



Board of County Commissioners Agenda Request

3B

Agenda Item #

Requested Meeting Date: 8/23/16

Title of Item: Discuss interim County Administrator options

<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) <div style="text-align: right; font-size: small;">*provide copy of hearing notice that was published</div> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett	Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator	Estimated Time Needed: 20 min
Summary of Issue: Nathan Burkett has resigned. The Board may wish to consider appointment of an interim county administrator. The personnel committee has met and considered options including seeking an interim county administrator and appointing a department head as interim county administrator. The personnel committee requested that any department head interested in serving as interim county administrator notify the county administrator by Friday, August 19 at noon. After consideration, the personnel committee is recommending appointment of Liz DeRuyck as interim County Administrator.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: see resolution	
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 10,000 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Salary adjustment for Liz DeRuyck, for additional duties. Total cost savings to county would be approx 100k annually.	

Legally binding agreements must have County Attorney approval prior to submission.

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

ADOPTED August 23, 2016

By Commissioner: xx

20160823-0xx

Interim Administrator

WHEREAS, the Aitkin County Administrator has resigned and the Aitkin County Board desires to appoint an interim County Administrator, and

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners appoints Elizabeth DeRuyck, Aitkin County Community Corrections Director as interim Aitkin County Administrator effective on September 19, 2016, at a rate of pay of \$103,000/annually, all other benefits afforded to Ms. DeRuyck remain the same.

- Ms. DeRuyck shall be eligible for the same salary increases afforded to other non-union staff based on the salary she is earning under this agreement.
- The County Board makes this appointment for a term of one year.
- The interim County Administrator serves at the pleasure of the Aitkin County Board, and the County Board reserves the right to seek a permanent County Administrator at any time during the interim period.
- Upon appointment of a permanent County Administrator this appointment shall end. Both the County Board and Ms. DeRuyck have the right to end this appointment at any time during the interim period.
- Ms. DeRuyck has the right to return to her position as Aitkin County Community Corrections Director at her previous rate of pay plus any salary increases she may have received as Community Corrections Director while serving as interim County Administrator, without adverse consequence due to her service as interim County Administrator.
- The interim County Administrator is delegated and granted the same duties, responsibilities and authorities as a permanent County Administrator without regard for interim status.
- Ms. DeRuyck shall be responsible for the duties of Community Corrections Director during her appointment as interim County Administrator.
- A performance evaluation of Ms. DeRuyck in her capacity as interim County Administrator shall be held on March 14, 2017.

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 23rd day of August 2016, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 23rd day of August 2016

Nathan Burkett
County Administrator