

ANOKA COUNTY

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

FOR THE SEPTEMBER 24, 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 transactions:
 - A. Refund/Fill - Human Services/Job Training Center - effective October 8, 2019 - not provided for in the budget - contingent on MN Department of Employment and Economic Development grant funding - vacancy effective March 31, 2018. PC#1992001463

1.0 FTE Senior Vocational Counselor - Grade C012, range \$23.28 to \$34.90 per hour.

See attached position action form.

 - B. Restructure/Fill - Sheriff's Office - effective October 8, 2019 - vacancy effective April 12, 2019. PC#2018003312

FROM: 1.0 FTE Administrative Services Assistant - Grade B009, range \$17.45 to \$26.57 per hour.

TO: 1.0 FTE Administrative Services Coordinator - Grade C013, range \$25.68 to \$42.61 per hour.

See attached position action form.

3. Consider recommending approving an amendment to Contract #C0000990, Commercial Lease Agreement with Foley Partners, LLC, to lease an additional 3,151 square feet of space for the Coon Rapids License Center at 455-99th Avenue in Coon Rapids at a decreased rate of \$19.00 per square foot for the entire area for 3 years, after which there would be an increase of \$0.25 per square foot annually and to extend the lease through December 31, 2027, with two, five-year extension options. **See attached** action item worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on September 24, 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 SEPTEMBER 24, 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. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Rhonda Sivarajah, County Administrator; Cindy Cesare, Human Services Division Manager; and any county commissioner to attend the 2019 Association of Minnesota Counties Annual Conference - St. Cloud, MN - 3 days, December 2019 - costs for each to include \$375 registration, \$447 lodging, \$58 mileage, \$111 per diem.
 - B. Patti Hetrick, Budget Director, and Yvonne Kirkeide, Accounting Manager - Finance and Central Services - to attend OpenGov Annual User Training event - San Francisco, CA - 3 days, October 2019 - costs, for each, to include \$500 lodging, \$190 per diem, \$400 air fare, \$156 ground transportation, \$41 mileage, and \$60 parking.
 - C. Kati Neher, Program Coordinator - Human Services/Job Training Center - to attend Senior Community Services Employment Program Project Directors and Coordinators Orientation - Silver Spring, MD - 4 days, November 2019 - costs, which are 100% funded by Senior Service America, Inc., to include \$1,028 lodging, \$220 meals, \$490 air fare, and \$18 ground transportation.
 - D. Stacey Hendren and Becky Walpole, Branch Managers - Library - to attend Public Library Association National 2020 Conference - Nashville, TN - 6 days, February 2020 - costs for each, which are 100% funded by MELSA training funds, to include \$305 registration, \$275 per diem, \$375 air fare, \$60 ground transportation, and \$80 parking. Total lodging cost is \$1,495 (sharing room).

Travel and training forms are available in Administration for review.

POSITION ACTION FORM

Revised 06/21/19

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| Department Job Training Center | | |
| Position effective date 09/16/2019 | Management Committee meeting date 09/24/2019 | Board meeting date 10/08/2019 |

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| Action requested | Requesting to fill this unbudgeted position PCN 1992001463 Senior Vocational Counselor. | |
| Background | The Job Training Center has received grant funding that requires JTC to assigned a Senior Vocational Counselor to the project. Grant funds will fund this contingent position. | |
| Recommendations | To approve the filling of this contingent position. | |
| Funding source | Budget adjustment current year | Budget adjustment future years |
| Grant funded | \$22,500.00 | \$90,000.00 |
| Funding description | MN DEED (Department of Employment and Economic Development) - Pathways to Prosperity award for the Integrated Re-entry and Occupational Cohorts | |

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| Submitted by Nicole Swanson | Date submitted 09/16/2019 |
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POSITION ACTION FORM

Revised 06/21/19

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| Department Sheriff's Office | | |
| Position effective date 09/28/2019 | Management Committee meeting date 09/24/2019 | Board meeting date 10/08/2019 |

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| Action requested | Restructure Vacant Administrative Services Assistant to Administrative Services Coordinator | |
| Background | This was a new position in 2018, once the position was filled it became clear quite early that the expectations and requirements needed in the position were developing into a higher level position. We had planned to develop the position and the person out of necessity and have the position re-evaluated. Unfortunately, the employee was offered a position with the City of Blaine making substantially more money than we could offer at the current grade level. Since the position had been new we took time to evaluate exactly what we now knew was required taking into consideration succession planning, the needs of the Office and evaluating the appropriate placement of important job duties into this position. We submitted an updated position description questionnaire to Employee Relations and they determined the position was now appropriately graded at a Grade 13. | |
| Recommendations | Restructure a vacant 1.0 FTE Grade 9 Administrative Services Assitant to a 1.0 FTE Grade 13 Administrative Services Coordinator | |
| Funding source | Budget adjustment current year | Budget adjustment future years |
| Current budget | \$0.00 | \$0.00 |
| Funding description | Sheriff's Office Budget | |

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| Submitted by James Stuart, Sheriff | Date submitted 09/11/2019 |
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MANAGEMENT COMMITTEE

ACTION ITEM

September 24, 2019

License & Passport Services

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| ACTION REQUESTED | Consider, approving proposal to amend Contract #C0000990, the current lease with Foley Partners, LLC, to expand the Coon Rapids License and Passport Centers at the current location at 455 -99 th Ave NW in Coon Rapids and extend the lease through December 31, 2027, with two, five-year extension options. |
| BACKGROUND | <p>The Coon Rapids License Center opened in its current location in July 2007. It has grown to be the largest volume office in the Anoka County License & Passport Centers system and has out grown its original space.</p> <ul style="list-style-type: none">• The landlord has proposed a lease amendment to allow the County to lease an additional 3,151 sq ft. directly adjacent to the current license and passport centers.• The landlord has agreed to pay for the buildout of the physical interior space as designed by FM&C staff and the landlord's architect. Estimated landlord cost \$267,000.• The base rent would be decreased from its current level of \$20.50 per sq ft (effective Jan 1, 2020) to \$19.00 per square ft and frozen at that level for 3 years, after which rent would increase at \$0.25 per sq ft annually (current rate is \$0.50 per sq ft)• The lease would be extended through its full option terms under the original lease to December 31, 2027• Two additional 5-year extension options would be available at then market rates under the terms of this new amendment.• Anoka County would be responsible for tenant work and office equipment. Tenant work would include IT cabling and security hardware.• Funding to cover Anoka County costs would come from the License & Passport Services special operating fund which was previously authorized by the County Board for this type of project. |
| SOLUTIONS | Approval of the lease extension amendment for the Coon Rapids License & Passport Centers |
| CONCLUSION | <p>The Department of License & Passport Services requests this committee to approve the Coon Rapids License & Passport Center expansion proposal.</p> <p>If approved, the department requests this item be immediately forwarded as an agenda item for the September 24, 2019 the Anoka County Board of Commissioners meeting.</p> |