

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners****

FOR THE JANUARY 3, 2023, MEETING

9:00 A.M.

County Board Room #705 - Government Center

1. Public Comment: 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.

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. Restructure/fill - Administration/Information Technology - effective February 1, 2023 - vacancy due to retirement effective February 1, 2023. PC#1992000297

FROM: 1.0 FTE Telecommunications Engineer - Grade B010, range \$19.67 to \$29.80 per hour

TO: 1.0 FTE Senior Telecommunications Engineer - Grade C013, range \$26.45 to \$44.08 per hour

See attached position action worksheet.

 - B. Restructure/fill - Transportation/Surveyor's Office - effective January 3, 2023 - vacancy due to promotion effective March 30, 2019. PC#1992000793

FROM: 1.0 FTE Lead Land Surveyor Technician - Grade C012, range \$23.98 to \$35.95 per hour

TO: 1.0 FTE Supervisor, Land Surveyor - Grade TBD

See attached position action worksheet.

3. Consider approving the second and fourth Tuesday of the month be established as regular Management Committee meeting days for 2023 with the exceptions of:
 - January 10, which meeting will be held on January 3, 2023
 - A meeting will not be held on February 14, 2023
 - July 25, which meeting will be held on July 27, 2023
 - A meeting will not be held on November 28, 2023
 - December 12, which meeting will be held on December 1, 2023
 - December 26, which meeting will be held on December 19, 2023

The meetings are to begin at 8:30 a.m. at the Government Center, 2100 3rd Avenue, Government Center, Anoka, Minnesota, unless otherwise designated.

4. Consider, for informational purposes, Employment Agreement with Paul Ireland, and appointing Paul as the Anoka County Chief Deputy Sheriff, effective January 3, 2023. **See attached** action item worksheet.

*** 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.*

POSITION ACTION APPLICATION REQUEST

Department Information Technology

Action requested	Restructure current Telecommunications Engineer (B010 - PCN: 1992000297) to a Senior Telecommunications Engineer.
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Background	The incumbent in the Telecommunications Engineer position, Paul Hinnenkamp, will be retiring at the end of January. The County only has one Sr. Telecommunications Engineer who manages all Telecommunications, phone lines and WebEx systems. These are mission critical systems for the entire County and any disruption to these services can have a dramatic impact to the County's ability to deliver services to the public. The restructure will allow IT to have another Sr. Telecommunications Engineer to ensure redundancy in staffing so we have adequate coverage at all times.
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Recommendations	Approve the restructure of the Telecommunications Engineer to a Senior Telecommunications Engineer.
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Funding source	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00

Funding description	Funding for the position will come from the existing IT cost center budget.
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Who to contact with questions Susan Vreeland or Dan Lekatz
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Submitted by Jessica Mendez	Digitally signed by Jessica Mendez Date: 2022.12.08 12:55:57 -06'00'	Date submitted 12/08/2022
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Revised 05/19/2020

Submit by Email

ER USE ONLY	
Employee Relations and Finance Budget Workgroup approved	Date approved

POSITION ACTION APPLICATION REQUEST

Department

Transportation Division - Surveyors Department

Action requested

Update vacant 1.0 FTE Lead Land Surveyor IC Technician IV to a Land Surveyor Supervisor PM Management M1

Background

We brought an agenda item to the Management Committee on July 12th 2022 as an upgrade from a Transit position to the Lead Land Surveyor position, and it was approved at that time. However, as we went through this process, we realized that it wasn't the level we intended it to be in the new leveling guidelines outlined through the Helios study. The need we have in the Surveyors department and the intention when we went originally to Management Committee was for an entry level Supervisor position, and the Lead Land Surveyor position does not have supervision in their job description, however, the Land Surveyor Supervisor does. This is the position we have a business need for and plan to recruit for right away once approved.

Recommendations

Update 1.0 FTE Lead Land Surveyor IC Technician IV to a Land Surveyor Supervisor PM Management M1

Funding source

Budget adjustment current year

Budget adjustment future years

Current budget

\$0.00

\$0.00

Funding description

County Levy

Who to contact with questions

Joe MacPherson/Amy Honer

Submitted by

Amy Honer

Digitally signed by Amy Honer
Date: 2022.12.20 13:36:12 -06'00'

Date submitted

Revised 05/19/2020

Submit by Email**HR USE ONLY**

Employee Relations and Finance Budget Workgroup approved

Date approved



ANOKA COUNTY BOARD ACTION ITEM

JANUARY 3, 2023

SHERIFF'S OFFICE

ACTION REQUESTED	Consider, for informational purposes, Employment Agreement with Paul Ireland, and appointing Paul as the Anoka County Chief Deputy Sheriff, effective January 3, 2023.
BACKGROUND	Paul Ireland is appointed Chief Deputy Sheriff by Anoka County Sheriff-Elect Brad Wise effective January 3, 2023. Paul Ireland spent 31 years rising through the ranks at the Coon Rapids Police Department, with his final position as Deputy Chief working under the direction of Police Chief Brad Wise. Chief Deputy Ireland's education, training, and experience earned the trust and respect of police department members of all ranks, and also of the City Manager and City Council. Accordingly, his executive leadership acumen is indispensable for Sheriff Wise.
SOLUTIONS	
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	Sheriff's Office Budget
CONCLUSION	