



Board of County Commissioners Agenda Request

7B

Agenda Item #

Requested Meeting Date: September 13, 2016

Title of Item: Interim County Administrator

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Nathan Burkett, County Administrator	Department: Administration
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Presenter (Name and Title): Nathan Burkett, County Administrator	Estimated Time Needed: 15 min
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Summary of Issue:
 At the August 30, 2016 special meeting of the County Board, the Board directed that the Administrator and personnel committee search for an external interim county administrator option.

The alternative would be to adopt the management team's approach of identifying an interim County Coordinator with responsibility to coordinate response to issues that come up in the interim period. A resolution outlining duties and responsibilities of the interim county coordinator and others is attached to this resolution, and should be reviewed and passed by the board if this option is chosen.

There are two resolutions attached with this board action. One if the Board chooses an external administrator, one if the board chooses the internal approach.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Adopt one of the two resolutions.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

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

ADOPTED September 13, 2016

By Commissioner: xx

20160913-0xx

Interim County Administrator

WHEREAS, the County Administrator has resigned and Aitkin County wishes to appoint an interim county administrator.

NOW THEREFORE BE IT RESOLVED, the County Board approves to hire _____ at an hourly rate of \$____ per hour for 2 – 3 days a week beginning on September 19, 2016 and commencing at such time a permanent County Administrator begins employment, and

BE IT FURTHER RESOLVED, that the duties, responsibilities and authorities of the Aitkin County Administrator shall be modified during the duration of this contract as follows:

1. The Aitkin County policy allowing for administrative appointment of positions is suspended, and all hiring authority is reserved by the County Board. The interim County Administrator may authorize recruitment of positions, but final approval must be made through the personnel committee and County Board. Hiring authority shall be reinstated to the Aitkin County Administrator upon appointment of a full time permanent administrator.
2. There shall be a department head meeting to ensure communications between the interim administrator and department heads on the 2nd and 4th Wednesday of each month during the interim period. The interim Administrator shall prepare a brief written summary of the topics discussed at these meetings and any outcomes to the County Board within a reasonable time thereafter.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of September 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of September 2016

Nathan Burkett
County Administrator

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

ADOPTED September 13, 2016

By Commissioner: xx

20160913-0xx

Interim County Coordinator

WHEREAS, the County Administrator has resigned and Aitkin County wishes to appoint an interim county coordinator.

NOW THEREFORE BE IT RESOLVED, that _____ is appointed as interim County Coordinator, and

BE IT FURTHER RESOLVED, the interim County Coordinator shall have the following duties, authorities and responsibilities:

1. The Aitkin County policy allowing for administrative appointment of positions is suspended, and all hiring authority is reserved by the County Board. The human resources director may authorize recruitment of positions, but final approval must be made through the personnel committee and County Board. Hiring authority shall be reinstated to the Aitkin County Administrator upon appointment of a full time permanent administrator.
2. The interim County Coordinator will coordinate a department head meeting to ensure communications between the interim coordinator and department heads on the 2nd and 4th Wednesday of each month during the interim period. The interim coordinator shall prepare a brief written summary of the topics discussed at these meetings and any outcomes to the County Board within a reasonable time thereafter.
3. The interim County Coordinator has no formal supervisory authority over any other County Department Head. All department heads shall report directly to the Aitkin County Board in the interim period. The County Administrator's Administrative Assistant, Economic Development Coordinator, and Veterans Service Officer shall also report directly to the Aitkin County Board. The facilities supervisor shall report to the Economic Development Coordinator.
4. The interim County Coordinator shall sign all timecards for department heads and employees designated to report to the County Board.
5. The interim County Coordinator has the authority to make purchases commensurate with Aitkin County policy that the County Administrator has, including authorizing budgeted purchases up to \$10,000 and using discretion to make emergency purchases in accordance with Aitkin County policy.
6. The County Board Chair shall oversee preparation of the County Board agenda; the interim County Coordinator shall review the agenda and participate in County Board meetings as chief of staff, sign resolutions and minutes.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Nathan Burkett, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 13th day of September 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 13th day of September 2016

Nathan Burkett
County Administrator