

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

County Administrator Search Process – Interviews

Requested Meeting Date: 5-14-14 Estimated Presentation Time: 4 hours

Presenter: Dave Unmacht, Springsted Inc.

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) Interview candidates

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) Candidate Profiles

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.

Nathan Burkett

Experience

Performance Management Consultant, Edina, Minnesota
January 2013 – Present

County Administrator, Todd County, Long Prairie, Minnesota
September 2008 – December 2012

Consultant/Project Manager, MAXIMUS Financial Services, Inc.
Bloomington, Minnesota
August 2006 – May 2008

Legal Specialist, Minnesota Army National Guard, Bloomington, Minnesota
October 2001 – December 2004

Education

Policy Fellow, Humphrey Institute of Public Affairs
University of Minnesota, Minneapolis, Minnesota

Master of Public Administration
Hamline University, St. Paul, Minnesota

Bachelor of Arts, Political Science/Public Administration
St. Cloud State University, St. Cloud, Minnesota

Jeff Cadwell

Experience

City Administrator, City of Mahanomen, Minnesota
September 2012 – Present

City Administrator/Clerk/Treasurer, City of Browns Valley, Minnesota
April 2010 – September 2012

McLaughlins – Service Manager,
March 2008 – April 2010

CAMA Assistant, City of Moorhead, Minnesota
November 2008 – March 2009

Chemical Dependency Tech, Anchorage Adult Treatment Services, Moorhead,
Minnesota
November 2008 – March 2009

Farm Bureau Financial Services Agent, Pelican Rapids, Minnesota
December 2006 – March 2008

Crystal Pierz Marine Service Manager, Pelican Rapids, Minnesota
February 2004 – September 2005

Education

Master of Science, Public Administration
Minnesota State University Moorhead, Moorhead, Minnesota

Bachelor of Arts, History and Political Science
Concordia College, Moorhead, Minnesota

Greg Pruszinske

Experience

City Administrator, City of Becker, Minnesota

September 2008 – Present

Assistant City Administrator, City of Becker, Minnesota

January 1996 – September 2008

Shared City Administrator, Cities of Danvers, Holloway and Murdock,
Minnesota

October 1993 – December 1995

Assistant to Sergeant at Arms, Minnesota State Senate, St. Paul, Minnesota

January 1992 – October 1993

Student Intern, Morrison County Community Development, Little Falls,
Minnesota

March 1990 – May 1990

Education

Graduate Course Work, Public Administration

Hamline University, St. Paul, Minnesota

Bachelor of Arts, Political Science & Local and Urban Affairs

St. Cloud State University, St. Cloud, Minnesota