in the Medical Plans described below.

Section A. MEDICAL INSURANCE COVERAGE OPTIONS

In 2014 an employee may choose between either the Blue Cross Blue Shield Comprehensive Major Medical Plan (CMM) 1000 / 3000 Plan, the Blue Cross Blue Shield Comprehensive Major Medical Plan (CMM) 1500 / 4000 Plan or the Blue Cross Blue Shield VEBA Plan, subject to enrollment criteria described in the plans.

**Comprehensive Major Medical- CMM (both plans):**

The Comprehensive Major Medical Plan (CMM 1500/4000) shall be the base plan. The County will pay the same dollar amount (as defined below) toward single and family coverage regardless of which plan is selected by the employee.

2014 - The monthly Employer contribution to family coverage of the Comprehensive Major Medical Plan (CMM) for 2014 shall be \$1074 for the 1000/3000 or 1500/4000 CMM plan. The CMM 1500 single plan coverage shall be at no cost to the employee and the County shall contribute an amount equal to the CMM 1500 single plan (\$493) toward the CMM 1000 single plan.

**Blue Cross Blue Shield -VEBA:**

The total quarterly Employer contributions to the premium plus the VEBA savings account for single coverage of the VEBA Plan shall equal \$493 per month for 2014 or the dollar amount equal to the single premium for the 1500/ 4000 CMM plan, whichever is greater. Contributions shall be made at the beginning of each quarter.

Should a current employee have approved medical costs, which necessitates their need for the entire Employer contribution to the Medical savings account prior to the end of the year, the Employer will provide the needed contribution.

The total quarterly Employer contributions to the premium plus the VEBA savings account for family coverage of the VEBA Plan shall equal \$1074 per month for 2014. Contributions shall be made at the beginning of each quarter.

Should a current employee have approved medical costs under the family plan, which necessitates their need for the entire Employer contribution to the Medical savings account prior the end of the year, the Employer will provide the needed contribution.

The insurance committee with membership from all Unions, non-contract management, and the County Personnel Committee will make a joint recommendation to the County Board. The insurance committee will meet quarterly.

Section B. Group term life insurance benefits shall be \$30,000. The premium shall be paid by the employer.

**ARTICLE XIV**  
**RETIREMENT INSURANCE**

Employees who retire and are at least 55 years of age with a minimum of 10 years of consecutive Pine County service or who meet the eligibility requirements in Minn. Stat. §471.66, sub. 2 b, may elect to continue to participate in the group health insurance plan they participated in immediately before their retirement provided said employee pays the full cost of the premium of the plan selected and an administrative fee not to exceed 2%.

**Deleted:** In 2010 and 2011 an employee may choose between either the Blue Cross Blue Shield Comprehensive Major Medical Plan (CMM) 1000 / 3000 Plan, the Blue Cross Blue Shield Comprehensive Major Medical Plan (CMM) 1500 / 4000 Plan or the Blue Cross Blue Shield VEBA Plan, subject to enrollment criteria described in the plans.¶

¶ The County's 2010 contribution rates will be effective retroactively starting with the January 1, 2010 payroll.¶

**Comprehensive Major Medical- CMM (both plans):** ¶

The Comprehensive Major Medical Plan (CMM 1500/4000) shall be the base plan. The County will pay the same dollar amount (as defined below) toward single and family coverage regardless of which plan is selected by the employee.¶

¶ 2010 - The monthly Employer contribution to family coverage of the Comprehensive Major Medical Plan (CMM) for 2010 shall be \$944.00 for the 1000/3000 or 1500/4000 CMM plan. The CMM 1500 single plan coverage shall be at no cost to the employee and the County shall contribute an amount equal to the CMM 1500 single plan (\$406.00) toward the CMM 1000 single plan.¶

¶ 2011 - The monthly Employer contribution to family coverage of the Comprehensive Major Medical Plan (CMM) for 2011 shall be the dollar amount equal to the 2010 contribution plus 100% of the 2011 premium increase in the 1500/4000 plan up to \$1,098.00. The CMM 1500 single plan coverage shall be at no cost to the employee and the County shall contribute an amount equal to the CMM 1500 single plan toward the CMM 1000 single plan.¶

**Blue Cross Blue Shield -VEBA:** ¶

¶ The total quarterly Employer contributions to the premium plus the VEBA savings account for single coverage of the VEBA Plan shall equal \$406.00 per month for 2010 and for 2011 shall equal \$406.00 per month or the dollar amount equal to the single premium for the 1500/ 4000 CMM plan, whichever is greater. Contributions shall be made at the beginning of each quarter.¶

¶ Should a current employee have approved medical costs, which necessitates their need for the entire Employer contribution to the Medical savings account prior to the end of the year, the Employer will provide the needed contribution.¶

¶ The total quarterly Employer contributions to the premium plus the VEBA savings account for family coverage of the VEBA Plan shall equal \$944.00 per month for 2010 and for 2011 shall equal \$944.00 per month plus the dollar amount of any 2011 premium increase to the family coverage for the 1500/4000 CMM plan up to \$1,098.00. Contributions shall be made at the beginning of each quarter.¶

**ARTICLE XV**  
**PROBATIONARY PERIODS**

Section A. All newly hired or rehired employees shall serve a probationary period. The probationary period is defined in Article II, Section D.

Section B. The Employer, at its sole discretion, may discipline or discharge a probationary employee. Such action shall not cause a breach of this Agreement or constitute a grievance hereunder.

Section C. All employees promoted or transferred to a new position shall serve a six (6) month probationary period.

Section D. The Employer may return an employee who is currently serving their probationary period to a position in their former classification and to their rate of pay immediately previous to transfer or promotion.

Section E. A probationary period employee shall have the right to revert to a position in their former classification, and to their rate of pay immediately previous to transfer or promotion.

**ARTICLE XVI**  
**DISCIPLINE**

Section A. The Employer will discipline employees for just cause only. The discipline will be given in response to the seriousness of the violation. The county shall practice the philosophy of progressive discipline where practicable. The levels of discipline will be in one or more of the following forms:

1. Oral reprimand;
2. Written reprimand;
3. Suspension;
4. Demotion; or
5. Discharge

Section B. The suspension, demotion, or termination of an employee who has successfully completed the required probationary period may be grieved in accordance with the grievance procedure outlined in Article XV of this Agreement. Any unpaid suspension shall be for periods of not less than one (1) workweek.

Section C. An employee may view their personnel file at reasonable times and under the supervision and in accordance with the policies established, by the County Coordinator and the Human Resources Director. Employees shall also be able to view the performance file kept in the Human Resources Department at reasonable times and under the supervision of the Human Resources Director or designee.

Section D. All notices of suspension, demotion, or discharge shall be presented to the employee and be in writing providing the reasons for the action, the date the action is

effective and if a discharge, the date which County property is to be returned.

**ARTICLE XVII**  
**GRIEVANCE PROCEDURE**

Section A. Definition of a Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section B. Processing a Grievance: It is recognized and accepted by Local Union 160, IBEW and the Employer that the processing of a grievances hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Local Union representatives shall be allowed a reasonable amount of time, without loss of pay, when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Local Union representative have notified and received the approval of the Health and Human Services Director who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

Section C. Grievances shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days, after such alleged violation has occurred, present such grievance in writing to the Department Head. The written grievance shall set forth the following: the nature of the grievance; the facts on which it is based; the specific provisions of the Agreement allegedly violated; and the remedy requested. The Department Head will discuss and give in writing, an answer to such Step 1 grievance within ten (10) working days after receipt.

A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of this Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer-designated representative's final answer to Step 1. Any grievance not appealed in writing to Step 2 by the Local Union within ten (10 ) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Local Union and discussed with the County Coordinator. The County Coordinator shall review the grievance and may meet with the Local Union and Department Head to further discuss the grievance. If such a meeting takes place, it shall be within ten (10) working days of receipt of the Step 2 grievance. The County Coordinator shall prepare a written response to the grievance either supporting or denying the grievance. Such will be discussed with the Board, however in no case shall it be longer than ten (10) working days from receipt of the Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within five (5) working days following the Employer's final answer in Step 2. Any

grievance not appealed in writing to Step 3 by the Local Union within five (5) working days, after receipt of the answer (or after the answer is due), shall be considered waived.

The Local Union may appear before the full County Board to discuss the grievance following the response provided by the County Coordinator and prior to filing for Step 3 grievance if they so desire. This shall be accomplished by notifying the County Coordinator the Thursday prior to the next Board meeting.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 by the Local Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

Section D. Arbitrator's Authority: The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, subtract from the terms and, conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Local Union and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Local Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Local Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the records. If both parties desire a verbatim record of the proceedings, the cost shall be borne equally.

Section E. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Local Union may elect to treat the grievance as denied and move the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Local Union in each step.

## **ARTICLE XVIII** **COMPENSATION**

Section A. Wages shall be paid in accordance with schedule Appendix A-1, which is

attached hereto and made part of this Agreement. Wages shall be reflected in terms of annual salaries.

Section B. Wages for 2014 shall be paid in accordance with Appendix A-1, which is attached hereto and made part of this Agreement. Employees who are over the maximum shall be frozen at the current base salary rate.

Deleted: 2010 and 2011

Wages 2014:

Deleted: 0

For 2014, Appendix A-1 reflects a 1.5% COLA increase.

Deleted: 0

Section C. Employees are eligible for a step or performance increase on their anniversary date. Employees who have reached Step 5 will be eligible for an increase based on performance following a review with the Department Head. Those employees who are in the performance range shall receive an adjustment effective on their anniversary date. All adjustments provided for in Appendix A shall be applied to the schedule.

Deleted: no

Deleted: No annual adjustment is effective January 1, 2010. No step increases or performance increases shall be applicable in 2010.

Deleted: ¶  
Wages 2011. ¶  
¶  
For 2011, Appendix A-1 reflects no COLA increase. No annual adjustment is effective January 1, 2011. Employees who are in the performance range are also eligible for a performance pay increase based on Article XVIII, Section D., not to exceed the 2011 wage range. Normal step progression shall be applied in 2011. ¶

Section D: Performance Increase Pay: Performance pay increases shall be based on the following range:

Fully Competent	1% - 3.4%
Exceeds Expectations	3.5% - 6%
Significantly Exceeds Expectations	6.1% - 7%

### ARTICLE XIX PROMOTIONS AND RECLASSIFICATION

Section A. Employees who are promoted to a higher paid position, shall be placed on the pay range of the new position at the nearest step (lower or higher) to their current classification step plus one additional step. The anniversary date of the employees shall not change because of the promotion, however, the employee shall serve a six-month trial period.

Section B. Employees who demote, either voluntarily or involuntarily, to a lower paid position shall be placed on the pay range of the new classification at the nearest step (lower or higher) to their current classification step minus one additional step. The anniversary date of the employee shall not change because of the demotion, however, the employee shall serve a six-month trial period.

Section C. Employees whose position is reclassified to a higher grade shall be moved to the new grade at the nearest highest rate of their existing salary. Movement shall be effective the first pay period following final Board action and following exhaustion of all appeals.

Section D. Employees whose position is reclassified which results in a lower grade placement shall have their wages frozen until their salary catches up to the wages in the

new grade. Movement shall be effective the first pay period following final Board action and following exhaustion of all appeals.

**ARTICLE XX**  
**VACATION DONATION PROGRAM POLICY**

Employees shall comply with the Pine County Vacation Donation Program Policy in effect on June 30, 2006, for the donation of leave to other employees.

**ARTICLE XXI**  
**DRESS CODE POLICY**

Employees shall comply with the Pine County Dress Code Policy effective upon ratification of the contract.

In the event of any proposed changes to the County Appearance and Dress Policy, the County will form a committee with membership from all Unions, non-contract management, and the County Personnel Committee. The committee will make a joint recommendation to the County Board regarding any changes to the policy.

Deleted: ¶

**ARTICLE XXII**  
**SAVINGS CLAUSE**

This Agreement is subject to the laws of the United States, the State of Minnesota and the County of Pine. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect.

**ARTICLE XXIII**  
**NO STRIKE**

Neither the Local Union, its officers or agents, nor any of the employees covered by this Agreement will engage in any strike as defined in Minnesota Statutes 179.63, Subd. 12 (1978). In the event that any employee violates this Article, the Local Union shall immediately notify any such employees in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this Article will be subject to discharge or other discipline.

**ARTICLE XXIV**  
**RIGHT OF SUBCONTRACT**

Nothing in this Agreement shall prohibit or restrict the right, of the Employer to subcontract work actually performed by employees covered by this Agreement. In the event that the Employer determines to contract out or subcontract such work performed by employees covered by this Agreement, the Employer shall notify the Local Union when such determination is made, but in no case less than twenty (20) calendar days in advance of the implementation of such determination. During said period, the Employer shall meet and confer with the Local Union to discuss possible ways and means to minimize the elimination of current employees.

**ARTICLE XXV**  
**COMPLETE AGREEMENT AND WAIVER OF BARGAINING**

This Agreement shall represent the agreement between the Local Union and the Employer. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make request and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Local Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

Deleted: ¶

**ARTICLE XXVI**  
**DURATION**

This Agreement shall be effective from January 1, 2014 through December 31, 2014. This Agreement may be opened by either party giving to the other party ninety (90) days notice prior to the expiration of the Agreement. Such notice must be given in writing and delivered by mail.

Deleted: 0

Deleted: i

**ARTICLE XXVII**  
**NON-DISCRIMINATION**

The Employer and the Local Union believe all employees have a right to work in an atmosphere free of illegal discrimination and defined by state and/or federal law. No employee shall be discriminated against in an unlawful manner. The parties recognize sexual harassment as defined by state and/or federal law to be unlawful discrimination within the meaning of this Article. An employee subjected to illegal discrimination may proceed pursuant to the grievance procedure in Article XV of this Agreement or pursue any available remedies under state or federal law. An employee who proceeds pursuant to the grievance procedure does not waive any statutory rights under state or federal law.

Deleted: ¶

In witness whereof, the parties have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 2015,

Deleted: ¶  
¶  
-----Page Break-----  
Deleted: 0

INTERNATIONAL BROTHERHOOD  
OF ELECTRICAL WORKERS,  
LOCAL UNION #160

**BOARD OF COUNTY  
COMMISSIONERS,  
PINE COUNTY, MINNESOTA**

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Business Manager

By: \_\_\_\_\_  
County Coordinator

By: \_\_\_\_\_  
President of I.B.E.W.

Deleted: DCT/¶  
03/08/2010¶

Appendix A1

Wages-2014:

Deleted:  
Deleted: 2010 and 2011

Grade	Step 1	S1 Salary	Step 2	S2 Salary	Step 3	S3 Salary	Step 4	S4 Salary	Step 5	S5 Salary	PrfMx	Perf Max
C41	\$19.44	\$40,429.48	\$21.05	\$43,786.29	\$22.17	\$46,108.61	\$23.23	\$48,325.37	\$24.32	\$50,584.35	\$27.43	\$57,044
C42	\$20.22	\$42,055.10	\$21.90	\$45,559.70	\$23.06	\$47,966.46	\$24.18	\$50,288.78	\$25.29	\$52,611.10	\$28.37	\$59,008.04
C43	\$21.00	\$43,680.73	\$22.73	\$47,269.77	\$23.90	\$49,718.76	\$25.09	\$52,188.86	\$26.24	\$54,574.52	\$29.49	\$61,330.36
C51	\$22.54	\$46,889.75	\$24.30	\$50,542.13	\$26.29	\$54,680.08	\$27.66	\$57,530.20	\$28.95	\$60,211.42	\$32.48	\$67,558.40

Formatted Table

Deleted: Grade ... [1]

Grade	Step 1	S1, Salary	Step 2	S2, Salary	Step 3	S3, Salary	Step 4	S4, Salary	Step 5	S5, Salary	PrfMx	Perf Max
<b>2010 and 2011 H&amp;HS Supv</b>												
C41	18.59	\$38,667.20	20.13	\$41,870.40	21.20	\$44,096.00	22.22	\$46,217.60	23.26	\$48,380.80	26.23	\$54,558.40
C42	19.34	\$40,227.20	20.95	\$43,576.00	22.05	\$45,864.00	23.12	\$48,089.60	24.19	\$50,315.20	27.13	\$56,430.40
C43	20.08	\$41,766.40	21.73	\$45,198.40	22.86	\$47,548.80	23.99	\$49,899.20	25.09	\$52,187.20	28.20	\$58,656.00
C51	21.56	\$44,844.80	23.24	\$48,339.20	25.14	\$52,291.20	26.45	\$55,016.00	27.68	\$57,574.40	31.06	\$64,604.80