



Board of County Commissioners Agenda Request



Requested Meeting Date: March 25, 2025

Title of Item: Interim Administrator Duties Assignment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: Bobbie Danielson	Department: Human Resources
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Presenter (Name and Title): Bobbie Danielson, Human Resources Director	Estimated Time Needed: 3-5 min.
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Summary of Issue:

County Engineer, John Welle, has agreed to serve as the official signing authority until a new County Administrator begins employment with Aitkin County.

The County Attorney has reviewed the resolution.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Adopt Resolution appointing County Engineer John Welle to serve as the signing authority for all contracts, resolutions, and other official documents requiring the signature of the County Administrator until the new County Administrator begins employment with Aitkin County.

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 March 25, 2025

By Commissioner: xxx

20250325-xxx

INTERIM ADMINISTRATOR DUTIES ASSIGNMENT

WHEREAS, current County Administrator Jessica Seibert has given notice of her resignation effective April 3, 2025 and;

WHEREAS, a new County Administrator will begin sometime after April 3, 2025, necessitating the need for interim duties to be assigned and;

WHEREAS, the County Administrator's signature is required on contracts, resolutions, and other official documents and;

WHEREAS, County Engineer, John Welle, has agreed to serve as the official signing authority until a new County Administrator begins employment with Aitkin County;

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners hereby appoints County Engineer John Welle to serve as the signing authority for all contracts, resolutions, and other official documents requiring the signature of the County Administrator until the new County Administrator begins employment with 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 25th day of March 2025, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of March 2025

Jessica Seibert
County Administrator