

AGENDA
PINE COUNTY BOARD MEETING
Special Meeting/Committee of the Whole
Tuesday June 24, 2014, 9:00 a.m.
Pine County Courthouse

District 1 Commissioner Hallan
District 2 Commissioner Pangerl
District 3 Commissioner Chaffee (Vice-Chair)
District 4 Commissioner Rossow (Chair)
District 5 Commissioner Carlson

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Highway Contract Award (Mark LeBrun)
Award Contract #1401 to Hardrives for Project SP 058-621-017 CSAH 21 from TH 48 to CSAH 30 in the amount of \$1,729,733.78.
- D) Veterans Services Update (Ben Weiner)
 - 1. Veterans Camp
 - 2. CVSO Grant
 - 3. Veterans Van
 - 4. Moving Wall to Sandstone in July
 - 5. Other
- E) Aquatic Invasive Species (Matt Ludwig/Kelly Schroeder)
- F) Facilities Update (Mitch Pangerl/Matt Ludwig)
 - 1. Pine Government Center (lease & HVAC)
 - 2. Old Jail Demolition
- G) Noise Ordinance (John Carlson)
- H) Public Health Joint Powers with Kanabec County (David Minke/Patrick Bruflat)

(Lunch Break – time to be determined)
- I) Non-Union Pay for Performance Policy (Matt Christenson/David Minke)
- J) Compensation and Pay Equity Study (Matt Christenson/David Minke)
- K) Set Budget Committee Meeting for July
- L) Adjourn





AGENDA REQUEST FORM

Date of Meeting: 07/24/14

- County Board
 - Consent Agenda
 - Regular Agenda
- 5 mins 10 mins 15 mins Other
- Personnel Committee
- Other Special Meeting

Agenda Item: Award Contract #1401 to Hardrives

Department: Public Works

Mark A. Sob...
Department Head signature

Background information on Item:

Project SAP 058-621-017 is cleared to award to low bidder.

Action Requested:

*Approve Contract
& Award*

Financial Impact:

Project is 17% under Engineer's Estimate



Minnesota Department of Transportation

Office of Civil Rights, MS 170
395 John Ireland Boulevard
Saint Paul, MN 55155

June 17, 2014

Mark LeBrun
Pine County Public Works
405 Airport Rd NE
Pine City, MN 55063

SUBJECT: SP 058-621-017, Pine County

Dear Mr. LeBrun

Please be advised that Hardrives has met the Disadvantaged Business Enterprise (DBE) participation goal on the above-referenced project. Therefore the Minnesota Department of Transportation's (MnDOT) Office of Civil Rights cleared this project today, June 17, 2014.

Enclosed are copies of the completed DBE Description of Work (Exhibit A) Form and the Contractor Payment form. Please distribute the enclosed forms to the Project Engineer assigned to this project. The Exhibit A Form should be used by the Project Engineer to monitor DBE participation on the contract. The Project Engineer should complete the bottom half of the page two of Exhibit A when the DBE's portion of the work is 1/4 to 1/2 completed and return the form to the MnDOT Office of Civil Rights. The contractor is responsible for completing the Contractor Payment Form. This form tracks payments to all contractors and vendors on federal projects. The Contractor Payment Form must be prepared in duplicate with copies being submitted to both the Project Engineer and the MnDOT Office of Civil Rights.

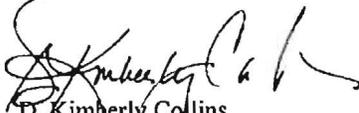
Additionally, please note that Standard Specifications for Construction, Section 1908 state the following:

"Unless the Contractor has presented an affidavit showing the total dollar amounts of work performed by Disadvantaged Business Enterprises (DBE), final payment may be withheld."

Please inform the Project Engineer that the contractor must submit a DBE Total Payment Affidavit (copy enclosed), and that our office must approve the completed Affidavit and send you a final clearance memo concerning DBE participation prior to the authorization of any final payment on this project. Furthermore, the contractor must prepare and submit duplicate originals to both our office and the project engineer.

Cole Busch has been assigned to this project. If you have any questions concerning this project, please feel free to contact him at (651) 366-3332.

Sincerely,


D. Kimberly Collins
Director, Office of Civil Rights

cc: Mark Channer, MnDOT State State-Aid
Walter Leu, MnDOT State State-Aid Engineer
File

Enclosures: Contractor Payment Form
DBE Total Payment Affidavit
Exhibit A Forms
Letter to Hardrives

An Equal Opportunity Employer





**PCPW
Contract Bid Abstract**

Contract No.: 1401
 Project No.: SP 058-621-017
 Bid Opening: 06/02/2014 9:45 AM

Project: SP 058-621-017 - CSAH 21; From TH 48 to CSAH 30				Engineers Estimate		Hardrives, Inc.		Anderson Brothers Construction, LLC		Tri-City Paving, Inc.	
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	0.75	\$30,000.00	\$22,500.00	\$48,575.45	\$36,431.59	\$95,000.00	\$71,250.00	\$40,000.00	\$30,000.00
25	2021.501 MOBILIZATION	LS	0.25	\$30,000.00	\$7,500.00	\$47,789.48	\$11,947.37	\$55,000.00	\$13,750.00	\$40,000.00	\$10,000.00
2	2031.602 PORTABLE TOILETS	EACH	0.75	\$500.00	\$375.00	\$158.72	\$119.04	\$150.00	\$112.50	\$1,000.00	\$750.00
26	2031.602 PORTABLE TOILETS	EACH	0.25	\$500.00	\$125.00	\$158.72	\$39.68	\$150.00	\$37.50	\$1,000.00	\$250.00
3	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	0.75	\$500.00	\$375.00	\$1.00	\$0.75	\$1.00	\$0.75	\$1.00	\$0.75
27	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	0.25	\$500.00	\$125.00	\$1.00	\$0.25	\$1.00	\$0.25	\$1.00	\$0.25
4	2104.505 REMOVE BITUMINOUS PAVEMENT	SQ YD	1711	\$5.00	\$8,555.00	\$3.09	\$5,286.99	\$2.25	\$3,849.75	\$2.25	\$3,849.75
5	2104.523 SALVAGE PIPE APRON	EACH	1	\$200.00	\$200.00	\$519.35	\$519.35	\$350.00	\$350.00	\$500.00	\$500.00
6	2105.501 COMMON EXCAVATION (P)	CU YD	1047	\$10.00	\$10,470.00	\$12.37	\$12,951.39	\$12.50	\$13,087.50	\$4.50	\$4,711.50
7	2105.521 GRANULAR BORROW MOD 15% (LV)	CU YD	994	\$20.00	\$19,880.00	\$15.16	\$15,069.04	\$15.50	\$15,407.00	\$8.00	\$7,952.00
8	2112.501 SUBGRADE PREPARATION	RDST	7.6	\$100.00	\$760.00	\$173.83	\$1,321.11	\$300.00	\$2,280.00	\$150.00	\$1,140.00
9	2118.501 AGGREGATE SURFACING CLASS 1	TON	4907	\$10.00	\$49,070.00	\$14.56	\$71,445.92	\$25.50	\$125,128.50	\$16.00	\$78,512.00
10	2211.501 AGGREGATE BASE CLASS 5	TON	1564	\$10.00	\$15,640.00	\$13.47	\$21,067.08	\$17.00	\$26,588.00	\$14.00	\$21,896.00
11	2215.501 FULL DEPTH RECLAMATION	S Y	114218	\$2.00	\$228,436.00	\$1.09	\$124,497.62	\$1.25	\$142,772.50	\$1.10	\$125,639.80
28	2215.501 FULL DEPTH RECLAMATION	S Y	9090	\$2.00	\$18,180.00	\$1.13	\$10,271.70	\$1.25	\$11,362.50	\$1.25	\$11,362.50
12	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GAL	5714	\$3.00	\$17,142.00	\$1.86	\$10,628.04	\$2.50	\$14,285.00	\$2.50	\$14,285.00
29	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GAL	1914	\$3.00	\$5,742.00	\$1.86	\$3,560.04	\$2.50	\$4,785.00	\$2.50	\$4,785.00
13	2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	21993	\$55.00	\$1,209,615.00	\$46.36	\$1,019,595.48	\$49.00	\$1,077,657.00	\$55.00	\$1,209,615.00
30	2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	7368	\$55.00	\$405,240.00	\$46.16	\$340,106.88	\$51.00	\$375,768.00	\$55.00	\$405,240.00
14	2501.511 30" CS PIPE CULVERT	LIN FT	4	\$100.00	\$400.00	\$409.21	\$1,636.84	\$150.00	\$600.00	\$100.00	\$400.00
15	2501.573 INSTALL SALVAGED 30" G.S. PIPE APRON	EACH	1	\$200.00	\$200.00	\$332.96	\$332.96	\$350.00	\$350.00	\$500.00	\$500.00
16	2540.602 MAIL BOX SUPPORT	EACH	34	\$150.00	\$5,100.00	\$137.56	\$4,677.04	\$135.00	\$4,590.00	\$100.00	\$3,400.00
17	2563.601 TRAFFIC CONTROL	LS	0.75	\$10,000.00	\$7,500.00	\$4,232.61	\$3,174.46	\$3,750.00	\$2,812.50	\$6,000.00	\$4,500.00
31	2563.601 TRAFFIC CONTROL	LS	0.25	\$10,000.00	\$2,500.00	\$2,539.56	\$634.89	\$3,750.00	\$937.50	\$6,000.00	\$1,500.00
18	2573.533 SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	1200	\$5.00	\$6,000.00	\$3.95	\$4,740.00	\$5.00	\$6,000.00	\$6.00	\$7,200.00

Project: SP 058-621-017 - CSAH 21; From TH 48 to CSAH 30				Engineers Estimate		Hardrives, Inc.		Anderson Brothers Construction, LLC		Tri-City Paving, Inc.		
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
19	2575.523 EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	1685	\$3.00	\$5,055.00	\$1.46	\$2,460.10	\$2.00	\$3,370.00	\$3.00	\$5,055.00	
20	2575.555 TURF ESTABLISHMENT	LS	1	\$3,000.00	\$3,000.00	\$2,380.85	\$2,380.85	\$2,250.00	\$2,250.00	\$3,500.00	\$3,500.00	
21	2580.603 INTERIM PAVEMENT MARKING	LIN FT	6808	\$0.35	\$2,382.80	\$0.26	\$1,770.08	\$1.00	\$6,808.00	\$1.00	\$6,808.00	
22	2582.502 4" SOLID LINE WHITE EPOXY	LIN FT	85108	\$0.30	\$25,532.40	\$0.21	\$17,872.68	\$0.21	\$17,872.68	\$0.201	\$17,106.71	
23	2582.502 4" SOLID LINE YELLOW EPOXY	LIN FT	16526	\$0.30	\$4,957.80	\$0.21	\$3,470.46	\$0.21	\$3,470.46	\$0.202	\$3,338.25	
24	2582.502 4" BROKEN LINE YELLOW EPOXY	Lin Ft	8210	\$0.30	\$2,463.00	\$0.21	\$1,724.10	\$0.21	\$1,724.10	\$0.202	\$1,658.42	
Totals for Project SP 058-621-017						\$2,085,021.00		\$1,729,733.78		\$1,949,256.99		\$1,985,455.93
% of Estimate for Project SP 058-621-017								-17.04%		-6.51%		-4.78%
Totals for Contract 1401						\$2,085,021.00		\$1,729,733.78		\$1,949,256.99		\$1,985,455.93
% of Estimate for Contract 1401								-17.04%		-6.51%		-4.78%

Project: SP 058-621-017 - CSAH 21; From TH 48 to CSAH 30				Engineers Estimate		Northland Constructors of Duluth, LLC		Central Specialties Inc.		Knife River Corporation	
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LS	0.75	\$30,000.00	\$22,500.00	\$120,000.00	\$90,000.00	\$175,000.00	\$131,250.00	\$20,000.00	\$15,000.00
25	2021.501 MOBILIZATION	LS	0.25	\$30,000.00	\$7,500.00	\$120,000.00	\$30,000.00	\$175,000.00	\$43,750.00	\$20,000.00	\$5,000.00
2	2031.602 PORTABLE TOILETS	EACH	0.75	\$500.00	\$375.00	\$150.00	\$112.50	\$500.00	\$375.00	\$500.00	\$375.00
26	2031.602 PORTABLE TOILETS	EACH	0.25	\$500.00	\$125.00	\$450.00	\$112.50	\$500.00	\$125.00	\$500.00	\$125.00
3	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	0.75	\$500.00	\$375.00	\$1.00	\$0.75	\$1.00	\$0.75	\$1.00	\$0.75
27	2051.501 MAINT & RESTORATION OF HAUL ROADS	LS	0.25	\$500.00	\$125.00	\$1.00	\$0.25	\$1.00	\$0.25	\$1.00	\$0.25
4	2104.505 REMOVE BITUMINOUS PAVEMENT	SQ YD	1711	\$5.00	\$8,555.00	\$4.30	\$7,357.30	\$5.00	\$8,555.00	\$3.00	\$5,133.00
5	2104.523 SALVAGE PIPE APRON	EACH	1	\$200.00	\$200.00	\$400.00	\$400.00	\$200.00	\$200.00	\$500.00	\$500.00
6	2105.501 COMMON EXCAVATION (P)	CU YD	1047	\$10.00	\$10,470.00	\$15.00	\$15,705.00	\$14.00	\$14,658.00	\$10.00	\$10,470.00
7	2105.521 GRANULAR BORROW MOD 15% (LV)	CU YD	994	\$20.00	\$19,880.00	\$21.60	\$21,470.40	\$25.00	\$24,850.00	\$15.00	\$14,910.00
8	2112.501 SUBGRADE PREPARATION	RDST	7.6	\$100.00	\$760.00	\$600.00	\$4,560.00	\$150.00	\$1,140.00	\$140.00	\$1,064.00
9	2118.501 AGGREGATE SURFACING CLASS 1	TON	4907	\$10.00	\$49,070.00	\$18.50	\$90,779.50	\$21.00	\$103,047.00	\$28.70	\$140,830.90
10	2211.501 AGGREGATE BASE CLASS 5	TON	1564	\$10.00	\$15,640.00	\$17.50	\$27,370.00	\$19.00	\$29,716.00	\$25.60	\$40,038.40
11	2215.501 FULL DEPTH RECLAMATION	S Y	114218	\$2.00	\$228,436.00	\$0.96	\$109,649.28	\$1.98	\$226,151.64	\$1.30	\$148,483.40
28	2215.501 FULL DEPTH RECLAMATION	S Y	9090	\$2.00	\$18,180.00	\$1.60	\$14,544.00	\$1.98	\$17,998.20	\$1.30	\$11,817.00
12	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GAL	5714	\$3.00	\$17,142.00	\$2.70	\$15,427.80	\$2.00	\$11,428.00	\$2.50	\$14,285.00
29	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GAL	1914	\$3.00	\$5,742.00	\$2.70	\$5,167.80	\$2.00	\$3,828.00	\$2.50	\$4,785.00
13	2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	21993	\$55.00	\$1,209,615.00	\$51.80	\$1,139,237.40	\$50.16	\$1,103,168.88	\$64.25	\$1,413,050.25
30	2360.501 TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	7368	\$55.00	\$405,240.00	\$52.40	\$386,083.20	\$50.16	\$369,578.88	\$64.25	\$473,394.00
14	2501.511 30" CS PIPE CULVERT	LIN FT	4	\$100.00	\$400.00	\$440.00	\$1,760.00	\$50.00	\$200.00	\$50.00	\$200.00
15	2501.573 INSTALL SALVAGED 30" G.S. PIPE APRON	EACH	1	\$200.00	\$200.00	\$500.00	\$500.00	\$200.00	\$200.00	\$500.00	\$500.00
16	2540.602 MAIL BOX SUPPORT	EACH	34	\$150.00	\$5,100.00	\$105.00	\$3,570.00	\$130.00	\$4,420.00	\$100.00	\$3,400.00
17	2563.601 TRAFFIC CONTROL	LS	0.75	\$10,000.00	\$7,500.00	\$2,500.00	\$1,875.00	\$2,400.00	\$1,800.00	\$12,500.00	\$9,375.00
31	2563.601 TRAFFIC CONTROL	LS	0.25	\$10,000.00	\$2,500.00	\$2,500.00	\$625.00	\$2,400.00	\$600.00	\$12,500.00	\$3,125.00
18	2573.533 SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	1200	\$5.00	\$6,000.00	\$4.70	\$5,640.00	\$6.00	\$7,200.00	\$3.00	\$3,600.00
19	2575.523 EROSION CONTROL BLANKETS CATEGORY 3	SQ YD	1685	\$3.00	\$5,055.00	\$2.20	\$3,707.00	\$3.00	\$5,055.00	\$2.00	\$3,370.00
20	2575.555 TURF ESTABLISHMENT	LS	1	\$3,000.00	\$3,000.00	\$1,600.00	\$1,600.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00
21	2580.603 INTERIM PAVEMENT MARKING	LIN FT	6808	\$0.35	\$2,382.80	\$1.07	\$7,284.56	\$0.60	\$4,084.80	\$0.50	\$3,404.00
22	2582.502 4" SOLID LINE WHITE EPOXY	LIN FT	85108	\$0.30	\$25,532.40	\$0.21	\$17,872.68	\$0.20	\$17,021.60	\$0.20	\$17,021.60
23	2582.502 4" SOLID LINE YELLOW EPOXY	LIN FT	16526	\$0.30	\$4,957.80	\$0.21	\$3,470.46	\$0.20	\$3,305.20	\$0.20	\$3,305.20
24	2582.502 4" BROKEN LINE YELLOW EPOXY	Lin Ft	8210	\$0.30	\$2,463.00	\$0.21	\$1,724.10	\$0.20	\$1,642.00	\$0.20	\$1,642.00
Totals for Project SP 058-621-017						\$2,085,021.00		\$2,007,606.48		\$2,138,349.20	\$2,349,704.75
% of Estimate for Project SP 058-621-017								-3.71%		2.56%	12.69%
Totals for Contract 1401						\$2,085,021.00		\$2,007,606.48		\$2,138,349.20	\$2,349,704.75
% of Estimate for Contract 1401								-3.71%		2.56%	12.69%

Certified: Mark A. LeB License # 40478
 Date: 6/2/14



PINE COUNTY LAND SERVICES

Assessor, Planning & Zoning, Recorder, Solid Waste
Pine County Courthouse, 635 Northridge Dr NW #260, Pine City, MN
320-591-1634 1-800-450-7463 Ext. 1634 Fax: 320-591-1640

MEMO

To: Pine County Commissioners
David Minke, Pine County Administrator

From: Kelly Schroeder, Land Services Director *KMS*

Date: June 19, 2014

Re: Aquatic Invasive Species (AIS) Requirements

On June 18, 2014, Commissioner Ludwig and I participated in a webinar hosted by AMC and the DNR. The webinar gave us some insight as to what the County's responsibilities are with the new funding that will be coming regarding AIS. In 2014, the state allocated a total of \$4.5 million for counties to help stop the spread of AIS, and in 2015 there is an additional \$10 million already allocated. Of this, for 2014, Pine County will be receiving \$130,000; the amounts for 2015 have not yet been calculated; however, I would anticipate the funding to at least double, given the allocated amount is more than doubling.

The first and most important step we need to take is to create a plan on how we are going help stop the spread of AIS. This plan needs to be very detailed and include four main topics: enforcement, watercraft inspections, public awareness, and signage. AMC will have some template plans available on their website within a few weeks, which is where I would suggest we begin this process. We have until December 31, 2014 to establish our plan even though we will be receiving our funding August 1st. Our plan can include anything that can be tied back to stopping the spread of AIS, and the funds can be used for anything that is included in our plan, whether that is capital purchases or cost of additional staff, etc.

As Commissioner Ludwig and I discussed, we feel we can prepare a plan that will keep Pine County waterways clean using this funding while working collaboratively with the interested parties in Pine County. I welcome any thoughts on moving forward; however I am looking for some direction on the following questions:

- 1.) Are there specific ideas you have as a commissioner you feel would be effective in stopping the spread of AIS?

- 2.) How involved do you want the County to be, or do we delegate the responsibility to another organization?
- 3.) What organizations should we solicit assistance from and how do we solicit assistance?
- 4.) Is the County willing to hire seasonal temporary employees for watercraft inspections, or are there current employees we could utilize?
- 5.) How do we want to raise public awareness?
- 6.) Do we know if all public boat landings in the County have signage?

I know Commissioner Ludwig and I both have thoughts and ideas on all of these questions, and I look forward to hearing your thoughts and ideas on Tuesday, June 24, 2014 at the Committee of the Whole.



PINECOUNTY

County Administrator
David J. Minke

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
Mitch Pangerl – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Matt Ludwig – Dist. 5

To: Pine County Commissioners
From: David J. Minke, County Administrator
Date: June 24, 2014
Subject: Joint Powers Draft for Pine/Kanabec Public Health Collaboration

It has been the direction of the county to work with Kanabec County to focus on a more robust collaboration in public health. Since 1991 the two counties have had a joint powers agreement which created a Joint Community Health Advisory Board. For the most part, the counties maintained their own service delivery systems. In recent years the counties have worked more closely on shared delivery such as the MIECHV program.

As outlined in the June 11 Memorandum, the counties are focused on three specific goals: (1) consolidation of the public health budgets, (2) Commissioner-only Joint Powers Board, and (3) more sharing of resources. This memorandum is intended to help the board prepare for the June 24 Committee of the Whole meeting.

Attached is a draft Joint Powers Association (JPA) document for your review and suggestions. There are many areas of the document that will need refinement, clarification, change, and improvement. The purpose of the draft is to help the board form and articulate its vision and expectations for the joint powers entity, and the role of the county moving forward.

At the simplest level, the JPA describes what you expect the Board of Directors for the JPA to be responsible for and what authority/accountability you retain as a county board.

Once the board reaches a consensus, the next step will be to share the board's direction with Kanabec County and then have a meeting of the Ad Hoc committee with their Kanabec counterparts to work towards a common vision and document.

Policy Issues

There will be many details that will need to be worked out to make the joint agency a success. Some of them we can anticipate and account for now and some of them we cannot. For a process, I think it will be helpful for the board to start on Tuesday with the largest policy issues such as (1) Governance—how will the Joint Powers Board be Structured and what authority will it have? (2) Fiscal - how will funding (especially the local share) be determined and how will disputes be resolved? and (3) what are the other salient duties/powers and operational issues you see.

Policy Issue #1—Governance

The purpose of the Joint Powers Board is to provide oversight and policy leadership in fulfilling the public health function. The commissioners have expressed interest in a commissioner-only joint powers board. Minnesota Statute 145A.03 (11) requires at least five members on the board. The attached draft JPA presents two options for consideration.

Option A is two commissioners from each county and a lay person appointed jointly by the county boards.

Option B is two commissioners from each county, and a third commissioner from one county or the other who would rotate on an annual basis. One county or the other would have a majority on the board.

Option C is not described, but there are numerous other possibilities. As an example, Jackson and Cottonwood Counties created a joint human services and health agency and have all five commissioners from each county as the joint board.

Policy Issue #2 Fiscal

The immediate goal is to combine the budgets and fiscal operations of the two counties public health sections. The funding section of the draft JPA lays out a process where the Board of Directors approves a budget by August 1 and then the counties have until September 1 to approve it. The draft JPA also requires the agency to describe the methodology used to arrive at the local share. If the budget is not approved or is objected to by a county, a meeting of both county boards would be held to resolve the issue. The intent of this process is to reserve final levy authority to each county board, but to require a public meeting of all commissioners to resolve any issues.

The Pine County local share (property tax levy) for public health for 2014 is \$353,435 which is about 25 percent of the total budget of \$1,451,216. Patrick Bruflat and Wendy Thompson believe that the current Pine County levy amount in conjunction with the Kanabec County levy of \$261,000 should be sufficient for several years.

The JPA also makes one county the fiscal agent. The host county will need to be determined through a discussion process, but the initial sense by staff is that Kanabec is best suited to be the fiscal agent. If that is the case, it is likely that one of the Pine HHS fiscal staff will become a part of the joint agency. The JPA also requires that both county boards approve any change in the fiscal agent.

The payroll function should also be consolidated with the fiscal. This action will provide the most efficient and accountable financial structure. If implemented, each county would simply appropriate the required local contribution and pay it to the agency each year.

The draft JPA allows the JPA to own property, execute contracts and leases, but not incur debt.

Policy Issue #3 Miscellaneous Important Topics
General and Specific Powers of the Board of Directors

The draft JPA includes a laundry list of powers for the board of directors. Commissioners should review the list and identify any questions and note powers that are not included and should be, or powers that are included, but perhaps should not be included. The agency will have all of the general statutory authority to provide public health services contained in Minnesota Statute 145A.

One of these powers is to appoint a Community Health services Administrator (CHSA) for the agency. The CHSA may be an employee of either county or the agency. The current CHSA is Wendy Thompson, and it is contemplated that appointment would continue.

Operational Issues

There are many operational issues that will need to be addressed. The draft JPA contemplates that each county will retain its employees, maintain and provide the same facilities, that staff will access the same computer network (and need to share access on the network). Once the board has a consensus on the overall direction, and has identified preferences for any important operational issues, staff can start to work on detailed plans for the operational issues.

Employee affiliation is one of the most significant issues the counties and the agency will face. The draft JPA contemplates initially all employees will remain employees of their current county. Each county board needs to be comfortable with the idea that the joint agency and the CHSA will be providing supervision to the employees and assuming management functions. When a vacancy occurs, it is expected the CHSA will make a recommendation to the Board of Directors and the Board of Directors will determine how that vacancy is filled. We may need to consider additional language in the JPA to more affirmatively delegate some of the management of the employees to the agency. For example, I would not contemplate the county board reviewing and approving personnel actions of these employees, but rather the Board of Directors would.

Term

The draft JPA provides for a 2 year commitment, which is optional and a 1 year notice requirement, which is in statute.

Requested Action

Review the draft JPA and provide direction to staff as to changes needed and next steps with Kanabec County.

Cc: Cathy Clemmer, Auditor-Treasurer
John K. Carlson, County Attorney
Patrick Bruflat, HHS Director
Wendy Thompson, Kanabec County HHS Director

Kanabec and Pine counties Joint Powers Agreement

This agreement is made by and between Kanabec County, Minnesota and Pine County, Minnesota, pursuant to Minnesota Statute Section 145A.

Recitals

Whereas on March 27, 1991, Pine County and Kanabec County entered into a Joint Powers Agreement to form a Community Health Board, and

Whereas the Counties desire to cooperate more fully in the joint provision of Public Health, and

Whereas Minnesota Statute §145A allows counties to form a Joint Powers Association for the provision of Public Health, and

Whereas the Counties believe it in their mutual interest to form a Joint Powers Association for Public Health,

Now Therefore be it resolved that under the authority of MS §145A and other applicable statutes, rules, and regulations, there is created a Joint Community Health Board (herein after Agency) between Pine County and Kanabec County.

Joint Powers Board

The Board of Directors shall be comprised of five members consisting of:

Option A

Two county commissioners from each county appointed by the respective boards of the counties. Commissioners shall be appointed for a calendar year running January through December, and may be reappointed as long as serving in office as a county commissioner.

One lay member who shall be a resident of either Pine or Kanabec Counties and not an employee or contractor of either county. The lay member shall serve a 2-year term running July-June and may not serve more than 2 consecutive terms.

The lay member shall be appointed by a majority vote of each county board. The four county commissioners serving on the agency board shall recommend a candidate.

or

Option B

Two County Commissioners from each county (As in Option A)

Rotating third member from each county. The rotating member shall be a county commissioner and serve a 1 year term (January-December). In even numbered years the member shall be a commissioner from Pine County and in odd numbered years the member shall be a commissioner from Kanabec County.

Option C????

Vacancies. Vacancies shall be filled in a like manner and term as the original appointment.

Ex Officio Members.

The chief appointed administrative officer (administrator/coordinator) for each county and the director of the department of Health and Human Services of each county shall be an ex Officio member of the board of directors.

The Agency shall act through its Board and representatives designated by the Board in accordance with the powers stated in this Agreement.

General Powers

The Joint Powers board is authorized to exercise such powers granted under the provision of Minnesota Statute 145A that are common to each of the counties and such other statutory authority held in common by the counties that is necessary and proper to promote and facilitate the provision of Public Health Services. The Board shall not have the authority to issue debt or borrow money.

Specific Powers

The Board of directors shall retain a Community Health Services Administrator (CHSA) who may be an employee or a contractor and may be an employee of either county. The CHSA shall be accountable to the Board for the operations of the Agency.

The Board of Directors may employ agents and employees and fix their compensation and all other terms and conditions of employment.

The board of directors may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law, except that the board may not enter into any contract that binds the agency to amounts in excess of the amount budgeted annually.

For any of its purposes, the agency may apply for and accept contributions, grants, gifts and property and otherwise receive assistance from the United States Government, the State of Minnesota and its political subdivisions.

The board of directors may purchase equipment and real property and enter into contracts for leases.

No payment on any invoice for services performed by a consultant or any other person or organization providing services in connection with this Agreement shall be authorized unless approved by the Chair or such officer designated by the Board to approve such payments. Any disbursement of funds shall agree to the extent practicable with the methods provided by law for local government public expenditures.

Neither the board nor any agent or employee of the board may authorize payment or obligate the Board to make any payment except from sufficient unencumbered and appropriate funds.

The agency may sue and be sued in its own name; purchase insurance as is deemed advisable and may otherwise take action to enforced its rights in equity or in law.

The board shall designate a party to act as the board's fiscal agent. The fiscal agent shall provided budget and accounting services and such other fiscal services necessary or convenient for the board to include but not limited to management of all funds including contributions and grant monies, payment for contacted services, and relevant bookkeeping and record keeping. The fiscal agent shall be Kanabec County, or Pine County. Any change in the fiscal agent requires approval of each County Board.

The board of directors shall secure legal counsel. The primary legal counsel shall be the county attorney of Pine or Kanabec Counties. Retention of legal counsel shall be approved by each county board on an annual basis.

Annually the board of directors shall establish a regular meeting schedule and shall meet at least monthly.

The Board of Directors may appoint such committees and taskforces as is necessary or convenient. Committees and taskforces may include non-board members as necessary or convenient.

Funding

On or before August 1 of each year, the Board of Directors shall adopt a proposed budget for the next year. The budget shall include all revenues and expenditures of the agency and a breakdown of revenues from each county and the methodology of how the local share was calculated.

The parties shall contribute the funds necessary to carry out the purposes and powers of the agency, consistent with the annual budget and cost sharing formula adopted by the agency and be approved annually by each county board.

By September 1 of each year, the County Boards of each county shall approve or object to the proposed budget. In the event a county objects, a general meeting of both county boards shall be held the earlier of 21 days of the notice of the objection or September 1 to discuss the objections.

Each county shall pay ½ of its local appropriation by June 15 and December 15 of each year.

The Board of Directors shall provide for an annual audit of its finances and make an annual report to each county board.

Term of Agreement

Effective date: January 1, 2015

Expiration date: Indefinite until terminated by the parties in accordance with section ____ (below).

Authorized Representatives

Kanabec's Authorized Representative is Wendy Thompson, or her successor.

Pine County's Authorized Representative is Patrick Bruflat, or his successor.

Assignment, Amendments, Waiver, and Contract Complete

Assignment. Neither County may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the other county and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

Amendments. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

Liability

Each Party agrees that it will be responsible for its own acts and omissions, the acts and omissions of its commissioners, officers and employees and any liability resulting there from to the extent authorized by law. No Party shall be responsible for the acts of the others and the results thereof. Each Party acknowledges and agrees that it is insured or self-insured consistent with the limits established in Minnesota State Statute. Each Party agrees to promptly notify all Parties if it becomes aware of any potential Board related claim(s) or facts giving rise to such claims.

Each Party shall be responsible for injuries to or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage covering its own personnel while they are assigned to the Board or are otherwise participating in or assisting with Board operations or activities. Each Party waives the right to, and agrees that it will not, bring any claim or suit against the Board or any other Party for any workers' compensation benefits paid to its own employee or dependents, that arise out of participation in or assistance with Board operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Notwithstanding the foregoing, the terms of this Agreement are not to be construed as, nor operate as, waivers of a Party's statutory or common law immunities or limitations on liability, including, but not limited to, Minnesota Statutes Chapter 466. Further, the Party's obligations set forth in this Article and otherwise in this Agreement, are expressly limited by the provisions of Minnesota Statutes Chapter 466, Minnesota Statutes Chapter 604, Minnesota Statutes Section 471.59, and any other applicable law or regulation providing limitations, defenses or immunities to the Parties and to the Alliance.

State Audits

Under Minnesota Statute § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

Government Data Practices

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Ch. 13, as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Counties under this agreement.

Termination

Termination. Either Joint Participant may withdraw from this Agreement after two years from the effective date of this Agreement by serving a notice of termination by its governing body upon the chairman of the county board of the other county participating in this Agreement, as well as serving a copy of such resolution upon the Commissioner of Health. Said notice is to be served at least one year before the beginning of the calendar year in which the termination takes place, in accordance with Minnesota Statute 145A.

Disposition of property

Data and Intellectual Property.

The Parties, their officers, agents, owners, partners, employees, volunteers and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, the Health Insurance Portability and Accountability Act and implementing regulations, if applicable, and all other applicable State and Federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended. Each Party shall be responsible for any claims resulting from its officers', agents', owners', partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of such protected data, or other noncompliance with the requirements of this Section. The terms of this Section shall survive the cancellation or termination of this Agreement.

Neither the Board nor any Party shall acquire any right, title or interest in any other Party's data that is restricted from public disclosure by any applicable law, including the MGDPA, HIPAA and all other laws protecting information.

All right, title and interest in all copyrightable material which the Board may conceive or originate and which arises out of the performance of this Agreement are the joint property of the Parties. The Parties also agree, upon request of another Party, to execute all papers and perform all other acts necessary to assist the other Parties to obtain and register

copyrights on those materials.

Each Party grants the other Parties a perpetual, irrevocable, royalty-free, worldwide and nonexclusive license to use any copyrighted Material for any legal purpose including but not limited to using, disclosing, reproducing, modifying, preparing derivative works from, distributing, performing and displaying the copyrighted material.

Miscellaneous Provisions

Sharing of Employees

Services shall be provided by the agency to residents/clients of each county at the level determined by the board of directors. Employees, agents, and contractors of either county or the agency are authorized to provide services to residents/clients of either county at the direction of the CHSA.

Records

The agency shall be the custodian of all relevant public health records and data. In the event a county terminates the agreement, the county will become the custodian of records related to residents of that county.

Technical / IT

Each county shall make best efforts to provide IT-related infrastructure to support agency work in its county. The agency may develop shared standards for IT-related hardware, software, and infrastructure.

The board of directors will pursue joint use and acquisition of software as quickly as possible.

Facilities

Each county shall make best efforts to maintain adequate facilities to house employees, agents, and contractors of either county or the agency. The Board of Directors may develop a facility plan in conjunction with the counties to ensure equitable and efficient facilities.

Amendments. This agreement may be amended by a majority vote of the governing body of each county.

Counterparts. This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which, when taken together, shall constitute but one and the same instrument.

Severability. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of the Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.

Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior written or oral agreements relating to the formation of the

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Board.



PINE COUNTY

Administrator's Office

635 Northridge Drive NW
Suite 200
Pine City, MN 55063
1-800-450-7463 Ext. 1620
Fax: 320-591-1628

Commissioners

Steve Hallan – Dist. 1
Mitch Pangerl – Dist. 2
Steve Chaffee – Dist. 3
Curt Rossow – Dist. 4
Matt Ludwig – Dist. 5

County Administrator

David J. Minke

To: County Commissioners
From: David J. Minke, County Administrator
Date: June 24, 2014
Subject: Non-Union Performance Pay System

Non-union employees, not at the top of scale, receive annual pay increases based on performance. These performance increases are in lieu of step increases that are awarded to union employees. Performance increases are requested by supervisors through the personnel committee and then to county board through a committee report. This policy is authorized by section 10 of the personnel policy (attached).

Over the last 18 months, Current non-union performance increases are averaging 4.2% and have ranged from 1% to 11.6%. The practice has been to base the increase on two main factors (1) the employee performance during the past year and (2) where the employee sits on the scale.

Some feedback has been generated from employees and management that a more structured performance increase system would be beneficial. Feedback has also been received from some bargaining units that non-union performance increases are unstructured and unfair to union members.

To be effective, a pay for performance system needs to be well understood and consistently applied. The Personnel Committee has recently discussed the need to solidify the pay for performance system and to get feedback from all commissioners.

One method to make the system more transparent and consistent, and to provide supervisors more guidance, is to establish a matrix similar to the attached. Each year, the county board would establish % increases based on the budget.

Once the commissioners determine if they are interested in adopting a matrix, discussion should focus on the authority to grant the performance increase. Currently all performance increases go to the personnel committee and then onto the county board for approval. The board could consider delegating authority for some positions to the personnel committee, county administrator, or department head, if the performance increase falls within the approved range. A listing of all positions which are on the pay for performance system is attached for your reference.

I look forward to discussion this at the upcoming C.O.W. meeting. Please contact me if you have any questions.



2015 Non-Union Performance Increase Matrix
Percent of scale

All Classifications	Min-85%	85%-95%	95%-100%
<u>Outstanding</u>	5%	4%	3%
<u>Exceeds Requirements</u>	4%	3%	2%
<u>Fully Capable</u>	3%	3%	2%
<u>Needs Improvement</u>	2%	1%	1%
<u>Unsatisfactory</u>	0%	0%	0%

Percent of Scale

To calculate percent of scale, take the current wage of the employee, divide by the top of the classifications scale and multiply by 100 (e.g current employee is paid \$8/ hour, top of scale is \$10, $\$8/\$10=\$0.8*100=80\%$).

Approval

The County board reserves the right to apply performance increases outside of this matrix for extenuating circumstances (e.g. market inequity, high turnover, etc).



20-- Non-Union Performance Increase Matrix

Percent of scale

All Classifications	Min-85%	85%-95%	95%-100%
<u>Outstanding</u>			
<u>Exceeds Requirements</u>			
<u>Fully Capable</u>			
<u>Needs Improvement</u>			
<u>Unsatisfactory</u>			

Percent of Scale

To calculate percent of scale, take the current wage of the employee, divide by the top of the classifications scale and multiply by 100 (e.g current employee is paid \$8/ hour, top of scale is \$10, $\$8/\$10=\$0.8*100=80\%$).

Approval

The County board reserves the right to apply performance increases outside of this matrix for extenuating circumstances (e.g. market inequity, high turnover, etc).

10. COMPENSATION

10.1 Method of Computing Pay

- a. Employees Assigned to a 40-Hour Work Week (Exempt & Non-Exempt):
To obtain an annual salary the monthly salary shall be multiplied by twelve (12). To obtain the hourly rate, the annual salary shall be divided by 2,080 hours and rounded off to the second decimal place. The hourly rate will be rounded as follows: If the third decimal place is five (5) or greater, the second decimal place shall be rounded up one (10); if less than five (5), the third decimal place shall be dropped.
- b. The Pine County Board of Commissioners shall annually determine the maximum rate for performance increase on non-union employees to be reflected on the individuals anniversary date.

10.2 Methods of Salary Payment

- a. Employees Assigned to a 40-Hour Work Week (Exempt & Non-Exempt):
Bi-weekly salary will be paid on the Friday following the end of the payroll period. The payroll period will be a two-week period running from 12.00 a.m. Sunday until 11:59 p.m. on Saturday. Employees hired during a payroll period will be paid through that period on the same date as all other employees. Whenever possible pay changes will be processed at the beginning of the pay period following the effective date of the change. All employees will be considered as paid only through the current pay period.

10.3 Application of Compensation Plan

No employee shall be paid less than the established minimum nor more than the maximum rate fixed in the compensation plan for the position he/she holds. Salary schedules for Non-union positions are attached as Appendix A.

- a. Original Appointment: An employee will not be hired above the midpoint of the salary range for a position unless, after proper advertising, it has not been possible to find a qualified applicant who will accept the position at a salary amount between the minimum and midpoint of the salary range. However, in the case of Department Heads or Managerial positions, the County Board may set the salary within the range of the job classification most appropriate to attract and retain the best candidate for the position. Appointment and term of County Engineer per MN State Statue 163.07.
- b. Reallocation: When a class of positions is reallocated upward an employee shall be placed in the same relative position in the newly established salary range for the class as was held in the former salary range. When a position is reallocated downward, an employee in the class shall be permitted to continue at his/her present rate of pay during the period of incumbency (except in the event of general service-wide reductions). However, if his/her present rate

does not equal the maximum for the new class, he/she shall be entitled to salary increases until he/she reaches the established maximum for the new class. Under no circumstances shall an employee receive COLA and/or performance increases resulting in an hourly rate greater than the maximum hourly rate for their pay grade.

- c. Promotion: An employee promoted to a new position in a higher class shall receive the minimum rate for the higher class. If the rate of his/her former position is the same as or exceeds this minimum, he/she shall advance to the next step or be placed at a percentage above the rate of compensation that he/she formerly received (determined by county board); however, in no case shall a superior be paid less than a subordinate in terms of base pay.

- d. Demotion: An employee may be demoted to another position for which the employee possesses the requisite qualifications and/or the employee's hours may be reduced. A written statement of the reasons for the demotion shall be submitted to the employee at the time of demotion or reduction of hours. Demotion may take place for any of the following reasons, or for any other reason, as determined by the Department Head:
 - 1. When the employee would otherwise be laid off because of position elimination reclassification, lack of work, lack of funds, or the return to work of another employee from an authorized leave.
 - 2. When the employee does not possess the necessary qualifications to provide satisfactory performance in the position the employee currently holds.
 - 3. When the employee voluntarily requests a transfer to a position of lower classification or voluntarily requests a transfer or deletion of certain duties in the current position, which results in reclassification to a lower class.
 - 4. When utilized as part of a disciplinary action.
 - 5. When it is in the best interest of the County to do so.

For the purposes of demotion, a vacant position does not include a position, which has been publicly announced and open to competitive examination/evaluation. It does include positions within the employee's current department, which are not promotional in nature, or other positions within the County, which are subject to Internal County posting. Employees subject to proposed demotion shall not have preference over other County employees with respect to vacant positions.

Employees who are demoted may have their salaries adjusted downward, consistent with the new position.

When an employee is demoted, the employee shall serve a six (6) month probationary period in the new position during which time the employee may utilize fringe benefits accrued from their prior position. Should the employee prove to be incompetent, ineffective or unsuitable for the position, and no other suitable position openings exist in the organization to which the employee may be transferred or demoted the employee shall be terminated. An employee involuntarily demoted may appeal using the grievance procedure.

- e. Transfer: If an employee is transferring to a position in the same class in another department, he/she shall receive the same rate of compensation he/she received in the former position.

10.4 Pay Anniversary Date

An employee appointed, promoted, demoted, reclassified, or transferred shall have a pay anniversary date on the date of the appointment, promotion, demotion, reclassification, or transfer.

10.5 Anniversary Date Pay Increase

Pay increases for employees not at the top of their pay range shall take effect on the pay anniversary date of each employee affected unless the department head and/or county board certifies to Human Resources that the employee's work performance or conduct does not justify granting such increase. In such cases, the employee shall be notified in writing to this effect by their department head and/or County board.

Non-union employees graded at a "C" level or above on their annual review, may receive salary adjustments above the level set by the County Board only if exceptional circumstances exist and adjustment is approved by the Human Resources Manager and Personnel Committee. Exceptional circumstances are to include a demonstrated history of inability to retain employees within a specified classification.

10.6 Payroll Deductions

The County will attempt to equally divide payroll deductions between two checks of each month.



PINE COUNTY

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 Mitch Pangerl – Dist. 2
 Steve Chaffee – Dist. 3
 Curt Rossow – Dist. 4
 Matt Ludwig – Dist. 5

County Administrator

David J. Minke

June 24, 2014

Request for Proposals

For

Pine County Classification and Compensation Study

Purpose

This Request for Proposals (RFP) is issued on behalf of the Pine County Board of Commissioners. Pine County currently has 270 full time equivalent employees, plus seasonal employees in the 4-H Extension office and Public Works. Pine County has 10 bargaining units; AFSCME represents the Highway Maintenance, Health and Human Services, Courthouse, Sheriff's Admin Support, Road and Bridge Technicians and Jail and Dispatch groups. Pine County Deputies are represented by Teamsters, Health and Human Services Supervisors by IBEW. Road and Bridge Supervisors and Legal Secretaries are self represented bargaining units.

Pine County currently has the following 73 position classifications:

ACCOUNT TECH	CORRECTIONS OFFICER	ENGINEERING TECH III	LAND SERVICES DIRECTOR	PUBLIC HEALTH SUPERV
ADMIN ASSISTANT	COUNTY ADMINISTRATOR	ENVIRON TECHNICIAN	LEGAL SECRETARY	RECORD TECH III
ASSISTANT CO ATTY	COUNTY ENGINEER	FAMILY SERVICE AIDE	MECHANIC	RIGHT OF WAY MANAGER
ASST JAIL ADMINISTRATOR	COUNTY FORESTER	FISCAL OFFICER	MEDIUM EQUIP OPERATOR	SIGN & TRAFFIC TECH
BLDG MAINT SUPERVISOR	COUNTY RECORDER	FLEET SUPERVISOR	MIS SUPPORT SPECIALIST	SOCIAL SERV SUPERVISOR
BLDG MAINTENANCE WORKER	COUNTY SURVEYOR	FRAUD INVESTIGATOR	NURSING TEAM LEADER	SOCIAL WORKER
BUILDING MAINT LEAD WORKER	COURT SECURITY OFCR	HHS DIRECTOR	OFFICE MANAGER	SR. ENVIRON TECHNICIAN
CASE AIDE	DEPUTY ASSESSOR	HR & PAYROLL SPECIALIST	OFFICE MANAGER/LGL SEC	SR. PROPERTY APPRAISER
CHIEF DEPUTY	DEPUTY AUDITOR	HWY MAINT SUPERVISOR	OFFICE SUPPORT SPEC	STS CREW LDR SUPERVISOR
CHIEF DEPUTY AUD/TREAS	DEPUTY RECORDER	INVESTIGATOR	PAYROLL CLERK	SUPPORT ENFORCEMNT AIDE
CHIEF DEPUTY CTY ATTY	DEPUTY SERGEANT	IT SUPERVISOR	PCSD SECRETARY	SURVEY CREW CHIEF
CHILD SUPPORT LEAD WKR	DEPUTY SHERIFF	JAIL ADMINISTRATOR	PLAN/ZONE/SOLID WST SEC	TECH SUPERVISOR
CHILD SUPPORT OFFICER	DISPATCHER	JAIL MATRON OFFICER	PROPERTY APPRAISER	VETERANS SERV OFFICER
CLERK III	ELIGIBILITY SPECIALIST	JAIL PROG/COORDINATOR	PUBLIC HEALTH NURSE LPN	
COLLECTIONS SPECIALIST	ELIGIBILITY WORKER	JAIL SERGEANT	PUBLIC HEALTH NURSE-RN	

A compensation study has not been completed by Pine County for a number of years. Pine County currently uses the Decision Band Method originally administered by Bjorklund Compensation Consulting. The purpose of this study is to provide Pine County with a current classification and compensation system it can self administer for current and future positions and maintain compliance with the Minnesota Pay Equity Act.

The study shall include:

- Review of all current job descriptions and analyze, document, and validate same for knowledge, skills, abilities, essential functions, education and experience, relevance and hierarchical consistency, job definitions, distinguishing characteristics, supervision received, exercised and any special requirements, licensing and/or certifications.
- Interview (at least 1 per position) with employees and appropriate supervisory and management personnel, as required.
- Determination of the appropriate county comparisons for the compensation study. Pine County has traditionally used Kanabec, Mille Lacs, Chisago, Isanti and Carlton County for comparison purposes. Identify potential pay compression issues and provide alternative solutions.
- Analyze the impact of any potential changes on the County's compliance with pay equity and ensure compliance.
- Establishes essential and non-essential duties in compliance with the Americans with Disabilities Act (ADA)
- The Consultant shall recommend appropriate salary ranges for existing or proposed classifications based on the classification study and on the compensation survey results.
- The Consultant shall prepare written report of recommendations, including discussion of method, techniques and data used to develop the classification & compensation study.
- The Consultant shall provide written instructional information and training to allow County staff to conduct individual audits and adjustments consistent with the study methods until the next formal study is conducted.
- Provide job descriptions for each position evaluated.
- Ability to be coordinated with current labor agreements.
- Develop an implementation plan that includes Board, Department Head and employee communication regarding results of the study, individual position classification assignments and timelines of each specific task of the process.
- Develop and participate in an appeal process for employees who contest the classification allocation for their own position.
- Provide potential consolidation of the 73 current position classifications.

Requirements of the Proposals:

- Proposals will provide a project schedule, including key milestones.
- Proposals will also describe the methodology to evaluate each position.
- Proposers should also identify and quantify in terms of time, the nature and scope of services to be provided by County staff to assist in the project's completion as well as Consultants primary staff.
- Provide a list of all similar work provided for public clients within the last year and with detailed information on 3 similar engagements includes jurisdiction name, name and contact information for the primary contact, and the number of job classifications.
- Company profile, number of staff of the firm, office locations.
- The specific individuals who will be working on the project, their role on the project and their resume. All work shall be performed by the consultant or the consultant's employees. Any exception needs to be identified in the proposal.

- Identification of any potential conflicts of interest.
- The proposal shall include a lump sum not to exceed cost for the study and a separate lump sum not to exceed cost for reimbursements.
- Pine County retains the right to cancel the request for proposals at any time, and has no obligation to act on any or all of the proposals. All proposals submitted under this RFP shall be valid for 60 days from the due date.
- After approval of the draft assessment and its results by Pine County, Respondent will make a final presentation of the findings of the assessment and recommendations to the full County Board at a meeting. The final presentation will include a complete summary of all the deliverables listed in the RFP.
- For the final presentation, Respondent will provide 8 copies in a bound format for the use of the County Board and one electronic version of the document suitable for making additional copies as the County requires.

Professional Services Contract

The winning proposer will be expected to enter into a professional services contact with Pine County within 7 days of award.

Additional Services.

The proposal shall include a rate sheet for additional services. Rates shall be fixed for one year after project completion.

Selection Process

Proposals will be reviewed by staff and the Personnel Committee. Proposers identified as semi-finalists may be invited to an in person interview/presentation with the personnel committee. Proposers identified as finalists may be invited to an in person interview/presentation with the county board of commissioners.

The county reserves the right to request additional information throughout the selection process.

Please submit 8 copies of the proposal by 4:30 p.m. on _____ to the following location:

Pine County
 Attn: Matt Christenson, HR and Payroll Specialist
 635 Northridge Dr NW
 Pine City, MN 55063

Any questions related to this information can be directed to:
Matt.Christenson@co.pine.mn.us 320-591-1622