

ANOKA COUNTY

MANAGEMENT COMMITTEE AGENDA
Commissioners West (Chair), Look, Braastad, and Gamache

FOR THE JUNE 25, 2019, MEETING

8:45 A.M.

Master Conference Room #772 - Government Center

1. In accordance with the Personnel Rules and Regulations, and/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
2. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transaction:
 - A. **New** Position - Administration/Facilities Management and Construction - in budget - effective July 9, 2019. PC#2019003336

.6 FTE Custodian - Grade A005, range \$13.39 to \$20.78 per hour

See attached position action form.
3. Consider recommending adopting Resolution #2019-M1, Deputy Registrar Reimbursement Grant Program for Anoka County, Minnesota. **See attached** resolution.

If approved by the Management Committee, this item may move directly to the county board for approval on June 25, 2019.
4. Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes.

ANOKA COUNTY

CONSENT ITEMS

FOR THE JUNE 25, 2019, MANAGEMENT COMMITTEE MEETING

*Consent items will be voted on as one item.
At the request of any commissioner, a consent item may be
moved to the regular agenda for discussion purposes.*

1. Reclassifications as recommended by the Employee Relations director. **See attached** dated June 25, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Terry Holm, Facilities Operations Manager, and Lori Cram, Business Analyst - Administration/Facilities Management and Construction - to attend Accruent Insights 2019 - Aurora, CO - 3 days, October 2019 - costs for each to include \$900 registration (comped by Accruent), \$47 mileage, \$777 lodging, \$124 per diem (meals included at conference), \$337 air fare, and \$80 parking.
 - B. Lyle Slawson, Systems Project Leader - Administration/Information Technology - to attend Central Square Conference - San Antonio, TX - 5 days, March 2019 - costs to include \$699 registration, \$860 lodging, \$144 per diem (some meals provided), \$71 mileage, \$46 ground transportation, and \$500 air fare.
 - C. Josh Bydlon, Senior Systems Engineer and Alex Ma, End-User Technology Services Sr. PC LAN Specialist - Administration/Information Technology - attend MS Ignite - Orlando, FL - 5 days, November, 2019 - costs for each to include \$2,500 registration, \$77 mileage, \$1,125 lodging, \$363 per diem, \$675 air fare, and \$250 ground transportation.
 - D. Cory Storms, Lead Systems Engineer - Administration/Information Technology - to attend Configuring BIG-IP APM: Access Policy Manager - Online Training - 3 days, June 2019 - costs to include \$2,806.99 registration.

Travel and training forms are available in Administration for review.

**Employee Relations Department
Recommendations for Reclassification**

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date
Katherine Stelzner	Recycling Program Assistant	Recycling Program Specialist	10	11	PHES	07/06/2019
Lydia Campbell	Recycling Program Assistant	Recycling Program Specialist	10	11	PHES	07/06/2019

POSITION ACTION FORM

Revised 01/2018

Department: Facilities Management & Construction		
Position effective date: 7-13-2019	Management Committee meeting date: 06/25/2019	Board meeting date: 07/09/2019

Action requested: Approve one new 0.6 FTE Custodian position														
Background: Currently, a 1.0 FTE Custodian position cleans Highway, Field Operations Building and Coon Rapids/Blaine License Centers. The Highway Building alone requires a 1.0 Custodian (total square feet 135,000).														
<table border="0"> <tr> <td style="text-align: center;"><u>Highway Custodial Services</u></td> <td style="text-align: center;"><u>Highway Custodial Services Proposed</u></td> </tr> <tr> <td>Current: FTE = 0.6 / Cost = \$26,857</td> <td>1 FTE / Total Cost = \$44,762 / Highway to fund Net Increase</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td style="text-align: center;"><u>FOB/Lic Center Custodial Services</u></td> <td style="text-align: center;"><u>FOB/Lic Center Custodial Proposed</u></td> </tr> <tr> <td>Current: FTE = 0.4 / Cost = \$17,904.80</td> <td>0.6 FTE / Total Cost = 17,472 / Slight Net Decrease</td> </tr> <tr> <td></td> <td>* Assume \$14/Hour No Benefits</td> </tr> </table>			<u>Highway Custodial Services</u>	<u>Highway Custodial Services Proposed</u>	Current: FTE = 0.6 / Cost = \$26,857	1 FTE / Total Cost = \$44,762 / Highway to fund Net Increase			<u>FOB/Lic Center Custodial Services</u>	<u>FOB/Lic Center Custodial Proposed</u>	Current: FTE = 0.4 / Cost = \$17,904.80	0.6 FTE / Total Cost = 17,472 / Slight Net Decrease		* Assume \$14/Hour No Benefits
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Recommendations: Dedicate current 1.0 FTE Custodian to Highway, add .6 FTE Custodian PC #2019003336 to clean Field Operations Building and Coon Rapids/Blaine License Centers.														
Funding source:	Budget adjustment current year	Budget adjustment future years												
Current budget	\$0.00	\$0.00												
Funding description:	Highway Department will fund net increase.													

Submitted by: Andrew Dykstra/Doug Fischer	Date submitted: 06/06/2019
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RESOLUTION #2019-M1

**DEPUTY REGISTRAR REIMBURSEMENT
GRANT PROGRAM FOR
ANOKA COUNTY, MINNESOTA**

WHEREAS, the Minnesota State Legislature pursuant to MN Session Laws - 2019 1st Special Session, Article 1, Section 6 & Article 2, Section 36 has allocated to the Minnesota Department of Public Safety an allotment of \$13,000,000 to be disbursed in the form of grants to Deputy Registrars operating under the authority of the State of Minnesota. These funds are available to offset the negative financial impact created by the release of the Minnesota License and Registration System (MNLARS); and,

WHEREAS, Anoka County, as a Deputy Registrar, operates license centers in the cities of Blaine, Columbia Heights, Coon Rapids, and Ham Lake on behalf of the State of Minnesota and is required to utilize the MNLARS program; and,

WHEREAS, pursuant to MN Session Laws - 2019 1st Special Session, Article 2, Section 36, the State of Minnesota has determined Anoka County Deputy Registrar is eligible for a reimbursement grant as outlined below; and,

<u>Location</u>	<u>Reimbursement Amount</u>
Blaine	\$116,129.64
Columbia Heights	\$92,841.71
Coon Rapids	\$140,456.06
Ham Lake	\$100,468.27
Ramsey	<u>\$128,499.40</u>
Total	\$578,395.08

WHEREAS, in order to apply for these funds, political subdivisions must sign a liability release form and submit a grant application, along with a resolution authorizing the application for grant funds no later than June 30, 2019, to the Director of Driver and Vehicle Services; and,

WHEREAS, if grant funds are awarded, Anoka County must enter into an agreement with the Director of Driver and Vehicle Services governing the receipt reporting of the grant; receive and account in a manner meeting generally accepted government accounting principles sufficient to pass federal audit:

NOW, THEREFORE, BE IT RESOLVED that the County Board of Commissioners hereby authorizes the chair of the county board to submit an application for the grant from the Minnesota Department of Public Safety, Driver and Vehicle Services for funds pursuant to MN Session Laws - 2019 1st Special Session, Article 1, Section 6 & Article 2, Section 36.