



County Administrator

Darrell Vanyo,
Interim County Administrator
701-241-5770
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MEMO

TO: Cass County Commissioners
FROM: Darrell Vanyo, Interim County Administrator
DATE: February 14, 2017
SUBJECT: Appointment of County Administrator

Last week you held interviews with three candidates who applied for the Cass County Administrator position and decided to offer the job to Robert Wilson based on a favorable background investigation, which has been done. You also directed Cindy Stoick and me to make a salary offer not to exceed \$110,000, which Mr. Wilson has accepted.

The last time the board hired for the County Administrator position in 2011, a formal appointment was approved during a regular commission meeting. In following that same protocol, I am providing a suggested motion for you to consider.

SUGGESTED MOTION:

Move to offer the Cass County Administrator job to Robert Wilson at a salary of \$109,029 with an effective start date of Monday, March 13, 2017.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

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MEMO

COPY

Board of County Commissioners

TO: Cass County Commission
FROM: Darrell Vanyo, Chairman
Cass County Commission
DATE: April 4, 2011
SUBJECT: County Administrator Position

Scott Wagner
Fargo, North Dakota

Vern Bennett
Fargo, North Dakota

Ken Pawluk
Fargo, North Dakota

Darrell W. Vanyo
West Fargo, North Dakota

Robyn Sorum
Horace, North Dakota

On Friday, our hiring committee met to interview four internal candidates who applied to fill the position of Cass County Administrator. Based on the feedback from each of the commissioners, I would recommend we make a job offer to Keith Berndt. I believe Mr. Berndt provided an outstanding interview and is well situated to move into the position. Two projects that will require immediate work are the completion of the Courthouse construction and the forward movement of the flood diversion project. I believe Mr. Berndt will work well with the Board on these important issues.

At this time, I would recommend the following be included in the hiring commitment:

1. The Board offers a 5% promotional adjustment to Mr. Berndt, effective June 1, 2011, for a proposed annual salary of \$123,992.40. While this exceeds the step/grade system currently in effect for Cass County, the Board recognizes the value of the position and the acceptance of the learning curve that will be required as Mr. Berndt transitions to the job. He is currently in the same pay grade as the county administrator but, as the highway engineer, he is at the top of the existing grade. We would ask our salary consultants to review this structure in the future.
2. Mr. Berndt currently is assigned a county-owned vehicle. While there is no question this would remain his assigned vehicle until June 1st, the Board will need to work on the hiring of a new county engineer, make a determination on the oversight/mentoring of a new county engineer and then, at that point in time, determine the status of the current vehicle.

Heather Worden
Commission Assistant

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SUGGESTED MOTION:

Move to offer the county administrator job to Keith Berndt effective June 1, 2011, with a 5% pay adjustment for an annual salary of \$123,992.40; and the vehicle assigned to Mr. Berndt will be further reviewed after the hiring of a new county engineer and determined by the amount of oversight/mentoring necessary by Mr. Berndt.

Mr. Tharaldson expressed concern about traffic volumes if the facility expands to two sites. Mr. Candor said if another piling station is added, the amount of staging between the primary and secondary sites will be enough to accommodate additional trucks.

MOTION, passed

Mr. Pawluk moved and Mrs. Sorum seconded to grant final plat approval, excluding construction of turn lanes and including the posting of reduced speed limits, for American Crystal Subdivision in Section 4, Township 139N, Range 52W in Cass County, North Dakota. On roll call vote, the motion carried unanimously.

11. VETERANS GAP FUND, Established to provide shelter and supplies to veterans

Launette Figliuzzi, Cass County Veterans Service Officer, was present to discuss a request to establish a Cass/Clay Veterans Gap Fund. Also present were Tom Figliuzzi, Clay County Veterans Service Officer; and Tim Beaton and Cher Hersrud from the Fargo-Moorhead Area Foundation.

Ms. Figliuzzi expressed concern with funding gaps in services provided by the Veteran's Administration. The issue involves not only Cass County, but the Clay County Veterans Service Office as well. She said clients who are in crisis sometimes migrate across state lines looking for assistance. Benefits are often delayed because of the 30-day residency requirements for programs.

Ms. Figliuzzi looked into the possibility of a collaborative effort with the Fargo-Moorhead Area Foundation and the Clay County Veterans Service Office to set up a fund to help area veterans to provide short-term emergency shelter and other supplies. The program will be a non-endowed fund administered through the Fargo-Moorhead Area Foundation and will solicit dollars from individuals, organizations and businesses. No county funds will be involved. Veteran service officers from both counties will assist clients to determine eligibility and will work with the foundation to provide assistance to individuals.

MOTION, passed

Mr. Wagner moved and Mrs. Sorum seconded to authorize the Cass County Veterans Service Officer to partner with the Fargo-Moorhead Area Foundation, a tax-exempt 501c(3) organization, in establishing the Cass/Clay Veterans Gap Fund for the purpose of providing direct, short-term emergency shelter and supplies for veterans. Discussion: Mr. Bennett thanked everyone involved with establishing the fund. On roll call vote, the motion carried unanimously.

12. COUNTY ADMINISTRATOR, Appointment of Keith Berndt

Mr. Vanyo said interviews were held last Friday for the Cass County Administrator position, and based on feedback from the hiring committee, he recommends the job be offered to Keith Berndt.

Mr. Wagner said Mr. Berndt has 19 years of experience as the Cass County Engineer and the county would be hard-pressed to find a more suitable candidate for the position. Mr. Vanyo said Mr. Berndt has a history as a department head and has a keen sense of the inter-relationships needed for the job.

The board discussed the salary for Mr. Berndt. The county engineer and county administrator are in the same pay grade, and Mr. Berndt is at the last step of the pay scale.

Mr. Vanyo suggested the board offer a one-time 5% salary adjustment. Mr. Wagner said if the board approves the increase, no further step increases, only cost of living adjustments, will be provided.

The board also discussed the county-owned vehicle currently assigned to Mr. Berndt, and agreed this would remain his assigned vehicle until June 1st. Mr. Vanyo said the board will need to consider paying mileage if a personal car is used, and also suggested a motor pool vehicle may be an option.

Mr. Bennett suggested in the future the board may want to consider this position be separate from the step process with the salary determined by the commission.

MOTION, passed

Mr. Wagner moved and Mrs. Sorum seconded to offer the county administrator job to Kelth Berndt effective June 1, 2011, with a 5% pay adjustment for an annual salary of \$123,992.40; and the vehicle assigned to Mr. Berndt will be further reviewed after the hiring of a new county engineer and determined by the amount of oversight/mentoring necessary by Mr. Berndt. Discussion: State's Attorney Birch Burdick said language in corresponding documentation refers to a 5% "promotional" adjustment. Since the position is in the same pay grade, it may be correct to call it an "adjustment". Mr. Wagner said the motion on the table refers to an adjustment. On roll call vote, the motion carried unanimously.

Mr. Berndt said he has been honored to serve as the county engineer for the past 19 years and is thrilled to accept the new position as county administrator.

13. VOUCHERS, Approved

MOTION, passed

Mr. Wagner moved and Mr. Bennett seconded to approve Voucher No. 253,141 through Voucher No. 253,451. On roll call vote, the motion carried unanimously.

14. BUILDINGS & GROUNDS UPDATE; NORTH DAKOTA INSURANCE RESERVE FUND, Committee reports

Mrs. Johnson discussed several buildings and grounds projects at Juvenile Detention, which include air duct cleaning, plumbing issues, and carpet and tile cleaning. This work is being done while the facility is empty because of the flood event.

Mr. Wagner said Cass County received a conferment of benefits for 2011 from the North Dakota Insurance Reserve Fund in the amount of \$65,907.

15. CORRESPONDENCE, Received and filed

MOTION, passed

Mrs. Sorum moved and Mr. Wagner seconded to receive and file correspondence outlined by the secretary as follows: Motion carried.

- Notice of Cass County Township Officers' Association annual spring meeting at 7:30 PM on April 7, 2011, in the Embassy Room at the Governor's Inn in Casselton, North Dakota;