

**TUESDAY, MARCH 22, 2016**

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)  
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-06 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole March 22, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 4:30 p.m. CDT. Chair Steven Gray opened the meeting at 4:30 p.m. CDT.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present: John Allen District #1  
Tim Tjosaas District #2  
Rodney Peterson District #3  
David Erickson District #4  
Steven Gray District #5

Members absent: None

Also present: Becky Lubahn Deputy Clerk  
Paul Kiltinen County Attorney  
Lisa Hager Employee Relations Director  
Lisa Kramer Finance Director

Employee Relations Director Lisa Hager met with the Board to discuss a request to approve the County Administrator position profile, job description, and salary range. Gary Weiers from David Drown Associates was available via speaker phone to discuss the proposal.

County  
Administrator  
Position Profile  
Review

Mr. Weiers informed the Board they are nearing the point of posting the County Administrator position therefore he wanted to review the process and seek approval to move ahead with the search.

Gary Weiers stated the position will be posted on the David Drown web site. In addition the County Administrator posting will be sent to the following entities:

- Association of Minnesota Counties
- International City/County Management Association
- Minnesota Association of City/County Managers
- League of Minnesota Cities
- Municipal associations in Iowa, Wisconsin, North Dakota and South Dakota
- The posting has also been shared with professional networks through Minnesota State University Mankato, Hamline University and the University of Minnesota

Mr. Weiers reported the information gathering process for developing the position profile has been taking place for several weeks. Included in the Board packet was a draft position profile for the Board's consideration.

Mr. Weiers noted a majority of the prep work on the Administrator position profile and job description were completed by Ms. Hager prior to him coming on board to assist the county with filling the County Administrator position. Mr. Weiers thanked Ms. Hager for her work.

County  
Administrator  
Position Profile  
Reviewed -  
Continued

Also included in the Board packet was area Administrator salary range information.

Mr. Weiers informed the Board other items of discussion will include the search timeline, and interview process. It was pointed out the profile includes tentative dates for the final interviews.

Some of the options discussed for this part of the process include the following:

- County Tour
- Lunch with leadership staff and Board
- Individual interviews with each Board member
- Community meet and greet event
- Leadership staff interview
- Full Board-formal interview
- Other options

Gary Weiers stated the number of components desired will determine whether the process will take place over one or two days.

Mr. Weiers informed the Board a decision on interview components will come later. At this time, the information is provided so the Board can contemplate what components they felt were important.

Commissioner Erickson reported he was gone when Mr. Weiers met with the other four County Commissioners. Mr. Erickson was curious to find out what the other Commissioners were looking for in the next County Administrator.

Gary Weiers informed Mr. Erickson the attributes the County Board wanted to see in the next County Administrator were incorporated into the Desired Capabilities category on page 7 and the Priorities and Goals category on page 8 of the position profile.

Commissioner Allen commented he was ok with the position profile therefore he felt they could move onto the salary discussion.

Mr. Weiers pointed out he would like to do final interviews for the position on June 16 & 17, 2016 as indicated on page 9 of the position profile.

Commissioner Gray requested clarification on the date for selecting finalists, it was his understanding the selection would be made on May 24, 2016.

Gary Weiers informed the Board that on page 7 of the position profile it indicates the finalists will be selected by the County Board on May 17, 2016. Mr. Weiers didn't realize at the time the profile was created this wasn't a County Board meeting date therefore the selection of the finalists date will be moved to May 24, 2016.

County  
Administrator  
Position Profile  
Reviewed -  
Continued

It was the consensus of the Board no changes need to be made to the County Administrator position profile.

Gary Weiers discussed with the Board the proposed salary information for the County Administrator position.

County  
Administrator Salary  
Range Review

Ms. Hager informed the Board she has new salary information for Fillmore County. The new maximum range for the Fillmore County Coordinator position is \$95,000, this information was received after the Board packet was sent out.

Discussion took place on what Jim Elmquist was making before he resigned. Ms. Hager reported Mr. Elmquist was making \$107,000 when he resigned.

Commissioner Allen stated he was not in favor of paying an incoming individual any more than what Mr. Elmquist was being paid; instead he preferred to list the wage as negotiable.

Ms. Hager commented she is concerned about the market they would reach with the salary range listed at its current minimum and maximum ranges.

Commissioner Erickson suggested posting the position with the current wage range and if they don't get applicants because of the salary range they will have to look at the salary range again. Mr. Erickson felt another option would be to ask Gary Weiers to let them know if he felt the salary was out of line.

Mr. Weiers expressed his concern with posting the position at the current minimum and maximum range, he believes he won't get a chance to talk to potential applicants regarding the position because they may see the salary range information and decide they aren't interested before making contact with him, whereas if they say the salary is negotiable he may have a better chance of making more contacts with potential applicants.

The Employee Relations Director suggested listing the wage but also indicate the salary is negotiable based on education and experience.

Gary Weiers suggested listing what the former County Administrator was making and state the salary is negotiable.

Mr. Weiers clarified what he is hearing from the Board is they would like to move forward with the salary range as written.

Commissioner Erickson stated they need to rely on Mr. Weiers to tell them whether or not the salary is realistic.

Gary Weiers informed the Board he feels the salary figure is low. Mr. Weiers suggested adding \$5,000 to the maximum range and lowering the minimum range by \$5,000.

County  
Administrator Salary  
Range Review -  
Continued

Commissioner Peterson commented pay is not the only compensation with the job; Mr. Peterson felt they also need to emphasize what's good about the position.

Commissioner Allen stated he doesn't like the idea of adding more money to the salary range when they haven't even tried to fill the position yet.

Commissioner Tjosaas suggested adding language to page 7 that indicates the salary is negotiable.

Commissioner Allen stated the county has three ladies in the Administration Office that are capable of running things until the next County Administrator is hired. Mr. Allen felt things will run smoothly until someone is hired because there currently aren't any messes they are dealing with and the County Administrator's work is getting done. Commissioner Allen felt it was important to find someone who can come in and work with these three ladies to learn their job without trying to change things that don't need to be changed.

Commissioner Peterson expressed concern with listing a higher salary range than what is proposed, he felt they may get candidates who will come in and assume they will be making the top salary range listed.

Mr. Weiers commented he disagrees with Commissioner Peterson's statement. Gary Weiers believes most candidates don't come in expecting to be paid at the top of the wage scale. Mr. Weiers reiterated what he is hearing is the County Boards wants to leave the salary range as presented.

Ms. Hager suggested adding language stating the salary is negotiable.

Gary Weiers discussed with the Board the County Administrator job description. Mr. Weiers informed the Board no changes were recommended for the job description.

County  
Administrator Job  
Description Review

Discussion took place on Priorities and Goals as listed on page 8 of the position profile, specifically bulleted item #6 which reads as follows:

- Assist the Board in developing a more strategic approach for finding and securing alternative funding sources from the State and Federal Government.

Commissioner Gray felt it was important to add more emphasis to this item because there is more competition for grant funding.

Commissioner Erickson pointed out on page 2 of the job description the last bulleted item should read the County Administrator works closely with the two elected department heads, not three.

It was Commissioner Gray's opinion the rest of the County Administrator package looks good.

County  
Administrator Job  
Description Review -  
Continued

Commissioner Gray thanked Mr. Weiers for putting the information together for the Board.

The Chair adjourned the meeting at 4:57 p.m. CDT.

Meeting Adjourned

**ATTEST:**

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**STEVEN GRAY  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**