

# PARKS COMMITTEE MEETING AGENDA

and Meeting of the Anoka County Board of Commissioners\*\*

**Tuesday, November 2, 2021 - 9:00 a.m.**

Bunker Hills Campground Visitor Center (Please note location)

13101 County Parkway B, Coon Rapids, MN 55433

## Public Comments

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Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

## Department Updates

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## County Board Action Items

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1. Resolution – Accepting Gift from James E. Anderson

## Informational Items

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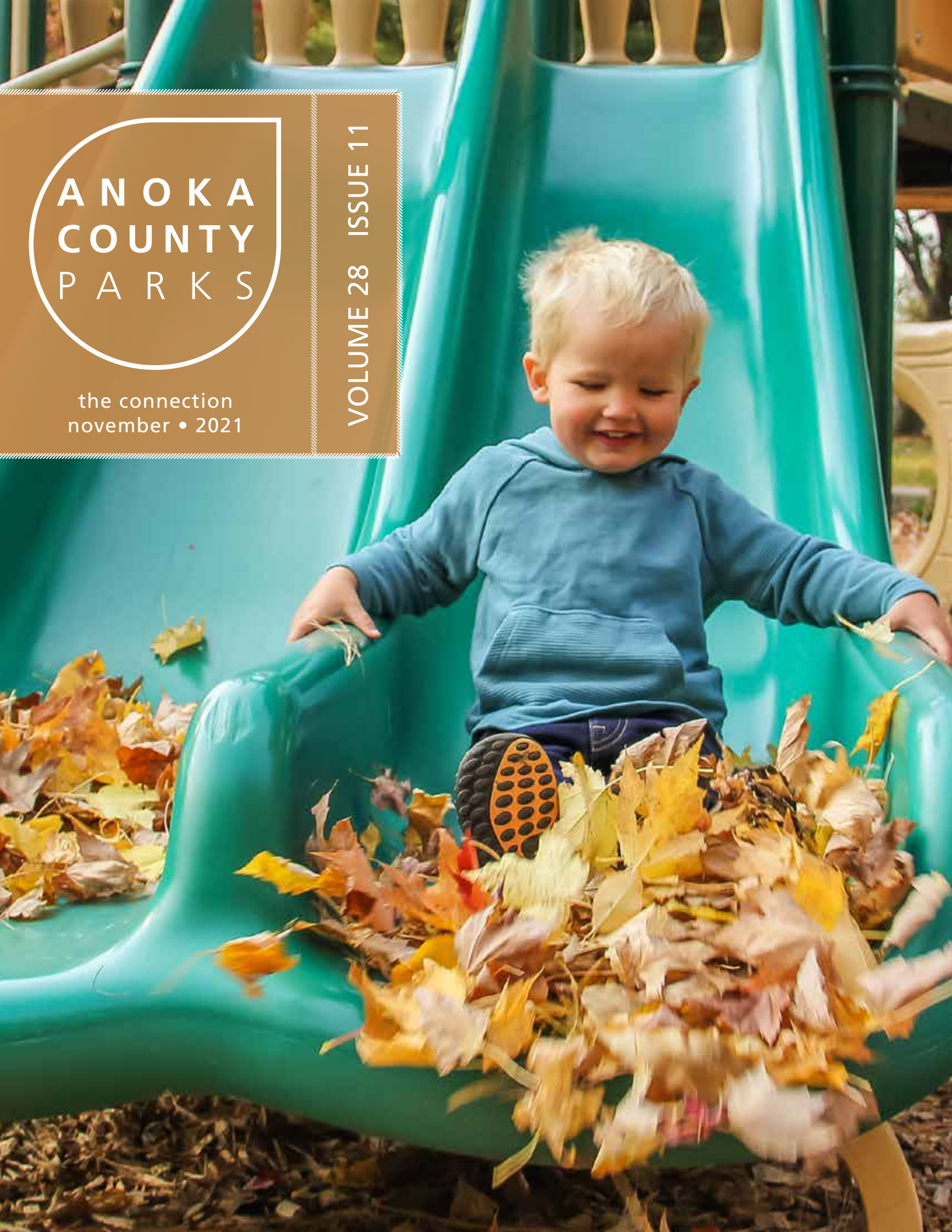
2. Broadband Proposal – Parks Maintenance and Natural Resources
3. Position Reclassification – Landscape Planner
4. Contracts Processed

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

ANOKA  
COUNTY  
PARKS

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# FROM THE DIRECTOR:

Over the past several months, the Anoka County Board of Commissioners have been reviewing the proposed Five-Year Capital Improvements Plan for Anoka County. Included in that plan is a list of County projects in a wide variety of areas: transportation, libraries, information technology, and government buildings.

The Anoka County Park System is another principal area in the County's five-year plan. Covering the years 2022 through 2026, the total anticipated investment for the park system is approximately \$20 million. Of that amount, about \$14 million, or 70%, is being provided through grants from outside funding sources. These sources include the Regional Park and Trail Legacy Program, Lessard-Sams Outdoor Heritage Council, Metropolitan Council Bonds, State Bonds, State General Fund and other outside funding sources.

Several projects are slated for implementation over the next five years. Many of the projects involve the reconstruction of existing facilities and infrastructure. For calendar year 2022, about \$2.5 million will be invested in the Anoka County Park System on the following projects:

- Bunker Beach Asset Preservation
- Chomonix Golf Course Asset Preservation
- Rum River Fish and Wildlife Habitat Restoration
- Bunker Hills Activities Center Roof Replacement
- Rice Creek Chain of Lakes Park Reserve Roadways and Parking Lot Reconstruction
- Natural Resources Conservation and Park Maintenance
- Bunker Chain of Lakes Regional Trail

Beyond 2022, additional projects are identified for the years 2023 through 2026. The total projected investment is about \$17.5 million and is spread across the Park System at the following locations:

- Bunker Hills Regional Park – Road; Trail Re-construction; Maintenance Facility; Playground
- Riverfront Regional Park – Maintenance Support Facility
- Coon Rapids Dam Regional Park – Trail Re-construction
- Mississippi West – Trail Improvements
- Islands of Peace – Parking Lot Reconstruction
- Rum River Regional Trail - Underpass
- Coon Lake Regional Park - Maintenance Facility
- Rice Creek North Regional Trail Construction
- Rice Creek West Regional Trail - Banfill Improvements

It takes collaboration of many partners to develop the funding scenarios for these projects. In addition, Anoka County is fortunate to have dedicated and talented staff to design, implement and maintain these many worthwhile improvements.

I would like to thank our County Board, the State Legislature, the Metropolitan Council, and the many stakeholders who believe in the mission of the Anoka County Park System. All of these projects positively impact the quality of life and overall health of the citizens in the region by providing top notch outdoor recreation facilities and services.

Jeff Perry



## VOLUNTEER PLANTING AT MISSISSIPPI WEST

On October 2, over 30 volunteers from Surly Brewing and Dangerous Man Brewing planted trees as part of a reforestation effort along the river at Mississippi West. The area has been hit hard by beaver activity and Emerald Ash Borer and was identified as an erosion concern with its slope and proximity to the river. This event was put on in partnership with Mississippi Park Connection, a valuable collaborator on many projects along the Mississippi, who provided the over 100 trees that were planted as well as the tree protectors, bird exclusion nets, and coordinated the volunteers. A CCM crew and the Mississippi Park Connection employees prepared the space by removing buckthorn before the event took place. Many thanks to our partners and volunteers for helping us restore our valuable forests!



## WINTER PREPARATIONS

Each October, the Maintenance Unit makes a transition from summer to winter operations. Seasonal buildings and wells are winterized, courtesy docks are pulled from lake access points, and summer maintenance equipment is serviced and put into storage. This transition period also includes pulling snow plows, salters, and cross-county skiing equipment out of summer storage to get ready for the inevitable winter ahead.

The Anoka County Parks System is divided into 17 winter maintenance routes – including all groomed ski trails; large truck plowing and salting for main roads; and smaller plowing equipment for parking lots, trails, and building access points. Maintenance Parkkeepers are typically able to have the plowed areas completed within 24-hours after a snow event stops. Due to the multi-step process for cross-county ski trail grooming, work continues over the course of a few days after an event to get everything back in shape. Every snow event is unique and presents a host of challenges to work through, but the dedicated Parkkeepers do an outstanding job keeping the Parks safe during Minnesota winters.



Anoka County Parks is home to numerous outstanding facilities. One of the most popular is the Coon Rapids Dam Visitor Center. Located next to the 108-year-old dam, the Coon Rapids Dam Visitor Center is a climate-controlled haven for walkers, bikers, bird watchers, and all who visit the busy park. The visitor center offers multiple amenities for more than 10,000 guests who have already stopped into the building this year. Interpretive displays provide knowledge about the park's nature and wildlife, the history of the dam constructed in 1913, and other facilities and offerings. Ski and snowshoe rentals are also available in the visitor center during the winter months. Finally, a large indoor meeting space is available for guests to rent. The building is open Tuesday through Sunday from Memorial Day to Labor Day, and remains open on weekends during the fall, winter, and spring.



## HERITAGE LAB

It has been a lovely fall for Wargo Nature Center's annual Heritage Lab program. Thanks to Connexus Energy for their continued support. Heritage Lab is an immersive, living history field trip experience held in the Rice Creek Chain of Lakes Park Reserve, directly across the road from Wargo Nature Center. This year's topic was Milling, Mining, and Lumbering, focusing on the late 19th and early 20th centuries in Minnesota. A mix of public, private, and homeschool groups attended with more than 1,600 people participating. Students come for a full-day field trip to visit 6 stations on different topics related to the era. Through active experiences, the students learned about topics such as the women who fought for change, working in the iron mines, the impact of flour on Minnesota history, and the daily life of a lumberjack. Gibbs Farm (Ramsey Co Historical Society) also assisted with presentations. The parks department looks forward to this continued partnership and next year's topic of Voyageurs!

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## COON LAKE MASTER PLANNING

Last year the Met Council approved Anoka County's request to add Coon Lake County Park to the Regional System. The County is beginning the master planning processing for the park. A master plan is a dynamic long-term planning document that provides a conceptual layout to help guide the growth and development of a park. An integral part of the planning process is public engagement to receive input on how to best serve the communities needs. Since the park is existing and has numerous amenities already, the Parks Department will also be looking to ensure that what's existing still serves the public or if changes should be made. The plan can include anything from additional infrastructure needs, to adding more or different amenities that are desired. The Parks Department is currently developing the public engagement plan for the project. After feedback is received, a draft master plan will be developed and shared back to the public to make sure the Department addressed all issued heard. The master plan is anticipated to be completed in 9-12 months.





## FALL GOLF

The current phrase of the day at Chomonix has been “The course is in great shape!” Players and members are thrilled that the course and turf conditions are exceeding expectations and the October weather has been spectacular. With the vibrant colors of the leaves changing and a scenic natural setting, golfers are taking full advantage of fall golf. The condition of the golf course is the result of the maintenance crews hard work and dedication in providing an elevated public course experience. A special recognition goes out to the three full-time and nine seasonal employees that maintain the golf course throughout the season.

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## EVALUATING SURVEYS AT BUNKER BEACH WATER PARK

As the 2021 summer season has come to an end, staff have begun to evaluate the season through collected surveys. Surveys developed by the Bunker Beach Leadership Team were placed throughout lockers before the park opened to collect feedback. Questions let respondents grade the water park experience in each area, with an additional comment section. Customers average responses graded safety and first aid, payment processing, and the heated wave pool as an A.



Survey data also indicated the 2021 guest's length of stay at the water park:

- 2.7% stayed 1-2 hours,
- 50% stayed 3-4 hours,
- 36.7% stayed 4-5 hours,
- 10.7% stayed 6 plus hours.

When given the opportunity to leave a comment some of our favorites include... “I LOVE IT HERE”, “Keep making those small improvements. A lap pool would be AWESOME”, and “Had a great time here. Will be back!”



**COMMITTEE BOARD ITEM 1 – RESOLUTION ACCEPTING GIFT FROM JAMES E. ANDERSON**

**Parks Committee**

**Committee Date: November 2, 2021**

**County Board Date: November 9, 2021**

<p><b>Action Requested</b> To consider recommending to the County Board the adoption of Resolution #2021–PRK16 accepting a gift from James E. Anderson, Jr. for \$200 to the Wargo Nature Center.</p>
<p><b>Previous Committee / County Board Action</b> No previous action.</p>
<p><b>Background / Analysis</b> James E. Anderson is a regular visitor to the Wargo Nature Center and on his last visit, he donated \$200. The donation will be used to purchase bird feed for the bird feeding station.</p>
<p><b>Conclusion / Recommendation</b> Consider adopting Resolution #2021-PRK16.</p>
<p><b>Supporting Documents</b> Resolution #2021-PRK16.</p>
<p><b>Lead Staff</b> Cory Hinz, Recreation Services Manager Lisa Gilliland-Herringer, Program Services Supervisor</p>

# **BOARD OF COUNTY COMMISSIONERS**

**Anoka County, Minnesota**

**DATE: November 9, 2021**

**RESOLUTION #2021-PRK16**

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## **RESOLUTION ACCEPTING GIFT FROM JAMES E. ANDERSON**

WHEREAS, James E. Anderson donated a gift of \$200 to the Wargo Nature Center, Anoka County Parks Department; and

WHEREAS, Minn. Stat 465.03 requires the county to accept gifts by resolution expressed in terms prescribed by the donor.

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby accepts the gift of money from James E. Anderson; and

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby wishes to extend its grateful appreciation to James E. Anderson for its generous and valued donation to the Wargo Nature Center.

**COMMITTEE INFORMATIONAL ITEM 2 – BROADBAND PROPOSAL: PARKS MAINTENANCE AND NATURAL RESOURCES**

**Parks Committee**

**Committee Date: November 2, 2021**

**County Board Date: November 9, 2021**

<p><b>Action Requested</b> To provide information to the Committee regarding a proposed broadband structure for eligible Park Maintenance and Natural Resources positions.</p>
<p><b>Previous Committee / County Board Action</b> N/A</p>
<p><b>Background / Analysis</b> As part of the bargaining agreement with the International Union of Operating Engineers, Local 49, a Memorandum of Understanding was signed committing Anoka County and the Union to work on the creation of a "broadband" for maintenance and natural resources employees that would combine job classifications and move employees through the ranges based on performance and technical certifications.</p> <p>This proposal outlines a draft framework of various broadband categories and evaluation and eligibility criteria that must be met in order for the employee to successfully achieve the broadband progression.</p>
<p><b>Conclusion / Recommendation</b> Seeking Parks Committee concurrence to proceed with the broadband review and approval process.</p>
<p><b>Supporting Documents</b> Draft – Parks and Natural Resource Broadband</p>
<p><b>Lead Staff</b> Andy Soltvedt, Assistant Director</p>

# Anoka County Parks Departmental Rule in Application of **Park Maintenance & Natural Resources Broadband**

As part of the 2018-2020 Bargaining Agreement with the International Union of Operating Engineers, Local 49, a Memorandum of Understanding was signed committing Anoka County and the Union to work on the creation of a "broadband" for maintenance employees that would combine job classifications and move employees through the ranges based on performance and technical certifications. *The Anoka County Board of Commissioners approved a Park Maintenance & Natural Resources Broadband program at the **date** board meeting. The following guidelines shall apply in the application of the broadband.*

1. Years of service are for only those years served as a Parkkeeper or Natural Resources Technician
2. Upon successful completion of a new hire or promotional probationary period, there is an 18-month waiting period before being eligible to test for broadband progressions.
3. Written and practical skills evaluations are developed for each broadband level.
4. A minimum score of 80% correct is required to pass each evaluation
5. Once an evaluation is successfully completed for each broadband level the employee will be eligible to receive a 5% increase effective the beginning of the next full pay period, provided a satisfactory job and performance evaluation
6. Upon completion of a broadband level an employee must wait 18-months before being eligible for a new broadband level. Evaluations will be available based on the ability to provide the necessary advanced training courses
7. If an evaluation is failed the employee must wait 6 months before another attempt can be made
8. Broadband levels do not affect employee eligibility for performance based (merit) salary increases, market rate adjustments, or other salary adjustments agreed upon per the terms of the current union agreement
9. It is the employee's responsibility to inform and work cooperatively with their supervisor for opportunities to complete training in each desired level
10. Employees may not under any circumstances progress above the salary maximum as outlined in the current salary schedule and negotiated agreement
11. Employees must be in good standing and have an annual review which meets or exceeds expectations.
12. Periodically, the Parks Director and designated staff, in conjunction with Human Resources, will review the broadband and make necessary adjustments.

# Anoka County Parks Departmental Rule in Application of **Park Maintenance & Natural Resources Broadband**

**PARKKEEPER CLASSIFICATION:** Eligible positions include Parkkeeper and Parkkeeper/Water Park Technician

## **LEVEL 10A: PARKKEEPER (GRADE 1710) - FACILITY MAINTENANCE**

Description: To achieve successful completion in the area of Facility Maintenance, the employee must demonstrate the understanding and proficiency in each of the following required tasks and certification requirements.

**Certifications/Licenses Required:** obtain and maintain certifications of Level 10A

- Class E Water Supply System Operator Certification
- Approved Technical Course completion from accredited training institute.

**Years of Service Requirement:** Minimum 18 months since completion of probation or another level

**Broadband Progression:** 5% upon successful completion of level evaluation

### Facilities:

- Custodial maintenance, including fixture and floor care
- Plumbing operation, troubleshooting, repair, and routine installation
- Electrical equipment operation and adjustments
- Painting and staining
- Renovations, including framing and finish carpentry, hang drywall panel/sheet, and flooring
- Concrete and masonry, including flat pour and finishing, and block work
- Metals work, including welding, cutting, repair and fabrication
- Roofing repair and installation, shingle and sheet
- Water systems, wells, and septic system maintenance, adjustments and troubleshooting

### Equipment and tools.

- Complete pre and post inspection and maintenance of all mobile equipment, including logbooks and other documentation
- Safe and efficient operation of all mobile equipment, and ability to train others
- Safe and efficient operation of trades tools, including but not limited to: Wood, metal, and concrete saws; drills and drivers; pneumatic tools; painting equipment; custodial

# Anoka County Parks Departmental Rule in Application of **Park Maintenance & Natural Resources Broadband**

equipment; welding and metals cutting equipment; cement and masonry tools; blowers; hand tools

## Operations:

- Understanding of parks locations and routine operations across the system
- Direct seasonal staff, other work groups (Corrections, CCM, others), and volunteers
- Work effectively with other Parks units, other County departments, contractors, and others

## **Evaluation Requirement:** Performance evaluation comprised of the following:

- Supervisor or designated staff evaluation of employee's ability to prepare a facility with restroom for reservation, including steps taken in the event of a plumbing, electrical, well, or septic system concern
- Supervisor or designated staff evaluation of employee's ability to excavate, form, prepare, pour, and finish a flat concrete slab
- Supervisor or designated staff evaluation of employee's ability to strip and finish a VCT floor
- Supervisor or designated staff evaluation of employee's ability to fabricate and finish a sign structure
- Supervisor or designated staff evaluation of employee's ability to frame a wood stud wall, hang drywall panel/sheet, and finish ready for paint
- Supervisor or designated staff evaluation of employee's ability to pre-trip a piece of heavy equipment selected by supervisor, perform operation as directed by supervisor, and complete post-use maintenance
- Supervisor or designated staff evaluation of employee's documentation journal meeting the requirements of Facility Maintenance

# Anoka County Parks Departmental Rule in Application of **Park Maintenance & Natural Resources Broadband**

## **LEVEL 10B: PARKKEEPER (GRADE 1710) - SNOW AND ICE MANAGEMENT**

Description: To achieve successful completion of Level 10B – Snow and Ice Management, the employee must demonstrate the understanding and proficiency in each of the following required tasks and certification requirements.

**Certifications/Licenses Required:** obtain and maintain certifications of Level 10B.

- MPCA Level 1 Smart Salting Certification

**Years of Service Requirement:** Minimum 18 months since completion of probation or another level

**Broadband Progression:** 5% upon successful completion of level evaluation

- Proficient snow removal operation of 3/4-ton, 1-ton, 1.5-ton and tandem dump plow trucks
- Proficient snow removal operation of skid loader using blower, plow blade and bucket in snow removal
- Proficient snow removal operation of front-end loader/tractor with push box
- Appropriate application of road salt
- Ability to manipulate salting route to meet the needs of staffed, reserved and safety sensitive facilities

**Evaluation Requirement:** Performance evaluation comprised of the following:

- Supervisor or designated staff evaluation of employee's ability to successfully complete the preparation, operation and execution of a designated salt route
- Supervisor or designated staff evaluation of employee's ability to safely prepare, operate and execute a 3/4-ton and 1-ton truck with snowplow
- Supervisor or designated staff evaluation of employee's ability to safely/effectively operate front end loader, tractor, and skid steer with snow removal implements
- Supervisor or designated staff evaluation of employee's documentation journal meeting the requirements of Snow and Ice Management

# Anoka County Parks Departmental Rule in Application of **Park Maintenance & Natural Resources Broadband**

## **LEVEL 10C: PARKKEEPER (GRADE 1710) – GREEN INDUSTRY OPERATION**

Description: To achieve successful completion of Level 10C - Green Industry Operations, the employee must demonstrate the understanding and proficiency in each of the following required tasks and certification requirements.

**Certifications/Licenses Required:** obtain and maintain certifications of Level 10C.

- Completion of LogSafe training
- Completion of SAWW Certification or equivalent
- Completion of Non-Commercial Governmental Pesticide Applicator License A&E
- Completion of Minnesota Certified Tree Inspector

**Years of Service Requirement:** Minimum 18 months since completion of probation or another level

**Broadband Progression:** 5% upon successful completion of level evaluation

- Ability to properly prune trees and effectively operate the woodchipper in disposal of tree debris, along with safe operation of the stump grinder
- Independently assess and identify hazardous trees and invasive tree management
- Act as a lead person in turf maintenance and trail corridor vegetative maintenance
- Ability to maintain, adjust, troubleshoot, and repair irrigation systems
- Ability to perform proper turf fertilization and aeration of managed turf areas in the parks
- Master operations in tree removal utilizing a wide range of equipment, including chain saws, forestry mulcher, aerial truck and log hauler
- Ability to apply pesticides in accordance with state safety regulations and provide proper documentation
- Effectively maintain the wide variety of landscape features in the park system
- Demonstrate proficiency in calculating prescribed application rates and associated calibration of seeders and sprayers.

**Evaluation Requirement:** Performance evaluation comprised of the following:

- Supervisor or designated staff evaluation of employee's ability to operate a chain saw, forestry mulcher, stump grinder, woodchipper, log hauler truck, and aerial truck with tree maintenance
- Supervisor or designated staff evaluation of employee's documentation journal meeting the requirements of Green Industry Operations
- Supervisor or designated staff evaluation of employee's ability to perform pesticide application and proper documentation/recordkeeping



Anoka County Parks Departmental Rule in Application of  
**Park Maintenance & Natural Resources Broadband**

- Supervisor or designated staff evaluation of employee's submittal of examples of landscape maintenance projects
- Supervisor or designated staff evaluation of employee's ability to perform aeration, fertilization, mowing and irrigation maintenance of turf areas

DRAFT

Anoka County Parks Departmental Rule in Application of  
**Park Maintenance & Natural Resources Broadband**

**NATURAL RESOURCES TECHNICIAN CLASSIFICATION:** Eligible positions include Natural Resource Technician & Natural Resource Technician/Parkkeeper

**LEVEL 10A: NATURAL RESOURCES TECHNICIAN & PARKKEEPER/NATURAL RESOURCE TECHNICIAN (GRADE 1710) - FORESTRY**

Description: To achieve successful completion of Forestry track, the employee must demonstrate the understanding and proficiency in each of the following required tasks and certification requirements.

**Years of Service Requirement:** Minimum 18 months since completion of probation or another level

**Broadband Progression:** 5% upon successful completion of level evaluation

- Ability to detect Oak Wilt, coordinate with utility companies to plan plow lines, and safely harvest infected trees
- Ability to detect and monitor Emerald Ash Borer (EAB) activity within the county, and map areas of concern with management recommendations
- Ability to mitigate hazard tree issues on park property and on other county owned property
- Ability to identify native woodland species
- Ability to identify invasive species and how to control/eradicate from park property
- Show competent operation using specialized equipment (vibratory plow; forestry mulcher, log truck; aerial truck; wood processor)
- Maintain Minnesota State Tree Inspectors certification
- Show continued growth in safe chainsaw competence and demonstrates ability to safely harvest trees in hazardous conditions (dead or diseased tree, storm damage, tree near buildings, etc.)

**Evaluation Requirements:** Performance evaluation comprised of the following:

- Supervisor or designated staff evaluation of employee's documentation journal meeting the requirements of Forestry Management Track
- Supervisor or designated staff evaluation of employee's submittal of examples of forestry track projects
- Supervisor or designated staff evaluation of employee's identification skills of both native and non-native species, and common diseases and pests
- Supervisor or designated staff evaluation of employee safely operating specialized equipment and describing when and how to use them

Anoka County Parks Departmental Rule in Application of  
**Park Maintenance & Natural Resources Broadband**

- Supervisor or designated staff evaluation of employee's knowledge of Anoka County Forestry management goals

DRAFT

Anoka County Parks Departmental Rule in Application of  
**Park Maintenance & Natural Resources Broadband**

**LEVEL 10B: NATURAL RESOURCES TECHNICIAN & PARKKEEPER/NATURAL RESOURCE TECHNICIAN (GRADE 1710) – PLANT COMMUNITY MANAGEMENT**

Description: To achieve successful completion of Level 10B - Plant Community Management, the employee must demonstrate understanding and proficiency in the following areas:

- Ability to identify native non-woodland species
- Ability to identify invasive species and how to control/eradicate from park property
- Show competent operation using specialized equipment (tractor with the following attachments: flail mower, no-till drill, Vicon seeder; UTV with sprayer; truck spray tank)
- Ability to properly calibrate equipment (no-till drill; Vicon seeder; sprayers)
- Ability to properly calculate proper seeding requirements of a certain area
- Successfully assist with a prescribed burn
- Ability to properly install erosion control material (blanket, straw, and wattles)
- Ability to collect, dry, and process native seed
- Participates/leads in volunteer planting programs
- Ability to provide proper quality training to seasonal employees

**Years of Service Requirement:** Minimum 18 months since completion of probation or another level

**Broadband Progression:** 5% upon successful completion of level evaluation

**Evaluation Requirements:** Performance evaluation comprised of the following:

- Supervisor or designated staff evaluation of employee's documentation journal meeting the requirements of Plant Community Management Track
- Supervisor or designated staff evaluation of employee's submittal of examples of plant community track projects
- Supervisor or designated staff evaluation of employee's identification skills of both native and non-native species
- Supervisor or designated staff evaluation of employee's safely operating specialized equipment and describing when and how to use them
- Supervisor or designated staff evaluation of employee's knowledge of Anoka County Plant Community management goals
- Employee must correctly complete the mathematical calculations example for sprayer and/or seeder calibration

Anoka County Parks Departmental Rule in Application of

# **Park Maintenance & Natural Resources Broadband**

## **LEVEL 10C: NATURAL RESOURCES TECHNICIAN & PARKKEEPER/NATURAL RESOURCE TECHNICIAN (GRADE 1710) – WILDLIFE AND FISHERIES**

Description: To achieve successful completion of Level 10C - Wildlife and Fisheries, the employee must demonstrate understanding and proficiency in the following areas:

- Satisfactory and effective control of geese population in county parks and beaches
- Successfully complete aerial deer surveys as the lead surveyor
- Ability to provide public outreach/hunter orientation pertaining to Anoka County's hunting program in the park system
- Accurately calibrate and operate lake oxygen level testing equipment and record shifts in oxygen content in lakes that are monitored
- Appropriately install and troubleshoot issues with lake aeration systems. This includes having competent knowledge in operating all aeration systems that can be put into operation throughout the winter
- Demonstrate competency in assisting wildlife conservation efforts which include volunteer groups and educational events
- Ability to assist with Aquatic Invasive Species (AIS) and have an understanding on how to identify/treat common AIS

**Years of Service Requirement:** Minimum 18 months since completion of probation or another level.

**Broadband Progression:** 5% upon successful completion of level evaluation

**Evaluation Requirements:** Performance evaluation comprised of the following:

- Supervisor or designated staff evaluation of employee's documentation journal meeting the requirements of Wildlife and Fisheries track
- Supervisor or designated staff evaluation of employee's understanding/operation of aerator equipment
- Supervisor or designated staff evaluation of employee's submittal of examples of wildlife and fisheries track projects
- Supervisor or designated staff evaluation of employee's identification skills of both native and non-native aquatic species
- Supervisor or designated staff evaluation of employee's giving public presentations

**COMMITTEE INFORMATIONAL ITEM 3 – POSITION RECLASSIFICATION – LANDSCAPE PLANNER/PROJECT REPRESENTATIVE**

**Parks Committee**

**Committee Date: November 2, 2021**

**County Board Date: November 9, 2021**

**Action Requested**

To review and comment on reclassifying the Landscape Planner position to a Landscape Planner/Project Representative.

**Previous Committee / County Board Action**

NA

**Background / Analysis**

Parks staff is proposing to work with Human Resources to review and reclassify the Landscape Planner position recently vacated by Jake Thompson in July 2021. The reclassified position is proposed to include Project Representative tasks similar to the Highway’s Project Representative Grade 12 positions. Parks Staff are recommending a one grade increase from a grade 11 to grade 12 due to the added responsibilities and training requirements.

This request is being proposed due to the required technical oversight of most Park projects. The Parks Department depends heavily on the Highway Department to ensure projects met the County’s requirements for paving and asphalt materials. After discussions with the Highway Department and Attorneys Office, Parks felt that by adding some of the Project Representative tasks and requiring MnDOT Technical Certification to the Landscape Planner position, the Parks Department will be able to better respond to Contractors questions in a timely matter with fewer disruptions and costs increases on the projects.

This position will still conduct planning, design and construction of projects, but will have additional duties related to the Project Representative tasks.

The reclassification would result in a budget-neutral impact and the position is fully funded.

**Conclusion / Recommendation**

Seeking Parks Committee concurrence to proceed with the reclassification review and approval process.

**Supporting Documents**

N\A

**Lead Staff**

Karen Blaska, Parks Planner

**COMMITTEE INFORMATIONAL ITEM 4 – CONTRACTS PROCESSED**

**Parks Committee**

**Committee Date: November 2, 2021**

**County Board Date: November 9, 2021**

<b>Action Requested</b> To provide information to the Committee regarding contracts executed by the Parks Department since the last Committee meeting.
<b>Previous Committee / County Board Action</b> Monthly Update
<b>Background / Analysis</b> C0008771 - Inline Concrete LLC C0008914 - Roberts Air Duct Cleaning
<b>Conclusion / Recommendation</b> This item is for information purposes only - no action requested.
<b>Supporting Documents</b> N/A
<b>Lead Staff</b> Andy Soltvedt, Assistant Director