

**TUESDAY, SEPTEMBER 29, 2009**

**APPROVED MINUTES OF THE  
COUNTY BOARD OF COMMISSIONERS WORK SESSION HELD**

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2009-12 Work Session**

The Dodge County Commissioners met in a Work Session September 29, 2009, in Conference Room B at the Dodge County Courthouse Annex, Mantorville, MN, at 10:30 a.m. CDT. David Hanson opened the meeting at 10:30 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present: Klaus Alberts District #1  
Lyle Tjosaas District #2  
David Erickson District #3  
Don Gray District #4  
David Hanson District #5

Members absent: None

Also present: David McKnight County Administrator  
Becky Lubahn Deputy County Clerk

Motion by Alberts seconded by Gray to approve and adopt the agenda as amended to include a 2010 cafeteria plan contribution discussion item. *Motion adopted unanimously.*

Agenda Approved

County Administrator David McKnight discussed with the Board the division of duties for his position until a replacement is found.

Division of Duties  
Discussion

Mr. McKnight reported that there are a number of areas and projects that will need to continue to move forward even though the county will not have an administrator in place for a number of months. The County Administrator recommended that the following projects be assigned to the employees listed below:

2010 Budget	Lisa Kramer
HR Issues and Contract Negotiations	Lisa Hager
Administrator Search	Lisa Hager
County Board Meetings/Packet	Becky Lubahn
AMC/MCIT Contact	Becky Lubahn
Four Seasons Arena	County Board
Railroad Issues	County Board

Mr. McKnight reported that these added duties do put extra responsibilities on these three employees. These are in addition to just the fact that there will be no administrator in place for some time. The County Administrator stated that he believes additional compensation to these three employees would be appropriate during the time between his leaving and a new administrator being hired.

Discussion took place regarding who would be a logical contact for the Four Seasons Arena. It was noted that two county commissioners currently serve on this Board and that they should serve as the contacts for Dodge County Four Seasons Arena.

The County Administrator informed the Board that a representative from Senator Amy Klobuchar's office contacted him today to discuss Dodge County's correspondence which asked Ms. Klobuchar and other state representatives to explain their support of the Southern Rail Corridor. The Southern Rail Corridor has a large impact on Dodge County therefore commissioners believe state representatives should have consulted with them and Dodge County residents prior to offering their support of the project. The Board was in agreement that they should all be listed as contacts for any railroad issues until a new County Administrator is found.

Division of Duties  
Discussion -  
Continued

It was the consensus of the Board that they were comfortable with the division of duties as presented and discussed.

Employee Relations Director Lisa Hager discussed with the Board options for finding a replacement for the County Administrator.

County  
Administrator  
Recruitment  
Process Discussion

At the last County Board meeting a brief discussion took place with the three commissioners that were present, it was their opinion that they should continue with the County Administrator position versus a County Coordinator position.

Ms. Hager informed the Board that the county could conduct their own search for a new County Administrator or hire a search firm to lead the search for them. The Employee Relations Director noted that there are pros and cons to each of these processes.

Ms. Hager provided the Board with a sample recruitment pack that would be sent out to prospective applicants.

The Board further discussed with the Employee Relations Director the recruitment process.

Ms. Hager informed the Board that she plans to advertise the County Administrator position on web sites, newspapers and noted that the information will be mailed to all County Administrators and courthouses in Minnesota.

Potential advertising and outsourcing expenses were discussed.

The Employee Relations Director briefly reviewed the application supplement.

Commissioner Erickson commented that he had an opportunity to work with a company in Owatonna that provides head hunting services. Ms. Hager asked Mr. Erickson to contact her later with the name of this business.

Commissioner Erickson reported that Tim Schultz of Hayfield also offers these same services.

Ms. Hager discussed with the Board the possibility of having a search firm such as Springsted provide assistance with specific areas of the search for a new County Administrator and which steps she felt the county could handle on their own.

Commissioner Gray wanted to know what the Employee Relations Director recommended, using a search firm or have the county do the work?

Ms. Hager stated that she was comfortable with doing the recruitment.

Mr. Gray suggested taking the process step by step to see what we get for applications and go from there.

Commissioner Alberts commented that he feels the County Board is just as qualified to pick out good applicants as Springsted.

Commissioner Hanson stated that he wants to make sure that enough people get the position information so the county will get a good group of qualified applicants to choose from.

The Employee Relations Director commented that she needs to find out more about where the search firm is making their contacts to make sure the position information will reach the desired people.

Discussion took place regarding background checks. It was agreed that it would be awkward and inappropriate for Ms. Hager to do the background checks on individuals that may potentially be her boss, therefore it was decided that she should not be responsible for doing background checks for County Administrator applicants.

Commissioner Gray suggested advertising in areas west of Dodge County such as the Owatonna paper which would also reach people in the Faribault area in addition to what was already suggested. Mr. Gray agreed with Ms. Hager's recommendation to move forward with filling the County Administrator position as long as there is not a big delay in the process.

Commissioner Erickson agreed that advertising in a metro paper like the Star Tribune would be a good way to reach potential applicants.

The County Administrator informed the Board that the word is out and other counties already know that he will be leaving. It was noted that the Rochester Post Bulletin has published an article regarding his resignation. Mr. McKnight reported that Waseca County is also looking for a County Administrator which he felt both helps and hurts us.

The Employee Relations Director reminded the Board that there is a probationary period if they find that a candidate does not work out.

The Board reviewed the informational handout of Dodge County that will be provided to potential County Administrator applicants. The Immediate Priorities list on page 6 was reviewed. It was the consensus of the Board that wind energy should be added to the list of Immediate Priorities.

Ms. Hager indicated that she felt she had enough information from the Board to move forward with advertising for the County Administrator position.

The Board discussed with Ms. Hager setting a closing date for the position. It was the consensus of the Board that the closing date should be set for the first week in November. A closing date of Wednesday, November 4<sup>th</sup>, 2009 at 4:00 p.m. was set for County Administrator applications.

County  
Administrator  
Recruitment  
Process Discussion  
- Continued

The Employee Relations Director informed the Board that she would report back to them if she needed any additional information. Ms. Hager indicated that she would start the recruitment process for the County Administrator position right away.

County Administrator Recruitment Process Discussion - Continued

Ms. Hager shared with the Board health insurance rate history information. The Employee Relations Director discussed premium history, county contribution to cafeteria plan history and the cost to employees for both single and family coverage from 2007 – 2010.

Cafeteria Plan Contributions Discussed

Ms. Hager informed the Board that there are 50 employees with family coverage and 122 employees with single coverage, these numbers represent both courthouse and Fairview employees.

It was noted that the Insurance Committee is recommending that the county contribute \$1,270 towards family coverage and \$695 towards single coverage, however \$1,280 has been budgeted for family coverage.

The Employee Relations Director stated that the county has greatly benefited from being in a pool since the county has had a couple of bad years recently.

The County Administrator wanted to know if the Board supported a cafeteria contribution of \$1,280 for family coverage and \$695 for single coverage.

Commissioner Alberts stated that he feels the increased family contribution of \$10 is a good gesture but also feels that the county cut the Soil and Water contribution pretty drastically and would like to see any additional money go back into programs that were cut.

Mr. McKnight reported that the additional \$10 contribution to the family plan amounted to \$6,000 and reminded the Board that insurance expenses are increasing for 2010 and that employees will not be getting cost of living raises or will be required to reduce hours in 2010. The County Administrator felt this was a good will gesture to the employees and Insurance Committee since they made a reasonable recommendation for cafeteria plan contributions for 2010.

It was the consensus of the group that they supported a \$1,280 family cafeteria plan contribution and a \$695 single plan cafeteria plan contribution.

The Chair adjourned the meeting at 11:40 a.m. CDT.

Meeting Adjourned

**ATTEST:**

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DAVID HANSON  
CHAIR, COUNTY BOARD

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DAVID MCKNIGHT  
CLERK

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DATED: