

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

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

Commissioners Look (Chair), Braastad, Schulte, Gamache

March 17, 2020 - 1:00 P.M.

Master Conference Room #772 - Anoka County Government Center

1. Consider recommending the County Board approve Contract #C0007801 with Bituminous Roadways Inc, 1520 Commerce Drive, Mendota Heights, MN 55120, for completion of the 2020 Pavement Project for a total cost of \$160,150 (base bid with alternate 1) – **See attached** action item worksheet.
2. Consider recommending the County Board approve contract #C0007808 with Schumacher Elevator Company, One Schumacher Way, Denver, IA 50622, for annual elevator maintenance and repairs for \$74,304 – **See attached** action item worksheet.
3. Consider recommending the County Board adopt Resolution #2020-F6 Related to the Sale of Real Property Located in and Owned by the County of Anoka, Minnesota. One of the following Resolutions will be brought to the meeting depending on the results of the bid opening from March 11, 2020 – **See attached** action item worksheet.
  - Rejecting All Bids for the Sale of the Real Property Located and Owned in the County of Anoka, Minnesota, and Authorizing the Sale of Said Real Property Through a Real Estate Broker
  - Accepting Bids of the Sale of Real Property Located in and Owned by the County of Anoka, Minnesota and Authorizing the Execution and Finalization of Closing Documents and Recording the Deeds
4. Consider recommending the Finance and Capital Improvements Committee adopt the 2021 Budget Calendar as a planning document for the 2021 Budget Process - **See attached** action item worksheet.
5. Consider for informational purposes, an update on Anoka County's Other Post-Employment Benefits (OPEB) – **See attached** Informational worksheet.
6. 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.*



# FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE

## ACTION ITEM

March 17, 2020

### FACILITIES MANAGEMENT & CONSTRUCTION

|                         |   |
|-------------------------|---|
| <b>ACTION REQUESTED</b> | <p>Consider recommending the County Board approve Contract #C0007801 with Bituminous Roadways Inc, 1520 Commerce Drive, Mendota Heights, MN 55120, for completion of the 2020 Pavement Project for a total cost of \$160,150 (base bid with alternate 1).</p> <p>Bid tab attached.</p>  |
| <b>BACKGROUND</b>       | <p>The project will consist of 3 reconstruction projects:</p> <ul style="list-style-type: none"><li>• Rum River Campus Cronin Parking Lot for Stepping Stone Homeless Shelter</li><li>• Northtown Library North Parking Lot</li><li>• Alternate 1: Rum River Campus Service Road between Administration and Cronin</li></ul> <p>This work is part of our ongoing parking lot maintenance program.</p> |
| <b>FUNDING</b>          | <ul style="list-style-type: none"><li>• Library Building Fund</li><li>• Building Fund</li></ul>   |





# FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE

## ACTION ITEM

March 17, 2020

### FACILITIES MANAGEMENT & CONSTRUCTION

|                         |  |
|-------------------------|--|
| <b>ACTION REQUESTED</b> | <p>Consider recommending the County Board approve contract #C0007808 with Schumacher Elevator Company, One Schumacher Way, Denver, IA 50622, for annual elevator maintenance and repairs for \$74,304.</p> <p>Bid tab attached.</p>  |
| <b>BACKGROUND</b>       | <p>FM&amp;C/VDA® (Van Deusen &amp; Associates) reviewed the proposal responses submitted by All City Elevator (ACE) and Schumacher Elevator.</p> <p>The following is the bid analysis of both bidders:</p> <ul style="list-style-type: none"><li>• <b><u>All City Elevator:</u></b><ul style="list-style-type: none"><li>○ ACE's bid was properly submitted and consistent with Anoka County bid requirements</li><li>○ ACE took no exceptions to the specifications</li><li>○ ACE's total price for all units, \$83,892, was the highest</li><li>○ ACE's labor rates for billable work averaged about twenty percent (20%) higher than Schumacher</li></ul></li><li>• <b><u>Schumacher Elevator:</u></b><ul style="list-style-type: none"><li>○ Schumacher's bid was properly submitted and consistent with Anoka County bid requirements</li><li>○ Schumacher took no exceptions to the specifications</li><li>○ Schumacher's total price for all units, \$74,304, was the lowest</li><li>○ Schumacher's labor rates for billable work were the lowest</li></ul></li></ul> |
| <b>FUNDING</b>          | <ul style="list-style-type: none"><li>• Department Operating Budgets</li></ul>   |





## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

March 17, 2020

Finance & Central Services

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| ACTION REQUESTED | Consider recommending that the County Board adopt Resolution 2020-F6 – Resolution will be brought to the meeting depending on the results of the bid opening from March 11, 2020.  |
| 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>On January 28, 2020, the County Board adopted Resolution # 2020-11, Authorizing the Advertisement for Bids for the Sale of Real Property Located and Owned by the County of Anoka, Minnesota. The Bids are planned to be opened on March 11<sup>th</sup> after this agenda is posted.</p> |
| SOLUTIONS        | <p>Based on the results of the March 11<sup>th</sup> Bid Opening, the Finance Committee will recommend the County Board Adopt one of the following Resolutions:</p> <ul style="list-style-type: none"><li>• Resolution 2020-F6, Rejecting All Bids for the Sale of Real Property Located and Owned in the County of Anoka, Minnesota, and Authorizing the Sale of Said Real Property Through a Real Estate Broker.</li><li>• Resolution 2020-F6, Accepting Bids for the Sale of Real Property Located in and Owned by the County of Anoka, Minnesota and Authorizing the Execution and Finalization of Closing Documents and Recording the Deeds.</li></ul>  |
| CONCLUSION       | Recommend the County Board adopt resolution 2020-F6 as brought before the Finance and Capital Improvements Committee.  |



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

March 17, 2020

Finance & Central Services

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| ACTION REQUESTED | Consider recommending the Finance and Capital Improvements Committee Adopt the 2021 Budget Calendar as a planning document for the 2021 Budget Process.   |
| BACKGROUND       | A Budget Calendar, with key dates has been attached to help provide an understanding of the 2021 Budget Process, its requirements, and significant decision- making timeframes. The Preliminary Approval of the Levy in September, the Truth-In-Taxation Meeting in December, and final Levy Adoption in December are time-sensitive Statutory driven requirements. All other dates are subject to change but will generally follow the process in order to meet the required dates for adoption. |
| SOLUTIONS        | Adopt Budget Calendar as a planning Tool.   |
| CONCLUSION       | Recommend the Committee consider adopting the 2021 Budget Calendar.   |



# Anoka County MINNESOTA

Respectful, Innovative, Fiscally Responsible

## Anoka County 2021 Budget Calendar

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|-------------------------|---|
| April 6, 2020           | Budget Kick-off meetings with Departments   |
| April 7 – June 15, 2020 | Budget Preparation by Departments (includes CIP & CEP)  |
| April – June            | Health Care RFP Process   |
| May 26, 2020            | Fee Review Public Hearing   |
| May – June              | Presentations to Committees of Jurisdiction   |
| June 23, 2020           | County Board Budget Workshop – Health Care & Budget Overview  |
| July 2020               | Finance Prepares Preliminary Budget and preliminary 5-year CIP and CEP summaries.   |
| July 14, 2020           | Health Care Plan Adoption   |
| August / September 2020 | County Board Budget Workshops – Path to Preliminary Levy  |
| September 22, 2020      | Preliminary Levy Adoption   |
| October 2020            | Update and Finalize CIP and CEP requests  |
| October 2020            | Budget Wrap-up meeting with Departments   |
| November 2020           | Budget Workshops as needed  |
| November 10-25, 2020    | Property Records and Taxation prepares, and mails proposed tax notices  |
| November 17, 2020       | CIP & CEP Presentation to Finance Committee   |
| November 24, 2020       | Fee Review Public Hearing   |
| December 3, 2020        | Truth In Taxation Public Hearing  |
| December 4, 2020        | CIP Public Hearing and adoption of CIP & CEP as planning documents.   |
| December 4, 2020        | County Board adopts 2021 property tax levy, operating budget, capital improvements budget, and capital equipment budget, pursuant to state law. |

CIP = Capital Improvement Plan (Five-year)

CEP = Capital Equipment Plan (Five-year)



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### INFORMATIONAL ITEM

March 17, 2020

FINANCE & CENTRAL SERVICES

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| <b>ACTION REQUESTED</b> | Consider, for informational purposes, an update on the County's Other Post-Employment Benefits (OPEB), which generally refers to the Retiree Health Insurance Program within the County.  |
| <b>BACKGROUND</b>       | The presentation will highlight the recently released OPEB Actuarial regarding our program and the liability change we are experiencing. Also, we will discuss the OPEB Bond Payoff and issues related to the County's contributions towards the OPEB Liability, including an update on the OPEB Trust Account. |