

**COUNTY BOARD OF COMMISSIONERS
WORKSHOP
February 5, 2014 – BOARD AGENDA**

- 2:00 1) J. Mark Wedel, County Board Chairperson**
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
- 2) Interim County Administrator – Follow up**
A) Interim Administrator Transition/Goal Setting – Roxy Traxler
B) Follow-up Executive Recruitment – Springsted Questionnaire – Conference Call
- 3:30 3) Adjourn**

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-30-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Interim Administrator Transition/Goal Setting – Roxy Traxler

Requested Meeting Date: 2-5-14 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Interim County Administrator

DATE: January 31, 2014

Roxy Traxler will attend Wednesday's meeting to meet with the County Board. This meeting will provide the opportunity for the Board to discuss the interim process more thoroughly. A draft calendar/schedule, based upon previous discussion, is included for your review.

A contract will be provided at the February 11th meeting for the Board to approve.

If you have questions or comments please forward them to me and I will share them with Roxy prior to the meeting.

2014 Board Meeting/Interim Administrator Schedule

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

APRIL						
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MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
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29	30					

JULY						
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27	28	29	30	31		

AUGUST						
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31						

SEPTEMBER						
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28	29	30				

OCTOBER						
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NOVEMBER						
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30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Created January 29, 2014

-  Interim County Administrator in Office
-  Board Meeting Dates
-  BAE Meeting @ 4:00 p.m.
-  Holidays - County Offices Closed

Board Meeting Conflicts: Tuesday, November 11th is a Holiday, and Tuesday, December 9th - AMC Annual Conference may be in session

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-30-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Executive Recruitment – Springsted Questionnaire – Conference Call

Requested Meeting Date: 2-5-14 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

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Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Springsted County Administrator Hiring Process – Discussion/Start

DATE: January 31, 2014

Please review the attached information from representatives of Springsted Incorporated.

At Wednesday's meeting we will hold a telephone conference to start the process. At the regular Board meeting on February 11th David Unmacht, Vice President, will be present to review a variety of information necessary to announce the position opening.

AITKIN COUNTY, MINNESOTA

COUNTYADMINISTRATOR

I. QUALIFICATIONS

Listed below are various factors that might be desirable in the next County Administrator. Your input on the relevancy and importance of these factors is desired.

1. Educational requirements
 - a. Master's Degree or Bachelor's Degree
2. Previous experience in local government
 - a. Number of years desired and in what types of roles
 - b. Previous experience as an assistant or assistant to
 - c. Previous experience as County manager/administrator
 - d. Other related roles that can be substituted
3. Budgeting and financial
4. Strategic and visionary
5. Community and economic development
6. Public safety
7. Public works and infrastructure
8. Community services (human services, public health)
9. Personnel and human resources
10. Public and community relations
11. Organizational development
12. Management and operational
13. Collaborative and intergovernmental
14. Legislation and lobbying
15. Technology
16. Other...

II. ISSUES FACING THE COUNTY

Please identify the issues and/or challenges currently facing the County. What are the long term issues that will need to be addressed within the next five years?

If different than above, what will be the top immediate priorities of the new County Administrator?

Are there any issues, concerns and/or considerations that need to be factored into the recruitment and hiring of the new administrator?

III. LEADERSHIP QUALITIES

Describe the specific leadership characteristics you desire in a County Administrator.

Describe what you don't want in your next County Administrator.

IV. RECRUITMENT PROCESS

What geographic region do you want to focus your recruitment on?

Do you know of any candidates that should be recruited or asked to apply for this position? Are there any internal candidates?

What distinctive qualities does the County have that will be attractive to potential applicants?

V. FINAL THOUGHTS AND SUGGESTIONS

What final thoughts, suggestions and ideas do you have as the search begins?

David Unmacht
Springsted, Incorporated
651-223-3047 (W)
612-202-2391 (C)
dunmacht@springsted.com
February, 2014