



# Board of County Commissioners Agenda Request



**Requested Meeting Date:** January 28, 2025

**Title of Item:** Adopt Resolution - County Auditor Appointment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

Please see attached resolution appointing Kathleen Ryan to the position of County Auditor. A conditional offer has been made contingent upon Board approval.

This is a budgeted position. The incumbent's current salary will increase by 5% as outlined in policy. Additionally, as part of this unique transition following the retirement of an elected official, a market adjustment of \$1,876.92 is recommended, consistent with the DDA methodology. The total salary increase effective 1/28/2025 will be 6.94%, which includes the promotion from Grade 12 to Grade 16 and the recommended market adjustment.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt resolution - County Auditor Appointment

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 103,427.68

Is this budgeted?  Yes  No *Please Explain:*

This is a budgeted position.

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

**ADOPTED January 28, 2025**

By Commissioner: xxx

**20250128-xxx**

**COUNTY AUDITOR APPOINTMENT**

**WHEREAS**, the position of County Auditor became an appointed position effective 30 days after adoption of the appointing resolution made on December 23, 2024 and;

**WHEREAS**, the Aitkin County Board of Commissioners recognizes the statutory requirements of the position and;

**WHEREAS**, a job description and position grade have been developed for the position of Auditor and;

**WHEREAS**, the Aitkin County Chief Financial Officer and Interim County Auditor Kathleen Ryan possesses the necessary skills and qualifications to carry out the duties of the County Auditor;

**NOW THEREFORE BE IT RESOLVED**, that Kathleen Ryan is hereby appointed County Auditor of Aitkin County.

Commissioner xxx seconded the adoption of the resolution and it was declared adopted upon the following vote

xxx MEMBERS PRESENT

All Members Voting xxx

STATE OF MINNESOTA}  
COUNTY OF AITKIN}

I, Jessica Seibert, 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 28<sup>th</sup> day of January 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>th</sup> day of January 2025

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Jessica Seibert  
County Administrator