

## **ANOKA COUNTY FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE AGENDA**

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

Commissioners Look (Chair), Braastad, Schulte, Gamache

January 21, 2020 - 1:00 P.M.

Master Conference Room #772 - Anoka County Government Center

1. Consider recommending the County Board approve the following master contracts for construction services – **See attached** action item worksheet.
  - C0007715 with Morcon Construction Company, 5151 Industrial Boulevard NE, Fridley, MN 55421.
  - C0007716 with RAK Construction Inc, 21435 Johnson Street NE, East Bethel, MN 55011.
  - C0007718 with Home Depot (US Communities), 2455 Paces Ferry Road, Atlanta, GA 30339.
  - C0007717 with Woodcrest Building & Remodeling Inc, 24140 Primrose Lane North, Scandia, MN 55073.
2. Consider recommending the County Board approve entering into contract #C0007762 with RJ Marco Construction Inc, 75 W Viking Dr Ste 104, St. Paul, MN 55117 for County Administration Security Upgrades for \$56,977, plus a contingency not to exceed 10% of the original contract –**See attached** action item worksheet.
3. Consider recommending the County Board adopt Resolution 2020-F1 accepting a donation gift from the Anoka County Employee’s Club – **See attached** action item worksheet.
4. Consider recommending the County Board approve the annual designation of depositories to US Bank NA, Wells Fargo Bank, NA, and BMO Harris Bank NA and delegate the authority to make Electronic Funds Transfers to the Finance & Central Services Division Manager and their designees - **See attached** action item worksheet.
5. Consider recommending the County Board adopt Resolution 2020-F2 authorizing the Conveyance of Property to Anoka-Hennepin Independent School District No. 11 – **See attached** action item worksheet.
6. Consider recommending that the County Board adopt Resolution 2020-F3 advertising for the sale of the property located in Lino Lakes as prescribed in Minnesota Statute 373.01 (Final Resolution to be distributed at meeting) - **See attached** action item worksheet.
7. Consider for informational purposes, an update on the development of a fitness room at the Blaine Human Services Center - **See attached** informational item worksheet.
8. Consider for informational purposes, a discussion on a new FM&C Student Recruitment Program - **See attached** informational item worksheet.
9. Consider for informational purposes, an update on Library and Parks facilities walk throughs that are in progress - **See attached** informational item worksheet.

10. Other - Public Comments are welcome at this time. In consideration of others wishing to speak, please limit comments to two minutes.

*\*\* 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 FINANCE AND CAPITAL IMPROVEMENTS ACTION ITEM

1-21-2020

## FACILITIES MANAGEMENT & CONSTRUCTION

<b>ACTION REQUESTED</b>	<p>Consider recommending the County Board approve the following master construction contracts:</p> <ul style="list-style-type: none"><li>• C0007715 with Morcon Construction Company, 5151 Industrial Boulevard NE, Fridley, MN 55421.</li><li>• C0007716 with RAK Construction Inc, 21435 Johnson Street NE, East Bethel, MN 55011.</li><li>• C0007718 with Home Depot (US Communities), 2455 Paces Ferry Road, Atlanta, GA 30339.</li><li>• C0007717 with Woodcrest Building &amp; Remodeling Inc, 24140 Primrose Lane North, Scandia, MN 55073.</li></ul>
<b>BACKGROUND</b>	<p>Creating multiple master construction contracts helps county-wide as all departments can obtain these services more efficiently since we do not need to go out for proposals and quotes each time work or service is needed.</p> <p>State and municipal law definition (to be interpreted narrowly) of construction and projects within construction is the following:</p> <ul style="list-style-type: none"><li>• Construction – means building construction, alteration improvements, or repair.</li><li>• Construction contract means a contract or subcontract of any tier for work on a project.</li><li>• Project means building, erection, construction, alteration, remodeling, demolition, or repair of buildings, real property, highways, roads, bridges, or other construction work performed pursuant to a construction contract.</li></ul> <p>Previously, the County entered into multiple singular contracts or used cooperative agreements negotiated by other lead state law. By entering into our own master contracts, we can ensure the County is protected while creating similar efficiencies. The County will continue to meet competitive requirements under law by reaching out to one or more contract vendors using a simple statement of work process.</p> <p>Anoka County Purchasing issued competitive request for proposals (RFP) for master contracts for construction and construction related work up to \$175,000 on September 27, 2019.</p> <p>The RFP resulted in 12 submissions by proposers:</p> <ul style="list-style-type: none"><li>• Braden Construction</li><li>• Corval Constructors, Inc</li><li>• Cy-Con Inc</li><li>• Donlar Construction</li><li>• The Home Depot</li><li>• J Lewis Building and Remodeling</li><li>• Morcon Construction Company, Inc</li><li>• RAK Construction, Inc</li><li>• RJ Marco Construction</li><li>• RJM Construction</li><li>• Terra Construction</li><li>• Wood Crest Builders</li></ul>

<b>BACKGROUND CONTINUED</b>	<p>The submissions were reviewed by Purchasing and evaluated by a team of County employees from two departments, Facilities and Parks for the lowest responsive and responsible proposers.</p> <p>The selected qualified proposers meeting the requirements of the RFP would be offered a Master Contract. To determine who would be selected as a qualified contractor, the County considered the overall experience and reputation of the proposer, quality and presentation of the proposal, and references provided</p> <p>The selection process for this RFP was necessarily subjective, and the County selected the Contractors who, in the County's best judgment, are most responsible and suitable to perform the services required. The County requires various construction and construction related work to be performed under various needs and funding sources each with their own unique requirements.</p>
<b>FUNDING</b>	Various operating budgets/building fund.



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

January 21, 2020

#### FACILITIES MANAGEMENT & CONSTRUCTION

ACTION REQUESTED	Consider recommending the County Board approve entering into contract #C0007762 with RJ Marco Construction Inc, 75 W Viking Dr STE 104, St. Paul, MN 55117 for County Administration Security Upgrades for \$56,977, plus a contingency not to exceed 10% of the original contract.
BACKGROUND	<p>Over the past few years, the County has done security upgrade projects within the Government Center in the County Attorney's, Information Technology, Finance, and Social Services to name a few. During the past few months, there have been numerous incidents that placed the security of our employees within County Administration at risk.</p> <p>Facilities prepared a schematic design and scope of work, soliciting quotes from two vendors. RJ Marco was the lowest responsible bidder.</p>
SOLUTIONS	Upgrade the security of County Administration space by building a secure access point on 7 <sup>th</sup> floor just beyond the Administration Front Counter. This allows public access to 772 and the Front Counter, but limits access to employee offices to those authorized or expected.
CONCLUSION	Consider recommending the County Board approve entering into a contract with RJ Marco for County Administration Security Upgrades for \$56,977, plus a contingency not to exceed 10% of the original contract. Funding for this project is available through 2019 budget savings.





## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

January 21, 2020

#### FACILITIES MANAGEMENT & CONSTRUCTION

ACTION REQUESTED	Consider recommending the County Board adopt Resolution 2020-F1 accepting a donation gift from the Anoka County Employee's Club.
BACKGROUND	Earlier this year Anoka County was provided a generous donation of hosta plants for grounds improvement. This donation will support ongoing planter beautification around the Anoka County Government Center Complex.
RECOMMENDATIONS	Adopt Resolution 2020-FMC01.

**RESOLUTION NO. #2020-F1**

**RESOLUTION ACCEPTING GIFT  
FROM ANOKA COUNTY EMPLOYEES CLUB**

WHEREAS, earlier this year the County of Anoka was provided a donation from the Anoka County Employees Club, a 501(c)(4) Charitable Organization under the laws of the State of Minnesota (hereinafter "organization"); and

WHEREAS, the organization donated a variety of hosta plants to the County of Anoka for grounds improvement on and around county facilities; and

WHEREAS, Minn. Stat. § 465.03 requires a county to accept property by Resolution expressed in the terms prescribed by the donor; and

WHEREAS, acceptance of the property by the County in accordance with the donor's terms is in the best interest of the County of Anoka.

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners does hereby accept the above-described gift from said organization in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners wishes to extend its sincere appreciation to the Employees Club for its generous donation to the county.



## ANOKA COUNTY BOARD

### ACTION ITEM

January 21, 2020

#### FINANCE & CENTRAL SERVICES

<b>ACTION REQUESTED</b>	Consider recommending the County Board approve the annual designation of depositories to US Bank NA, Wells Fargo Bank, NA, and BMO Harris Bank NA and delegate the authority to make Electronic Funds Transfers to the Finance & Central Services Division Manager and their designees.
<b>BACKGROUND</b>	Anoka County designates financial institutions to serve as depositories for county funds on an annual basis, in accordance with Minnesota Statutes 118A.02 and 385.07. Also, the County Board is requested to designate the authority to make Electronic Fund Transfers to the Finance & Central Services Division Manager and their designees in accordance with Minnesota Statutes 471.38, subd 3a.
<b>SOLUTIONS</b>	The County currently uses depositories at both US Bank and Wells Fargo Bank, and has a collateralized CD at BMO Harris Bank. All three of the banks have branches within the County. With the Electronic Funds Transfer designation, the County will provide this action with both banks where disbursements accounts exist, US Bank and Wells Fargo.
<b>RECOMMENDATIONS</b>	Approve the annual designation of depositories to US Bank NA, Wells Fargo Bank NA, and BMO Harris Bank NA, and delegate the authority to make Electronic Funds Transfers to the Finance & Central Services Division Manager and their designees.



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

January 21, 2020

Finance & Central Services

ACTION REQUESTED	Consider recommending the County Board adopt Resolution 2020-F2 authorizing the Conveyance of Property to Anoka-Hennepin Independent School District No. 11.
BACKGROUND	<p>In 2001, the County issued \$10 Million in School District Lease Revenue Bonds for financing the acquisition and construction of a secondary technical educational facility on the campus of the Anoka-Hennepin Technical College. The Anoka-Hennepin Independent School District No. 11 entered into a Lease with the County and US Bank as Trustee agreeing to pay the principal and interest on the Bonds.</p> <p>In 2010, the County issued \$5.495 Million in Refunding Bonds for the same project to reduce the overall costs, which resulted in an amendment of the Lease with the Anoka-Hennepin Independent School District No. 11. The Refunding bonds are subject to a call anytime after May 1, 2019. The School District is planning to pay-off the remaining bonds no later than January 31, 2020.</p>
SOLUTIONS	The Terms of the Lease indicate that once the terms of the Lease have been satisfied and the outstanding Bonds have been paid, the County will convey the property, with all buildings and content over to the School District.
CONCLUSION	Recommend the County Board adopt the attached resolution authorizing the Conveyance of the Property and authorizing the County Board Chair and the County Administrator to execute the necessary documents to Convey the Property to the District pursuant to the terms and conditions of the Lease Agreement.

**Resolution No. 2020-F2**

**RESOLUTION AUTHORIZING THE CONVEYANCE OF PROPERTY  
TO ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT No. 11**

WHEREAS, the County of Anoka, a political subdivision of the State of Minnesota (“County”) owns real property which is located at 1353 US Highway 10, Anoka, Minnesota, and is identified by the County for tax purposes as Pin No. 35-32-25-42-0026 (“the Property”) which is legally described in the attached Exhibit A; and

WHEREAS, the County entered into an Amended and Restated Lease and Purchase Option Agreement (“Lease”) with the Anoka-Hennepin ISD No. 11 (the “District”), commencing December 1, 2010 and ending April 1, 2020, which allocates use and responsibilities for the land and all building and improvements situated on the Property that is currently in use by the District; and

WHEREAS, the Lease terms specifically permit early termination upon the occurrence of the exercise by the District of its option to purchase the leased property pursuant to Article X of the Lease; and

WHEREAS, the conveyance of the Property addressed by this Resolution is in furtherance of the payoff of the Anoka County Lease Revenue Bonds by the District, which is expected to occur no later than January 31, 2020; and

WHEREAS, the County is required by the Lease to convey the Property to the District upon the payment in full of the revenue bonds.

NOW, THEREFORE, BE IT RESOLVED, that the Anoka County Board of Commissioners hereby authorizes and directs the Anoka County Board Chair and the County Administrator to execute the necessary documents and take any such further action as may be necessary to convey the Property to the District pursuant to the terms and conditions of the parties’ agreement.

## **EXHIBIT A**

Lot 2, Block 1, Anoka Hennepin Technical College Addition, Anoka County, Minnesota



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

January 21, 2020

Finance & Central Services

ACTION REQUESTED	Consider recommending that the County Board adopt Resolution 2020-F3 advertising for the sale of the property located in Lino Lakes as prescribed in Minnesota Statute 373.01 – (Final Resolution to be distributed at meeting).
BACKGROUND	<p>The County purchased two parcels of land back 2007 and financed that purchase through the issuance of 3.245 Million in Tax-exempt Bonds. The land, located in Lino Lakes, was originally intended to be used to build a new Library on the east side of the County.</p> <p>Parcel 1 is 5.81 acres, zoned General Business, and has an appraised value of \$1.33 million (includes a billboard that we receive about \$12K annually in rent) – December 19, 2019 Appraisal</p> <p>Parcel 2, is 2.89 acres, zoned General Business, and has an appraised value of \$940K – December 19, 2019 Appraisal.</p> <p>Based on information from our Bond Attorney, Kennedy &amp; Graven, selling this parcel will result in immediate non-compliance of the 2013 Refunding Bonds related to their tax-exempt status. In order to preserve their status, the County has two remedial actions that are requires to be followed. They may use the proceeds to defease the remaining outstanding bonds of \$685K plus interest, and / or for Library capital expenditures. The proceeds must be used within two-years and cannot be used to reimburse past projects.</p>
SOLUTIONS	If the County wishes to sell the property, under Minnesota Statute 373.01, the County must advertise the sale of the property for 3-weeks in a qualified newspaper and then accept bids. The County may reject all bids and hire a Real-Estate Broker once the process is complete.
CONCLUSION	Recommend the County Board adopt resolution 2020-F3.



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### INFORMATIONAL ITEM

January 21, 2020

#### FINANCE & CENTRAL SERVICES

<b>ACTION REQUESTED</b>	Consider for informational purposes, an update on the development of a fitness room at the Blaine Human Services Center.
<b>BACKGROUND</b>	<p>In 2014, the County developed a Fitness Room at the Government Center for employees using wellness funds allocated through the County's Health Insurance Contract. The County desires to continue to expand on our wellness initiatives by placing a second fitness room at the Blaine Human Services Center using wellness funds that are available.</p> <p>The anticipated cost of preparing and securing the room is \$15K, with exercise equipment costs not to exceed \$12.5K. The amount of equipment placed will depend on the required set-up to insure proper operation.</p>



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

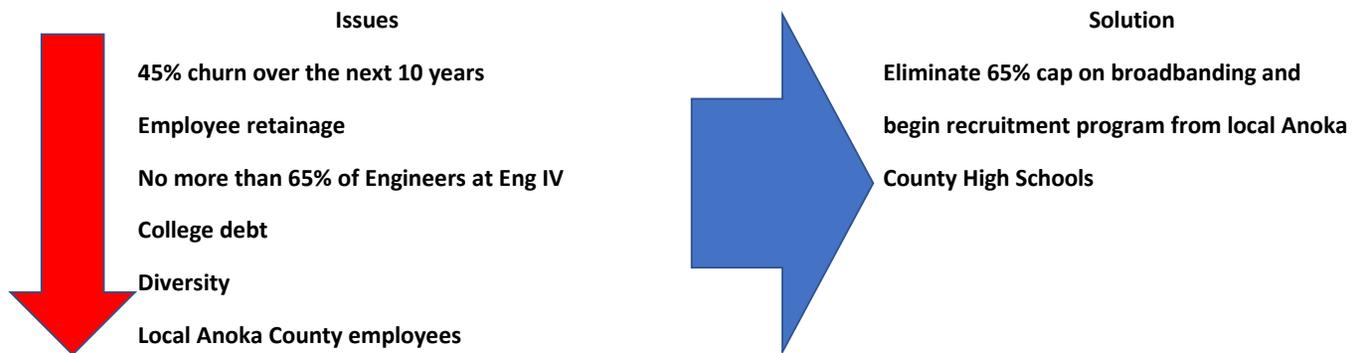
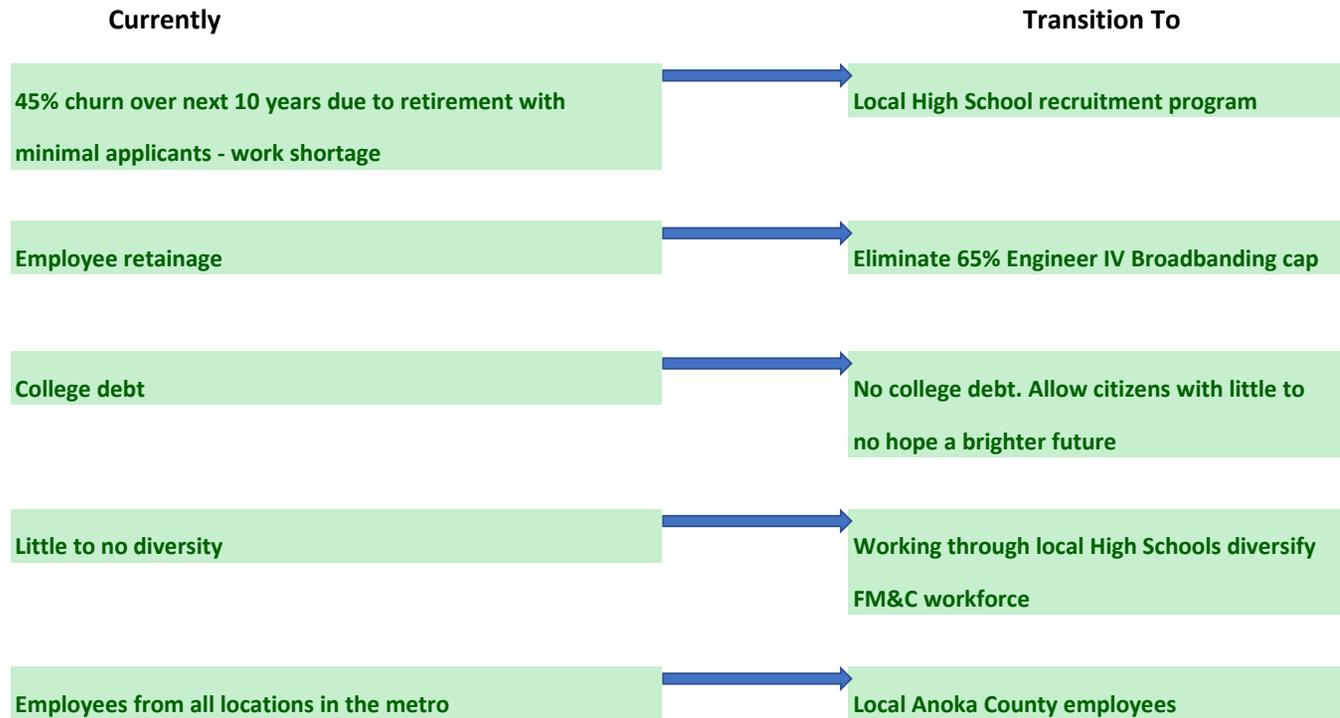
### INFORMATIONAL ITEM

January 21, 2020

#### FACILITIES MANAGEMENT & CONSTRUCTION

<b>ACTION REQUESTED</b>	Consider for informational purposes, a discussion on a new FM&C Student Recruitment Program.
<b>BACKGROUND</b>	Over the next 10 years, a 45% turnover is expected within FM&C, creating a gap of knowledge and experience. The program discussed has a number of elements that are designed to address the coming need within the Department (See attached chart)

# FM&C STUDENT RECRUITMENT PROGRAM





## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### INFORMATIONAL ITEM

January 21, 2020

#### FACILITIES MANAGEMENT & CONSTRUCTION

<b>ACTION REQUESTED</b>	Consider for informational purposes, an update on Library and Parks facilities walk throughs that are in progress.
<b>BACKGROUND</b>	We are doing walk-throughs of parks and library facilities to develop deferred maintenance needs for updating into our 10 year infrastructure plan. We are planning to have the walkthroughs completed by June, compiling the information during the summer.