

ANOKA COUNTY

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

Commissioners Look (Chair), Meisner (Vice Chair), Reinert, and Gamache

FOR THE JANUARY 24, 2023, MEETING

8:30 A.M.

Conference Room #772 - 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/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
3. 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. New/Restructure - Administration/Parks - effective January 28, 2023. PC#1994001603
FROM: .8 FTE Administrative Assistant - Grade A008, range \$16.56 to \$25.36 per hour

and
.2 FTE **New** Administrative Assistant - Grade A008, range \$16.56 to \$25.36 per hour

TO: 1.0 FTE Administrative Assistant - Grade A008, range \$16.56 to \$25.36 per hour

See attached position action worksheet.

If approved by the Management Committee, this item may move directly to the county board for approval on January 24, 2023.
4. Consider, for informational purposes, Employment Agreement with Bethany Fountain Lindberg, and appointing Bethany as the Anoka County Chief Deputy Attorney, effective February 6, 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.*

ANOKA COUNTY

CONSENT ITEMS

FOR THE JANUARY 24, 2023, 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. County Commissioner Scott Schulte and Nicole Swanson, Director - Human Services/Job Training Center - to attend the National Association of Workforce Boards Conference - Washington DC - 6 days, March 2023 - costs for each, which are 100% grant funded, to include \$925 registration, \$1,670 lodging, \$435 per diem, \$482 air fare, \$100 ground transportation, \$150 parking, and \$37 mileage.
 - B. Joe MacPherson, Chief Officer/County Engineer; Jerry Auge, Assistant County Engineer; and Jason Orcutt, Senior Manager - Transportation - to attend 2023 National Association of County Engineers Annual Conference - Ocean Beach, AL - 6 days, April 2023 - costs for each to include \$745 registration, \$23 mileage, \$1,070 lodging, \$380 per diem, \$550 air fare, \$250 ground transportation, and \$120 parking.

Travel and training forms are available in Administration for review.

POSITION ACTION APPLICATION REQUEST

Department Parks

Action requested FTE Adjustment .8 to 1.0 - Administrative Assistant

Background	Wargo Nature Center has typically been open and had staffed hours Tuesday-Friday. With the addition of the new exhibits and perspective increased visitation and demand, it is being proposed to increase the Administrative Assistant position to cover the Monday additional hours. This would also allow for increased customer support for phone and web inquiries during core business hours for other parks operation and allow communication with schools and other user groups during their operating hours.
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Recommendations Increase to 1.0 FTE from .8
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Funding source	Budget adjustment current year	Budget adjustment future years
Budget adjustment - specify amount current/future years	\$12,000.00	\$0.00

Funding description	Program Services Operating Budget
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Who to contact with questions Jeff Perry or Andy Soltvedt

Submitted by	Date submitted
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Revised 05/19/2020

Submit by Email

ER USE ONLY

Employee Relations and Finance Budget Workgroup approved	Date approved
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MANAGEMENT COMMITTEE

JANUARY 24, 2023

COUNTY ATTORNEY'S OFFICE

ACTION REQUESTED	Consider, for informational purposes, Employment Agreement with Bethany Fountain Lindberg and appointing Bethany as Chief Deputy County Attorney effective February 6, 2023.
BACKGROUND	<p>Bethany Fountain Lindberg was appointed Chief Deputy County Attorney by Anoka County Attorney Brad Johnson effective Feb 6, 2023. Bethany Fountain Lindberg has been a judge in Minnesota's Tenth Judicial District since December, 2009. Prior to her appointment to the bench, she was the Chief Attorney for the Anoka County Attorney's Office's Family Law Division. Her breadth of experience within the County Attorney's Office and with justice partners outside the office will be a great asset to the County Attorney's Office</p> <p>This position has been vacant since the prior Chief Deputy retired on August 31, 2022. The position was left open for appointment by County Attorney Brad Johnson, who took office on Jan. 3, 2023.</p>
SOLUTIONS	
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	County Attorney Budget
CONCLUSION	The Anoka County Attorney's Office asks that you approve the above-referenced employment contract.