

The Finance and Capital Improvements Committee will hold their regularly scheduled meeting in Room #705 of the Anoka County Government Center. All members of the committee will be present. However, due to the Governor's Emergency Executive Order 20-33, and a determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.th

ANOKA COUNTY FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE AGENDA

and Meeting of the Anoka County Board of Commissioners**

Commissioners Look (Chair), Braastad, Schulte, Gamache

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

County Board Room #705 - Anoka County Government Center

1. Consider recommending the County Board approve the following master contracts for HVAC PM Program, HVAC Repairs/Maintenance, and HVAC Automation Controls for a three-year term, with the County having the option to renew the contract for two additional one-year terms, for a possible total of five years – **See attached** action item worksheet.
 - HVAC PM Program - Contract #C0007871 with Corval Constructors, 1633 Eustis Street, St. Paul, MN 55108
 - HVAC Repairs/Maintenance – Contract #C0007873 with Corval Constructors, 1633 Eustis Street, St. Paul, MN 55108
 - HVAC Automation Controls – Contract #C0007872 with Egan, 7625 Boone Ave North, Brooklyn Park, 55428
2. Consider recommending the County Board approve the following master contracts for plumber services – **See attached** action item worksheet.
 - Contract #C0007869 with Corval Constructors INC, 1633 Eustis Street, St. Paul, MN 55108
 - Contract #C0007870 with Egan, 7625 Boone Ave North, Brooklyn Park, MN 55428
3. Consider recommending the County Board approve Contract #C0007326 with Cool Air Mechanical, 1544 134th Ave NE, Ham Lake, MN 55304, for installation of Cottage 10 Hot Water Boilers for \$128,400 (other project expense to include \$20,000 contingency) – **See attached** action item worksheet.
4. Consider recommending the County Board approve contract #C0007867 with RJ Marco Construction, 75 West Viking Drive, #104, Little Canada, MN 55717, for consolidation of Elections into Property Records & Tax, for a not to exceed fee of \$190,659 – **See attached** action item worksheet.
5. Consider recommending the County Board authorize county user fee changes and a public hearing on May 26, 2020, for the county board to receive public comment on Anoka County user fees – **See attached** action item worksheet.

6. Consider for informational purposes, Contract #C0007891, with Plante and Moran, 27400 Northwestern Highway, PO Box, 307, Southfield, MI 48037, for a Finance System Assessment in an amount not to exceed \$73,790 plus travel costs – **See attached** informational item worksheet.
7. Consider for informational purposes, an update on Anoka County finances – **See attached** information item worksheet.
8. Consider for informational purposes, in response to the COVID-19 pandemic, a discussion of the status of the Bunker Beach Wave Pool Replacement, review scenarios, and provide staff direction on how to proceed – **See attached** action item worksheet.
9. Public Comment: Due to the Governor's Emergency Executive Order 20-33, and determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person, so for persons who wish to submit public comment they may do so by sending an email to Finance@co.anoka.mn.us or mailing a letter to Anoka County Finance and Central Services, 2100 3rd Ave N, Suite 300, Anoka, MN 55303.

*** 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 & CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

April 21, 2020

FM&C

ACTION REQUESTED	<p>Consider recommending the County Board approve of the following master contracts for HVAC PM Program, HVAC Repairs/Maintenance, and HVAC Automation Controls:</p> <ul style="list-style-type: none">• HVAC PM Program: Contract # C0007871 with Corval Constructors, 1633 Eustis Street, St. Paul, MN 55108.• HVAC Repairs/Maintenance: Contract # C0007873 with Corval Constructors, 1633 Eustis Street, St. Paul, MN 55108.• HVAC Automation Controls: Contract # C0007872 with Egan, 7625 Boone Ave North, Brooklyn Park, MN 55428. <p>Proposal Summary Evaluation Attached.</p>
BACKGROUND	<p>County master contracts expire 7/31/2020 for:</p> <ul style="list-style-type: none">• HVAC PM Program• HVAC Repairs/Maintenance• HVAC Automation Controls <p>These master contracts define a predictable hourly rate for HVAC preventive maintenance, repairs/maintenance, and controls.</p> <p>When the work is desired the County will negotiate a Statement of Work for the actual work to be performed for each engagement, subject to the hourly rate, terms and conditions, and insurance requirements defined in the Master Contract.</p> <p>These contracts are for a three-year term, with the County having the option to renew the contract for two additional one-year terms, for a possible total of five years.</p>
FUNDING	County Department Operating Budgets

	Cool Air	Corval	Egan	McDowall	Notes
Hours for PM	711	712	didn't state	482	Corval - lowest responsible proposal McDowall only 482 total hours for pm
PM Program Rank	2	1	4	3	
Other Time Rank	4	1	Hour	2	
PM Program	\$ 76,760.00	\$ 70,850.00	\$ 145,504.00	\$ 55,318.00	
Service Tech Time	\$ 35,100.00	\$ 26,000.00	\$ 32,776.00	\$ 31,480.00	1 Agreements for Maintenance/Repairs: Corval low
Pipe Fitter Time	\$ 35,100.00	\$ 19,200.00	\$ 29,304.00	\$ 24,320.00	
Sheet Metal Time	\$ 35,100.00	\$ 19,200.00	\$ 27,879.20	\$ 23,360.00	
SubTotal - 3 Time	\$ 105,300.00	\$ 64,400.00	\$ 89,959.20	\$ 79,160.00	
Controls - Proprietary			\$ 51,840.00		Sole Source to Egan



FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

April 21, 2020

FM&C

<p>ACTION REQUESTED</p>	<p>Consider recommending that the County Board approve the following master contracts for plumber services:</p> <ul style="list-style-type: none"> • Contract #C0007869 with Corval Constructors INC, 1633 Eustis Street, St Paul, MN 55108. • Contract #C0007870 with Egan, 7625 Boone Ave North, Brooklyn Park, MN 55428. <p>Proposal tab attached.</p>																
<p>BACKGROUND</p>	<p>County master contracts expired 7/31/2020 for a variety of plumber services:</p> <ul style="list-style-type: none"> • Repair plumbing equipment (all parts of the plumbing system / cut, thread, join, solder, and place fittings on pipes, etc). • Installation and testing of plumbing systems (water, heating, gas, sewer, and air conditioning pipes and related fixtures). <p>These master contracts define a predictable hourly rate for plumber services.</p> <p>When the work is desired the County will negotiate a Statement of Work for the actual work to be performed for each engagement, subject to the hourly rate, terms and conditions, and insurance requirements defined in the Master Contract.</p> <p>These contracts are for a three-year term, with the County having the option to renew the contract for two additional one-year terms, for a possible total of five years.</p> <p>Recommendation based on proposal outcomes regarding the following:</p> <table border="1" data-bbox="516 1318 1205 1730"> <thead> <tr> <th colspan="2">Licensed Plumber</th> </tr> <tr> <th>Level/Title</th> <th>Rate Class</th> </tr> </thead> <tbody> <tr> <td>1 Master/Journeyman</td> <td>Weekday</td> </tr> <tr> <td>1 Apprentice</td> <td>Weekday</td> </tr> <tr> <td>1 Master/Journeyman</td> <td>Weekday overtime</td> </tr> <tr> <td>1 Apprentice</td> <td>Weekday overtime</td> </tr> <tr> <td>1 Master/Journeyman</td> <td>Weekend overtime</td> </tr> <tr> <td>1 Apprentice</td> <td>Weekend overtime</td> </tr> </tbody> </table>	Licensed Plumber		Level/Title	Rate Class	1 Master/Journeyman	Weekday	1 Apprentice	Weekday	1 Master/Journeyman	Weekday overtime	1 Apprentice	Weekday overtime	1 Master/Journeyman	Weekend overtime	1 Apprentice	Weekend overtime
Licensed Plumber																	
Level/Title	Rate Class																
1 Master/Journeyman	Weekday																
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<p>FUNDING</p>	<p>County Department Operating Budgets</p>																

Licensed Plumber	
Level/Title	Rate Class
1 Master/Journeyman	Weekday
1 Apprentice	Weekday
1 Master/Journeyman	Weekday overtime
1 Apprentice	Weekday overtime
1 Master/Journeyman	Weekend overtime
1 Apprentice	Weekend overtime
SUBTOTAL	
Materials	
Description	
Supplies	

	Cool Air				Corval				Egan				McDowall			
	Hourly Rate	# of Hours	Extension	Subtotal	Hourly Rate	# of Hours	Extension	Subtotal	Hourly Rate	# of Hours	Extension	Subtotal	Hourly Rate	# of Hours	Extension	Subtotal
	\$ 120.00	40	\$ 4,800.00		\$ 130.00	40	\$ 5,200.00		\$ 109.12	40	\$ 4,364.80		\$ 117.50	40	\$ 4,700.00	
	\$ 75.00	40	\$ 3,000.00		\$ 40.00	40	\$ 1,600.00		\$ 62.49	40	\$ 2,499.60		\$ 80.00	40	\$ 3,200.00	
	\$ 180.00	40	\$ 7,200.00		\$ 150.00	40	\$ 6,000.00		\$ 162.93	40	\$ 6,517.20		\$ 168.00	40	\$ 6,720.00	
	\$ 112.50	40	\$ 4,500.00		\$ 40.00	40	\$ 1,600.00		\$ 91.86	40	\$ 3,674.40		\$ 120.00	40	\$ 4,800.00	
	\$ 240.00	40	\$ 9,600.00		\$ 170.00	40	\$ 6,800.00		\$ 216.74	40	\$ 8,669.60		\$ 168.00	40	\$ 6,720.00	
	\$ 150.00	40	\$ 6,000.00		\$ 40.00	40	\$ 1,600.00		\$ 123.11	40	\$ 4,924.40		\$ 120.00	40	\$ 4,800.00	
				\$ 35,100.00				\$ 22,800.00				\$ 30,650.00				\$ 30,940.00
	% Mark Up				% Mark Up				% Mark Up				% Mark Up			
	25%		\$ 1,250.00		25%		\$ 1,250.00		25%		\$ 1,250.00		25%		\$ 1,250.00	
				\$ 36,350.00				\$ 24,050.00				\$ 31,900.00				\$ 32,190.00
	Hourly Rate % Increase				Hourly Rate % Increase				Hourly Rate % Increase				Hourly Rate % Increase			
	Year 2			2%	Year 2			2.5%	Year 2			2%	Year 2			2%
	Year 3			2%	Year 3			2.5%	Year 3			2%	Year 3			2%
	Year 4			2%	Year 4			2.5%	Year 4			2%	Year 4			2%
	Year 5			2%	Year 5			2.5%	Year 5			2%	Year 5			2%
	Material Mark Up % Increase				Material Mark Up % Increase				Material Mark Up % Increase				Material Mark Up % Increase			
	Year 2			Blank	Year 2			0	Year 2			0	Year 2			0
	Year 3			Blank	Year 3			0	Year 3			0	Year 3			0
	Year 4			Blank	Year 4			0	Year 4			0	Year 4			0
	Year 5			Blank	Year 5			0	Year 5			0	Year 5			0
	Min On-site - Y or N				Min On-site - Y or N				Min On-site - Y or N				Min On-site - Y or N			
	Response Time			Y	Response Time			N	Response Time			Y	Response Time			N
				Blank				Blank				Blank				Blank
	Normal Business Hours				Normal Business hours				Normal Business hours				Normal Business hours			
	State the Minimum On-Site service charge - Only one (1) char				Min on-site service charge				Min on-site service charge				Min on-site service charge			
			\$ 185.00								\$ 109.12					NA
	State the number of hours included in the Minimum On-Site S				# of hours included in Min on-site service charge				# of hours included in Min on-site service charge				# of hours included in Min on-site service charge			
				1				NA				1				
	Emergency/After Hours				Emergency/After Hours				Emergency/After Hours				Emergency/After Hours			
	State the Minimum On-Site service charge - Only one (1) char				Min on-site service charge				Min on-site service charge				Min on-site service charge			
			\$ 305.00					Blank			\$ 325.86					NA
	State the number of hours included in the Minimum On-Site S				# of hours included in Min on-site service charge				# of hours included in Min on-site service charge				# of hours included in Min on-site service charge			
				2				2				1				
	Response Time upon receipt of a request: AFTER HOURS SE				Response time after hours				Response time after hours				Response time after hours			
				2				1				2				2
	Response Time upon receipt of a request: EMERGENCY HO				Response time Emergency hours				Response time Emergency hours				Response time Emergency hours			
				2				1				2				2



FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

April 21, 2020

FM&C

ACTION REQUESTED	<p>Consider recommending that the County Board approve Contract #C0007326 with Cool Air Mechanical, 1544 134th Ave NE, Ham Lake, MN 55304, for installation of Cottage 10 Hot Water Boilers for \$128,400.</p> <p>Other project expense to include:</p> <ul style="list-style-type: none">• \$20,000 contingency <p>Quote tab attached.</p>
BACKGROUND	<p>There are more than 75 patches throughout the steam loop piping at the Rum River Campus. We are beginning to convert the cottages from steam to independent hot water boiler systems providing new heating lines and heating elements from hot water boilers.</p> <p>Description of Work:</p> <ul style="list-style-type: none">• Furnish and install (2) Lochinvar FTXL500 500mbh 97.7% eff. natural gas fire tube boilers including new Grundfos primary pumps. Boilers have BACnet interface control boards.• Will be trimmed with CSD-1 safety controls, floor mount expansion tank, high eff. air vent, chemical pot feeder, RPZ domestic water valve, acid neutralization kits, concentric vents, (3) external temperature gauges, (2) external pressure gauges and (2) Hoffman # 79 vents.• The new boiler platform will be piped in type L hard copper pipe with copper press fittings. All HWS/HWR and domestic water piping will be insulated. The isolation ball valves will be of stainless steel stem and ball design, wye strainer protection of pumps and boiler main loop. The boilers will be sitting on 2" housekeeping pads.• This includes, gas piping, venting of the boilers (sidewall), domestic water piping, electrical wiring of the boilers and pumps, tie into the existing temp control signal only, pipe insulation, commissioning, factory supervised start up, customer training, permits and labor. <p>This project is part of our long-term infrastructure plan for the Rum River Campus in the 2020 CIP which was approved and is now in the 2020 CIB.</p>
FUNDING	Building Fund



FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

April 21, 2020

FM&C

<p>ACTION REQUESTED</p>	<p>Consider recommending the County Board approve Contract #C0007867 with RJ Marco Construction, 75 West Viking Drive, #104, Little Canada, MN 55717, for consolidation of Elections into Property Records and Tax, for a not to exceed fee of \$190,659. Bid tab attached.</p> <p>Owner Provided Items:</p> <ul style="list-style-type: none"> • Card Readers: \$15,000 • FFE: \$131,227 • Technology: \$4,400 																								
<p>BACKGROUND</p>	<p>Integration will create efficiencies for elections and other PRT functions:</p> <ul style="list-style-type: none"> • The existing space has not been modified since PRT moved into the Government Center in 1992. • Since 1992 PRT has experienced technology advances; and changes in staffing and service needs. • PRT has reduced the size and relocated our Public Research Area. This was made possible as the result of their backfile conversion in the property records area, Allowed for these records to be accessible online. • Technology advances and improvements have created a more 'mobile office' for their appraisal staff, which reduces the amount of office space needed for them to carry out their assessment related functions. • These changes will create additional space for integrating the elections staff and service areas; which will also provide another public service counter within PRT. • This integration will offer additional coverage and cross-training opportunities for both elections and other PRT staff, which in turn provides more cost-effective and improved service to our customers. <table border="1" data-bbox="344 1325 1511 1686"> <tr> <td>Construction</td> <td>\$190,659</td> <td>Part of bid - \$36,501 wallcovering & carpet offset by GC finishes</td> </tr> <tr> <td></td> <td></td> <td>Part of bid - \$10,000 Install glass at service counters for safety</td> </tr> <tr> <td></td> <td>\$5,000</td> <td>Outside of bid - \$5,000 Mechanical Design Fees - no HVAC Tech Rick Kraus</td> </tr> <tr> <td></td> <td></td> <td>Part of bid - \$33,904 Mechanical Labor & Materials - no HVAC Tech Rick Kraus</td> </tr> <tr> <td>Security</td> <td>\$15,000</td> <td></td> </tr> <tr> <td>FFE Total</td> <td>\$131,227</td> <td>Part of bid - \$10,325 for sit-stand desks</td> </tr> <tr> <td>Technology</td> <td>\$4,400</td> <td></td> </tr> <tr> <td>Total</td> <td>\$346,286</td> <td></td> </tr> </table>	Construction	\$190,659	Part of bid - \$36,501 wallcovering & carpet offset by GC finishes			Part of bid - \$10,000 Install glass at service counters for safety		\$5,000	Outside of bid - \$5,000 Mechanical Design Fees - no HVAC Tech Rick Kraus			Part of bid - \$33,904 Mechanical Labor & Materials - no HVAC Tech Rick Kraus	Security	\$15,000		FFE Total	\$131,227	Part of bid - \$10,325 for sit-stand desks	Technology	\$4,400		Total	\$346,286	
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<p>FUNDING</p>	<ul style="list-style-type: none"> • Asset Preservation Fund 																								



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

April 21, 2020

Finance & Central Services

ACTION REQUESTED	Consider recommending the County Board authorize county user fee changes and a Public Hearing on May 26, 2020, for the county board to receive public comment on Anoka County user fees.
BACKGROUND	Due to COVID-19, we have consolidated the fee reviews from Committees of Jurisdiction to this Finance & Capital Improvements Committee Meeting. The attachments walk through the fee requests from each area, with a Master Fee change list shown at the end.
SOLUTIONS	The Committee is requested to review the list, discuss, and recommend any changes.
CONCLUSION	Recommend the County Board hold a public hearing and adopt the fees as presented and/or adjusted at the May 26 th County Board Meeting.

Anoka County Sheriffs' Office Fee Review

New Fee

Existing Service/Fee Name

Proposed change in Service/Fee Name

Service Description on county website requires change to reflect **no mileage**

Fee Review May 2020

Program Area/Program	Service/Fee Name	Service Description	Unit Measure	Current Fee	Proposed Fee	Effective Date
Sheriff	General Service of Process (Service fee per person)	Base fee for all service of process unless otherwise described. NO additional mileage.	1	\$70	\$80	07-01-20
Sheriff	Outside bidder fee	Winning bidders must pay outside bidder fee at mortgage foreclosure sale to receive Sheriff's Certificate of Sale.	1	0	\$100	07-01-20
Sheriff	Vehicle Storage	Storage fees for vehicles maintained by the Sheriff's Office while awaiting Sheriff sale for writs of execution and other civil matters	Daily	0	\$20/day	07-01-20
Sheriff	Posting of Notices	Posting of notices (Includes 3 copies posted in 3 public places)	1	\$70	\$80	07-01-20
Sheriff	Data entry processing fee	Fee assessed for requested process service where the requesting party cancels the service after the administrative data entering and processing has been completed but service of process has not.	1	0	\$40	07-01-20
Sheriff	Mortgage Foreclosure Sales	Mortgage Foreclosure Sales	1	\$70	\$80	07-01-20
Sheriff	Judgement and Decree Sales	Judgement and Decree Sales	1	\$70	\$80	07-01-20

Sheriff	Other Sheriff Sales/Liens	Other Sheriff's Sales / Liens. No mileage fee.	1	\$110	\$200	07-01-20
Sheriff	Uniform Commercial Code Filing	Uniform Commercial Code Filing	1	\$70	\$80	07-01-20
Sheriff	Writ of Execution Sales for Personal Property. (Execution sales)	Writs of Execution Sales of Personal Property (Does not include 5% commission or other Sheriff's fees).	1	\$110	\$200	07-01-20
Sheriff	Writ of Execution, Wage Garnishment/Bank Levy.	Writs of Execution for bank levies and wage garnishments. (Does not include \$15 levy preparation fee).	1	\$70	\$80	07-01-20
Sheriff	Commission on Writs of Execution and Writs of Attachment (Commission on Executions)	5% commission based on gross amount collected, seized, or stipulated to by parties or any settlement resulting from ANY action of the Anoka County Sheriff's Office to satisfy the Writ Execution or Sheriff's Levy or \$110 per hour of deputy time spent on the collection efforts, whichever amount is of greater value.	5% or Deputy Time (\$110/hour)	5%	Whichever greater	07-01-20
Sheriff	Writ of Execution, Service and General Demand (Execution Service and General Demand)	Execution Service and General Demand (Includes document preparation). NO mileage fee.		\$70	\$80	07-01-20
Sheriff	Writ of Execution Sales for Real Estate.	Writs of Execution Sales of Real Estate (Does not include 5% commission or other Sheriff's fees).	1	\$110	\$200	07-01-20

COMMITTEE ACTION ITEM – BUNKER BEACH WATER PARK 2021 RECOMMEND FEE CHANGES

Finance Committee

Committee Date: April 21, 2020

County Board Date: May 26, 2020

Action Requested

To consider recommending and adjustment to fees for Bunker Beach Water Park for the 2021 calendar year.

Previous Committee / County Board Action

- June 2013: Committee Recommendation to Adjust Fees – Bunker Beach Water Park
- October 2015: Recommended 2016 Fee Changes Parks and Recreation Department

Background / Analysis

The Parks Department is requesting to increase general admissions, group rates, and tube rental fees at Bunker Beach Water Park by \$1.00 for the 2021 calendar year. The recommended fee adjustments are to continue to cover the costs of providing service.

Conclusion / Recommendation

Parks staff are recommending increasing the identified fees to cover minimum wage impact for seasonal employees and associated operating cost increase.

Supporting Documents

Proposed Fee Worksheet

Lead Staff

Cory Hinz, Recreation Services Manger



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Social Services		April 21, 2020
Detox and Mental Health Client Fee Schedule		ACTION
Action Requested	Approval of updated detox and mental health clinic services sliding fee scale.	
Background	<p>Since July 1, 2003, a single fee schedule has been used for detox and for mental health clinic services provided by clinics under contract with Anoka County for services on a sliding fee scale. Detox fees are collected by Anoka County, while mental health fees are collected by the provider, thus reducing the amount of county funding for the services.</p> <p>The fee schedule is based on the Federal Poverty Guidelines (FPG), which are generally published in February each year. The fee schedule is then updated for July 1 each year.</p> <p>No fee is charged to individuals with annual gross income of less than 150% of Federal Poverty Guidelines (FPG) for their family size. Individuals are expected to pay increments of 10% of the total cost for every 10% increase in their income above this threshold. The fee becomes 100% of the total cost when income is 285% or more of FPG for the family size.</p>	
Prior Action	May 2019, approval of the current fee schedule that was implemented July 1, 2019, based on poverty guidelines published in January 2019, and applied to mental health clinic services and detox services.	
Recommendation	Send revised schedule for detox and mental health clinic services to public hearing for adoption effective July 1, 2020, using current Federal Poverty Guidelines.	
Submitted By	Jason Rodrigues	
Approved By	Jerry Pederson	



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		April 21, 2020
New Food and Beverage License Fee for Private Schools with less than 50 Students.		ACTION
Action Requested	Approve a new fee to the County fee schedule for private schools with less than 50 students CLASS 5a Private School, less than 50 students, limited (catered or pre-packaged) menu Food Service Plan Review fee \$120 Annual License fee \$200	
Background	<p>Originally the food and beverage and lodging fee schedule was designed for new construction restaurants, hotels and motels. This does not take into consideration the increased attendance at private schools serving meals to students. Private schools use a range of different types of facilities but mostly churches and other religious institutions to facilitate education.</p> <p>If meals are furnished by the school, a food license is required. Generally, these private schools are serving less than 40 students on average, 1 meal per school day or week. Since the food license fees were designed for restaurants, they are cost prohibitive to operators of private schools. Food service plan review fees are \$770 and annual license fees are \$635. Currently, these fees are resulting in operators not obtaining licenses and therefore are not regulated/inspected. A new reduced fee would help ensure licensure and safe food regulation to these students in private schools.</p>	
Prior Action	The current fee schedule was approved in 2011	
Recommendation	Approve a new plan review and annual license fee to the fee schedule for private schools with less than 50 students	
Submitted By	Alison Peterson, Environmental Services Manager	
Approved By	Jonelle Hubbard, Director Public Health and Environmental Services	



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		March 17, 2020
New Food and Beverage license fee for Transitional Homes		ACTION
Action Requested	Approve a new fee to the County fee schedule for transitional homes that provide services. CLASS IIIa Housing with Services Registration (no lodging license) with Food Service Food Service Plan Review fee \$300 Annual License fee \$300	
Background	<p>Originally, the lodging and food and beverage fee schedule was designed for new construction hotels, motels, and restaurants. This does not take into consideration the new business model of “transitional housing”. Transitional housing uses residential homes to provide short term housing to a population that is relocating from a highly skilled treatment facility to a more independent style living.</p> <p>If meals are furnished by the house, a food license is required. Generally, these houses are serving less than 10 clients on average, 2 meals per day. Since the food license fees were designed for restaurants, they are cost prohibitive to operators of transitional housing. Food service plan review fees are currently \$770 and annual license fees are \$635. Currently, these fees have resulted in operators not obtaining licenses and therefore, are not regulated/inspected. In most cases, the transitional housing facility is preparing food for the residents without a food license to avoid the high costs.</p> <p>In 2017, the Minnesota Legislature approved changes to eliminate the lodging licensing requirements for housing with services (transitional housing). Registration is now required with MDH and these houses are charged a onetime fee of \$155. A new reduced fee would help ensure licensure and safe food regulation to these residents in transitional housing.</p>	
Prior Action	The current fee schedule was approved in 2011	
Recommendation	Approve a new plan review and annual license fee to the fee schedule for transitional housing facilities.	
Submitted By	Alison Peterson, Environmental Services Manager	
Approved By	Jonelle Hubbard, Director Public Health and Environmental Services	



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		April 21, 2020
New Hazardous Waste License Fee for Vehicles Processed for Recycling		ACTION
Action Requested	Approve a new fee to the County fee schedule for facilities processing vehicles for recycling. CLASS IIa Vehicle Processing for Recycling, Non-Salvage One-time application fee \$110 Annual License fee \$200	
Background	<p>Originally the hazardous waste fee schedule was designed for commercial waste generators. This does not take into consideration the new business model of processing vehicles for recycling. The business collects undrivable vehicles to drain fluids and remove batteries. The cars are then transferred off site to be shredded and recycled. The vehicles cannot be flattened or crushed vehicles while waiting for transport and no vehicles can be stored on site. Initially, the Class II Used Oil generator status was designed for salvage yards. Salvage yards dismantle and sell car parts to various outlets for profit.</p> <p>If hazardous waste is generated by the business, a hazardous waste license is required. Generally, these facilities are accepting less than 35 cars on average per month and generating minimal hazardous waste from the fluids. Since the hazardous waste license fees were designed for commercial waste generators, they are cost prohibitive to operators of vehicle processing facilities. Hazardous Waste onetime application fee is currently \$3650 and annual license fees start at \$6475. The license fee can be reduced if certain conditions are met and best management practices are used, ultimately lowering the fee to \$430 annually. Currently, these fees have resulted in operators not obtaining licenses and therefore, are not regulated/inspected. In most cases, the vehicle processing facilities are preparing vehicles for recycling without a hazardous waste license to avoid the high costs.</p>	
Prior Action	The current fee schedule was approved in 2012	
Recommendation	Approve a new one-time application fee and annual license fee to the fee schedule for the businesses that accept vehicles for recycling but are not salvaging them.	
Submitted By	Alison Peterson, Environmental Services Manager	
Approved By	Jonelle Hubbard, Director Public Health and Environmental Services	



Fee Review May 2020

Program Area/Program	Service/Fee Name	Service Description	Unit Measure	Current Fee	Proposed Fee	Effective Date
Sheriff	General Service of Process	Base fee for all service of process unless otherwise described. NO additional mileage.	1	\$70	\$80	07/01/2020
Sheriff	Outside bidder fee	Winning bidders must pay outside bidder fee at mortgage foreclosure sale to receive Sheriff's Certificate of Sale.	1	\$0	\$100	07/01/2020
Sheriff	Vehicle Storage	Storage fees for vehicles maintained by the Sheriff's Office while awaiting Sheriff sale for writs of execution and other civil matters	Daily	\$0	\$20/day	07/01/2020
Sheriff	Posting of Notices	Posting of notices (Includes 3 copies posted in 3 public places)	1	\$70	\$80	07/01/2020
Sheriff	Data entry processing fee	Fee assessed for requested process service where the requesting party cancels the service after the administrative data entering and processing has been completed but service of process has not.	1	\$0	\$40	07/01/2020
Sheriff	Mortgage Foreclosure Sales	Mortgage Foreclosure Sales	1	\$70	\$80	07/01/2020
Sheriff	Judgement and Decree Sales	Judgement and Decree Sales	1	\$70	\$80	07/01/2020
Sheriff	Other Sheriff Sales/Liens	Other Sheriff's Sales / Liens. No mileage fee.	\$1	\$110	\$200	07/01/2020
Sheriff	Uniform Commercial Code Filing	Uniform Commercial Code Filing	\$1	\$70	\$80	07/01/2020
Sheriff	Writ of Execution Sales for Personal Property	Writs of Execution Sales of Personal Property (Does not include 5% commission or other Sheriff's fees).	\$1	\$110	\$200	07/01/2020
Sheriff	Writ of Execution, Wage Garnishment/Bank Levy.	Writs of Execution for bank levies and wage garnishments. (Does not include \$15 levy preparation fee).	\$1	\$70	\$80	07/01/2020
Sheriff	Commission on Writs of Execution and Writs of Attachment	5% commission based on gross amount collected, seized, or stipulated to by parties or any settlement resulting from ANY action of the Anoka County Sheriff's Office to satisfy the Writ Execution or Sheriff's Levy or \$110 per hour of deputy time spent on the collection efforts, whichever amount is of greater value.	5% or Deputy Time (\$110/hour)	5%	Whichever greater	07/01/2020
Sheriff	Writ of Execution, Service and General Demand	Execution Service and General Demand (Includes document preparation). NO mileage fee.		\$70	\$80	07/01/2020
Sheriff	Writ of Execution Sales for Real Estate.	Writs of Execution Sales of Real Estate (Does not include 5% commission or other Sheriff's fees).	\$1	\$110	\$200	07/01/2020

Fee Review May 2020

Program Area/Program	Service/Fee Name	Service Description	Unit Measure	Current Fee	Proposed Fee	Effective Date
Bunker Beach Water Park	Day Pass – Guest Over 48”	Day Pass – Guest Over48”	\$1	\$15	\$16	01/01/2021
Bunker Beach Water Park	Day Pass – Guest Under 48” / Seniors	Day Pass – Guest Under 48” / Seniors	\$1	\$13	\$14	01/01/2021
Bunker Beach Water Park	Day Pass – Guest Over 48” / After 4:00 pm	Day Pass – Guest Over 48” / After 4:00 pm	\$1	\$11	\$12	01/01/2021
Bunker Beach Water Park	Day Pass – Guest Under 48” / Seniors After 4:00 pm	Day Pass – Guest Under 48” / Seniors After 4:00 pm	\$1	\$9	\$10	01/01/2021
Bunker Beach Water Park	Groups 20-50 Guest Over 48”	Groups 20-50 Guest Over 48”	\$1	\$13	\$14	01/01/2021
Bunker Beach Water Park	Groups 20-50 Guest Under 48”	Groups 20-50 Guest Under 48”	\$1	\$10	\$11	01/01/2021
Bunker Beach Water Park	Groups 51-100 Guest Over 48”	Groups 51-100 Guest Over 48”	\$1	\$12	\$13	01/01/2021
Bunker Beach Water Park	Groups 51-100 Guest Under 48”	Groups 51-100 Guest Under 48”	\$1	\$9	\$10	01/01/2021
Bunker Beach Water Park	Groups 101 Plus Over 48”	Groups 101 Plus Over 48”	\$1	\$11	\$12	01/01/2021
Bunker Beach Water Park	Groups 101 Plus Over 48”	Groups 101 Plus Over 48”	\$1	\$11	\$12	01/01/2021
Bunker Beach Water Park	Miscellaneous Fees – Tube Rental	Miscellaneous Fess – Tube Rental	\$1	\$3	\$4	01/01/2021
Medical Examiner	Cremation Approval Fee	<p>Time spent to investigate case, review medical records, and approve cremation as requested by funeral homes on individuals that have died in the counties where we are named Medical Examiner. By law all cremations need to be approved by the Medical Examiner.</p> <p>The other medical examiner offices in the area are charging \$50.00 or more for this service.</p>	Each	\$35	\$50	07/01/2020

Fee Review May 2020

Program Area/Program	Service/Fee Name	Service Description	Unit Measure	Current Fee	Proposed Fee	Effective Date
Community Social Service and Behavioral Health	Detox and Mental Health Clinic Sliding Fee Scale Services	Single fee schedule used for detox and for mental health clinic services by clinics under contract with Anoka County.		See attached	See attached	07/01/2020
PHES/Environmental Services	CLASS IIa Vehicle Processing for Recycling, Non-Salvage	Business collects undrivable vehicles to drain fluids and remove batteries. The cars are then transferred offsite to be shredded and recycled.		\$3,650	\$110	06/01/2020
PHES/Environmental Services	One-time application fee CLASS IIa Vehicle Processing for Recycling, Non-Salvage	Business collects undrivable vehicles to drain fluids and remove batteries. The cars are then transferred offsite to be shredded and recycled.		\$430	\$200	06/01/2020
PHES/Environmental Services	Annual License fee CLASS 5a Private School, less than 50 students, limited (catered or pre-packaged) menu	Private schools with less than 50 students serving a limited menu.		\$770	\$120	06/01/2020
PHES/Environmental Services	Food Service Plan Review fee CLASS 5a Private School, less than 50 students, limited (catered or pre-packaged) menu	Private schools with less than 50 students serving a limited menu.		\$635	\$200	06/01/2020
	Annual License fee					

Anoka County Social Services Sliding Fee Schedule 2020-2021
Revised - Based on Federal Poverty Guidelines 2020
Fee Starts at 150% of FPG

Family Size	Annual Gross No Fee	Annual Gross 10% of Cost	Annual Gross 20% of Cost	Annual Gross 30% of Cost	Annual Gross 40% of Cost	Annual Gross 50% of Cost
1	0 - 19,140	19,141 - 21,054	21,055 - 22,968	22,969 - 24,882	24,883 - 26,796	26,797 - 28,710
2	0 - 25,520	25,521 - 28,072	28,073 - 30,624	30,625 - 33,176	33,177 - 35,728	35,729 - 38,280
3	0 - 32,580	32,581 - 35,838	35,839 - 39,096	39,097 - 42,354	42,355 - 45,612	45,613 - 48,870
4	0 - 39,300	39,301 - 43,230	43,231 - 47,160	47,161 - 51,090	51,091 - 55,020	55,021 - 58,950
5	0 - 46,020	46,021 - 50,622	50,623 - 55,224	55,225 - 59,826	59,827 - 64,428	64,429 - 69,030
6	0 - 52,740	52,741 - 58,014	58,015 - 63,288	63,289 - 68,562	68,563 - 73,836	73,837 - 79,110
7	0 - 59,460	59,461 - 65,406	65,407 - 71,352	71,353 - 77,298	77,299 - 83,244	83,245 - 89,190
8	0 - 66,180	66,181 - 72,798	72,799 - 79,416	79,417 - 86,034	86,035 - 92,652	92,653 - 99,270
9	0 - 72,900	72,901 - 80,190	80,191 - 87,480	87,481 - 94,770	94,771 - 102,060	102,061 - 109,350
10	0 - 79,620	79,621 - 87,582	87,583 - 95,544	95,545 - 103,506	103,507 - 111,468	111,469 - 119,430
Add/person	6,630	7,293	7,956	8,619	9,282	9,945

Family Size		Annual Gross 60% of Cost	Annual Gross 70% of Cost	Annual Gross 80% of Cost	Annual Gross 90% of Cost	Annual Gross Full Cost
1		28,711 - 30,624	30,625 - 32,538	32,539 - 34,452	34,453 - 36,366	36,367 +
2		38,281 - 40,832	40,833 - 43,384	43,385 - 45,936	45,937 - 48,488	48,489 +
3		48,871 - 52,128	52,129 - 55,386	55,387 - 58,644	58,645 - 61,902	61,903 +
4		58,951 - 62,880	62,881 - 66,810	66,811 - 70,740	70,741 - 74,670	74,671 +
5		69,031 - 73,632	73,633 - 78,234	78,235 - 82,836	82,837 - 87,438	87,439 +
6		79,111 - 84,384	84,385 - 89,658	89,659 - 94,932	94,933 - 100,206	100,207 +
7		89,191 - 95,136	95,137 - 101,082	101,083 - 107,028	107,029 - 112,974	112,975 +
8		99,271 - 105,888	105,889 - 112,506	112,507 - 119,124	119,125 - 125,742	125,743 +
9		109,351 - 116,640	116,641 - 123,930	123,931 - 131,220	131,221 - 138,510	138,511 +
10		119,431 - 127,392	127,393 - 135,354	135,355 - 143,316	143,317 - 151,278	151,279 +
Add/person		10,608	11,271	11,934	12,597	



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

April 21st, 2020

Finance and Central Services

ACTION REQUESTED	Consider for informational purposes, Contract #C0007891, with Plante and Moran, 27400 Northwestern Highway, PO Box, 307, Southfield, MI 48037, for a Finance System Assessment in an amount not to exceed \$73,790 plus travel costs.
BACKGROUND	<p>Central Square's (formerly Sungard) ERP System called OneSolution was implemented in Anoka County on January 1st 2014. The selection of the ERP software vendor and implementation was based on the premise that Anoka County operated similar to Dakota County. Dakota had implemented roughly a year earlier. Due to this premise, there was never a thorough review of exiting processes or gap analysis.</p> <p>Since the implementation, there have been challenges working with OneSolution that include many alternative processes (or workarounds). We are uncertain as to the root cause of many of the workarounds, however we believe they work created due to lack of process re-engineering, system configuration, and/ or system functional limitations.</p> <p>In addition, Central Square has changed hands and company names three times since implementation, which has dramatically affected customer service and product development and vision.</p>
SOLUTIONS	<p>An RFP was issued for a Finance System Assessment. The assessment would provide the following:</p> <p>Activities:</p> <ul style="list-style-type: none">• Interview County stakeholders and Subject Matter Experts (SMEs)• Map current state process workflows• Identify strengths, weaknesses, opportunities, and threats• Identify system and process improvements• Evaluate viability of the OneSolution financial system <p>Outcomes:</p> <ul style="list-style-type: none">• Move business processes towards best practices• Identify right technology fit for the County• Determine best path forward• Understand total cost of ownership

CONCLUSION	<p>Staff Recommends moving forward with contracting with Plante and Moran to begin the process.</p> <p>Two highly respected firms were interviewed with similar pricing.</p> <p>After positive reference checks Plante and Moran was selected as the preferred company to move forward with contract negotiations.</p> <p>Plante and Moran has MN and nationwide governmental experience. They keep up to date, and have expertise, with public sector finance system software and the software companies. In addition, they have experience with assessments around OneSolution/Central Square</p> <p>Plante and Moran's bid for this project was \$73,790 plus travel costs.</p>
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FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

INFORMATIONAL ITEM

April 21, 2020

FINANCE & CENTRAL SERVICES

ACTION REQUESTED	Consider for informational purposes, an update on Anoka County finances.
BACKGROUND	The Committee will be presented an update on the following: <ul style="list-style-type: none">• Year End 2019 results on core reserves and Asset Preservation Funds.• 2020 Budget to Actual on core reserve funds as of 3/31/2020• Revenue Projection adjustments related to COVID-19• Overall budget implications (that we are aware of) related to COVID-19.



FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

ACTION ITEM

April 21, 2020

Parks

ACTION REQUESTED	Consider for informational purposes, in response to the COVID-19 pandemic, a discussion of the status of the Bunker Beach Wave Pool Replacement Project, review scenarios, and provide staff direction on how to proceed.
BACKGROUND	<p>Considering the unknown economic implications of COVID-19, staff has drafted various scenarios for the Bunker Beach Wave Pool Replacement Project. For planning and logistics, it will be prudent to make a critical financial decision how to proceed with the wave pool replacement project because three contractors are awaiting fully executed agreements that were approved by the County Board on 3/24/20. There is a temporary pause on executing contracts until the Board advises how to best proceed given the unpredictable circumstances caused by COVID-19.</p> <p>Currently, the pre-COVID-19 Total Bunker Beach Wave Pool Replacement Project Budget was \$6,533,824 (County Asset Preservation = \$4,000,000; Park & Trail Legacy Grants = \$2,533,824): Design/Engineering/Construction Management = \$490,870 Construction = \$5,448,600 Contingency = \$594,354</p>
SOLUTIONS	<ol style="list-style-type: none"> 1) Current County Board Adopted Full Project: \$5,448,600 Category 1: Buildings Construction and Alternate 6 Concession Building Ventilation in a total contract amount of \$2,156,500 to Ebert Inc. Category 2: Wave Pool Construction and Alternates 2, 3, and 5 in the amount of \$3,103,400 to Global Specialty Contractors Category 3: Septic Installation in the amount of \$188,700 to Septic Check. 2) Wave Pool Replacement Only/Currently Design: \$3,303,400 D Global Specialty Contractors = \$3,103,400 Site Work & Utilities = \$200,000 (approximate estimate) 3) Wave Pool Replacement as Currently Designed Plus Restroom: ? Category 1 was bid to include the restroom and maintenance buildings. There is not a cost breakdown for the restroom building, maintenance facility, utilities, and landscaping. We would need to consult with the Attorney's Office and Purchasing before we approached Ebert Inc. whom provided the bid for Category 1 to further explore this scenario.

	<p>4) Wave Pool Replacement as Currently Designed Plus Maintenance Building: ? Category 1 was bid to include the restroom and maintenance buildings. There is not a cost breakdown for the restroom building, maintenance facility, utilities, and landscaping. We would need to consult with the Attorney's Office and Purchasing before we approached Ebert Inc. whom provided the bid for Category 1 to further explore this scenario.</p> <p>5) Redesign for Straight Wave Pool Replacement: \$4,359,400 (Not Recommended) Replace Existing Wave Pool Footprint: \$4,120,000 (this is the estimate from the feasibility study) Redesign & Engineering: \$239,400 (approximate estimate)</p> <p>6) Continue to Operate the Wave Pool as is in 2021 and Only Address Asset Preservation Alternates: \$622,700 (wave pool structural integrity will be on borrowed time and the replacement would have to be re-bid in 2021 or beyond resulting in increased costs. No County dollars would be used in this scenario. Sand Play Area Replacement: \$110,000 Concession Building Ventilation: \$33,500 Lazy River Slide Tower Repairs: \$322,000 Lazy River Chemical Tanks: \$10,000 Lazy River Pool Plaster & Tiles: \$67,700 Adventure/Twisted Tower Heaters: \$58,000 Lazy River Motor: \$21,500</p> <p>Note: Structural engineer will be required to inspect existing Wave Pool at the end of the 2020 season and may have repair recommendations that will be required to continue use for the 2021 season. Cost will be unknown until inspection is completed. Also there will be a high probability that mechanical & structural failure will occur in 2021.</p>
CONCLUSION	Proceed in the desired direction recommended by the Finance and Capital Improvements Committee.