



Lucas Dahling  
Finance Director  
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509 W. Fifth St.  
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**TO:** County Board of Commissioners  
**FROM:** Lucas Dahling, Finance Director  
**SUBJECT:** Hiring of Property Tax & Elections Manager  
**DATE:** June 18, 2024

**Background:**

The County Board approved the hiring of a Property Tax & Elections Manager during the May 21, 2024 Board Meeting. The position was posted internally and staff received one qualified candidate, Ms. Micki O'Keefe. Staff conducted an interview on June 12<sup>th</sup> and the committee agreed to offer the position to Ms. O'Keefe. She has accepted the position with a promotion date of June 24, 2024.

**Discussion:**

Ms. O'Keefe has served the Goodhue County Finance and Taxpayer Services Department for over 18 years. She has been responsible for Property Tax Calculation and has steadily taken on additional Elections responsibilities during that time. Recent examples of successful projects she has completed include selling tax forfeited land online with Public Surplus, implementation of the Girard's tax payment system, transitioning multiple County offices from Avenu Cash Register to IFS Cash Drawer, and the conversion of the tax calculation system from Avenu Tax to Tyler Tax. She has been a Certified County Election Administrator with the Office of the Secretary of State and Certified in Minnesota Property Tax Calculation with the Department of Revenue since 2016.

**Recommendation:**

Based on Ms. O'Keefe's experience and current salary, I am recommending for consideration the approval of hiring Ms. O'Keefe for the Property Tax & Elections Manager position at salary Grade 113 Step 10 of \$50.98 per hour or \$106,038.40 annually.



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June 13, 2024

Dear Ms. Micki O'Keefe,

Goodhue County is pleased to extend this offer of employment to you for the position of Property Tax and Elections Manager reporting to Lucas Dahling, Finance Director. Your official start date will be Monday, June 24, 2024. Your anniversary date will change commensurate to your promotion date.

Your starting compensation, upon your official start date, will be \$50.98 per hour which is grade 113, step 10 on the County pay scale. This position is exempt (not entitled to overtime, minimum wage or other protections under Minn. Stat. 177) based on the administrative exemption. You will no longer be able to accrue compensatory time and any existing balance will be paid out on the payroll following your start date. This is a non-union, supervisory position.

This position will have a twelve-month probationary period. Your performance will be reviewed at six-months of service and annually thereafter. Step increases will occur on an annual basis with a satisfactory performance review at the beginning of your anniversary month.

As a current employee, you may continue with the County benefit program you have selected, and would be eligible for any other current or future benefits that would apply to your position.

We look forward to your acceptance of this employment offer. If this offer is acceptable to you, please sign below and return. If you have questions, please feel free to contact me directly.

Congratulations, Micki, on being selected to fill this important role for Goodhue County. The Finance and Taxpayer Services Department strives to hire only the best and brightest individuals who will make a difference in our ability to provide services and help our communities. We look forward to your continued contributions.

Sincerely,

Lucas Dahling  
Finance Director

Accepted by: Micki O'Keefe Date: 6/13/24

Cc: Human Resource

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