

The Anoka County Board of Commissioners will hold their regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the board will be present. However, due to the Governor's Emergency Executive Order 20-33, and a determination by the 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 BOARD AGENDA

FOR THE APRIL 28, 2020, COUNTY BOARD MEETING

9:30 A.M.

County Board Room #705 - Government Center

Public comments are welcome at committee meetings. For a schedule of committee meetings please go to <https://www.anokacounty.us/calendar.aspx?>

1. Chair calls meeting to order.
2. Pledge of Allegiance.
3. Present:

District #1	Matt Look
District #2	Julie Braastad
District #3	Robyn West
District #4	Mandy Meisner
District #5	Mike Gamache
District #6	Jeff Reinert
District #7	Scott Schulte
- Others:
 4. Consider accepting the regular claims paid over \$500 and purchase-card claims paid for the period ending April 10, 2020. **See attached** action item worksheet.
 5. Approval of minutes from the April 14, 2020, county board meeting.
 6. Chair's remarks.
 - A. Consider Resolution #2020-52, Recognizing Peace Officer Week in Anoka County. **See attached** resolution.
 - B. Consider Resolution #2020-53, Recognizing Detention Deputies, Correctional Officers, and Correctional Employees Week in Anoka County. **See attached** resolution.
 7. Committee reports.
 - A. Transportation Committee Chair report.
 - B. Finance and Capital Improvements Committee report.
 - C. Human Services Committee Chair report.
 - D. Intergovernmental and Community Relations Committee Chair report.
 - E. Public Safety Committee Chair report.

8. Committee appointments:
 - A. Consider appointing Susan Carolan, representing District #3, to the Community Health Advisory Committee for a term expiring April 30, 2023. **See attached** background and committee application.
 - B. Consider appointing Kristin Peterson, representing Hospitals and Clinics, replacing Ben Robeck, to the Emergency Medical Services Council for a term ending December 31, 2021. **See attached** background and committee application.



ANOKA COUNTY BOARD

ACTION ITEM

April 28, 2020

FINANCE & CENTRAL SERVICES

ACTION REQUESTED	Motion for acceptance of the regular claims paid over \$500 for the period ending 04/10/2020 and purchase-card claims paid for the period ending 04/10/2020.
BACKGROUND	Resolution 2019-107 delegated the Finance & Central Services Division Manager the authority to pay all claims of the County.
SOLUTIONS	Pursuant to Resolution 2019-107 and Minn. Stat. §375.18, the list of all claims paid since the last regularly scheduled Board Meeting is now presented to the Board for informational purposes and acceptance. The Claims Register is on file with the Clerk of the Board.
RECOMMENDATIONS	Recommend approval.

RESOLUTION #2020-52

**RECOGNIZING PEACE OFFICER WEEK
IN ANOKA COUNTY**

WHEREAS, the Congress and President of the United States have designated May 15 as National Peace Officers Memorial Day, and the week in which it falls as National Peace Officer Week; and,

WHEREAS, peace officers are our guardians of life and property, defenders of the individual's right to be free, warriors in the war against crime, and dedicated to the preservation of life, liberty, and the pursuit of happiness; and,

WHEREAS, it is important that all citizens know and understand the problems, duties, and responsibilities of their law enforcement agencies and that members recognize their duty to serve the people by safeguarding life and property, protecting them against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners does hereby recognize the week of May 10, 2020, through May 16, 2020, to be Peace Officer Week in Anoka County.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners calls upon all citizens in this community to honor and show their sincere appreciation for law enforcement officers in this county by deed, remarks, and attitude, and to make every effort to express their thanks to the men and women who make it possible for us to leave our homes knowing we are protected by men and women willing to sacrifice their lives to guard our loved ones, property, and government against all who violate the law.

RESOLUTION #2020-53

**RECOGNIZING DETENTION DEPUTIES, CORRECTIONAL OFFICERS, AND
CORRECTIONAL EMPLOYEES IN ANOKA COUNTY**

WHEREAS, the week of May 3, 2020 through May 9, 2020, has been designated as National Correctional Officers Week; and,

WHEREAS, this week is devoted to increasing the public awareness of the excellent job performance by the Anoka County Detention Deputies, Correctional Officers, and staff, and,

WHEREAS, the Anoka County Board of Commissioners is honored to have a group of men and women who are trained professionals and who serve in the County's Jail and Correctional Facilities; and,

WHEREAS, these professionals serve valiantly to provide humane conditions of confinement while ensuring public safety, maintaining facility security, and contributing to offender rehabilitation; and,

WHEREAS, these Detention Deputies, Correctional Officers, and staff provide essential services and exemplify the highest of professional standards by their commitment to protecting the public and the offenders:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners honors these dedicated professionals who supervise inmates at the Anoka County Jail and Community Corrections Facilities and provide special recognition to them during National Correctional Officer Week.

**ANOKA COUNTY TRANSPORTATION COMMITTEE CHAIR REPORT
FOR THE
APRIL 28, 2020
COUNTY BOARD MEETING**

ACTION ITEMS

Highway

- *1. Consider recommending award of Contract #C0007892, in the amount of \$7,469,999.71, to North Valley, Inc., the certified low bidder for Project CP 20-01-00, the County-Wide Overlay Program in the Cities of Andover, Anoka, Coon Rapids, Ham Lake, St. Francis and Nowthen, and Linwood Township.
- *2. Consider recommending approval to enter into Agreement #C0007902 with Bolton & Menk, Inc. for consultant design services for Project 002-656-001, the construction of a new interchange at US Hwy 10/169 and CSAH 56 (Ramsey Blvd) and a grade-separated crossing at the adjacent BNSF railroad; and authorizing the County Administrator to execute said agreement, subject to review by the County Attorney as to form and legality.
- *3. Consider authorizing the County Engineer to negotiate Joint Powers Agreement #C0007919 with the City of Ramsey for Project CP 20-17-116, to perform a corridor study on CSAH 116 (Bunker Lake Boulevard) between CSAH 83 (Armstrong Boulevard) and CSAH 57 (Sunfish Lake Boulevard).

Transit

- *4. Consider recommending approval to enter into Agreement #C0007901 with WSB & Associates, to conduct a Transit Needs Study.
- *5. Consider recommending approval of Amendment No. 2 to Contract #C0004292, an Agreement between Anoka County and First Transit Inc., for operation of Regular Route Transit.



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider recommending award of Contract #C0007892, in the amount of \$7,469,999.71, to North Valley, Inc., the certified low bidder for project CP 20-01-00, the County-Wide Overlay Program in the Cities of Andover, Anoka, Coon Rapids, Ham Lake, St. Francis and Nowthen, and Linwood Township.</i>												
BACKGROUND	<p><i>We recommend awarding the base bid to North Valley, Inc.</i></p> <table border="0"> <tr> <td><i>Bid Summary:</i></td> <td><i>Base Bid Price:</i></td> </tr> <tr> <td><i>North Valley, Inc.</i></td> <td><i>\$7,469,999.71</i></td> </tr> <tr> <td><i>Park Construction Company</i></td> <td><i>\$7,518,313.33</i></td> </tr> <tr> <td><i>Valley Paving, Inc.</i></td> <td><i>\$8,020,813.38</i></td> </tr> <tr> <td><i>Bituminous Roadways Inc.</i></td> <td><i>\$9,152,538.62</i></td> </tr> <tr> <td> <i>Engineer's Estimate</i></td> <td> <i>\$8,269,992.76</i></td> </tr> </table>	<i>Bid Summary:</i>	<i>Base Bid Price:</i>	<i>North Valley, Inc.</i>	<i>\$7,469,999.71</i>	<i>Park Construction Company</i>	<i>\$7,518,313.33</i>	<i>Valley Paving, Inc.</i>	<i>\$8,020,813.38</i>	<i>Bituminous Roadways Inc.</i>	<i>\$9,152,538.62</i>	 <i>Engineer's Estimate</i>	 <i>\$8,269,992.76</i>
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PREVIOUS ACTION TAKEN	<i>03/16/2020 - Authorization to advertise for bids</i>												
COMMENTS	<p><i>Anoka County staff continually look for new products and procedures to help improve performance and lengthen the lifespan of our transportation infrastructure. With recent advancements in pavement marking technologies, there are a wide variety of products to choose from.</i></p> <p><i>As part of this year's County-Wide Overlay Program bid package, we included an alternative pavement marking material for marking the center skip and edge line as a bid alternate. The alternative product is a high visibility, wet reflective paint with highly reflective beads, which is recessed into the pavement surface approximately 1/16" to promote longevity.</i></p> <p><i>The increase in cost for the alternate bid was \$123,000. After comparing the potential benefits versus the additional cost of the alternative product, we do not recommend including the alternative bid for this project.</i></p>												
RECOMMENDATIONS	<i>Recommend award of contract to the low bidder.</i>												



Anoka County

TRANSPORTATION DIVISION

Highway

Joseph J MacPherson, PE
County Engineer

RECOMMENDATION TO AWARD

TO: Jerry Auge, P.E., Assistant County Engineer

FROM: Chris Osterhus, Construction Engineering Supervisor

DATE: April 15, 2020

SUBJECT: Project CP 20-01-00
Bid Summary

Based on their low bid, it is recommended that Anoka County award Contract #C0007892 to North Valley, Inc. for Anoka County Project CP 20-01-00, the County-Wide Overlay Program in the Cities of Andover, Anoka, Coon Rapids, Ham Lake, St. Francis and Nowthen, and Linwood Township.

Bid Summary:	Bid Price:
North Valley, Inc.	\$7,469,999.71
Park Construction Company	\$7,518,313.33
Valley Paving, Inc.	\$8,020,813.38
Bituminous Roadways Inc.	\$9,152,538.62
Engineer's Estimate	\$8,269,992.76

ACTION ITEM FOR COUNTY BOARD MEETING AGENDA AND BOARD APPROVAL SCHEDULED FOR APRIL 28, 2020

Recommend to award Contract #C0007892 to North Valley, Inc., for Anoka County Construction Project CP 20-01-00. Award is based on North Valley's low bid of \$7,469,999.71.

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider recommending approval to enter into Agreement #C0007902 with Bolton & Menk, Inc. for consultant design services for Project 002-656-001, the construction of a new interchange at US Hwy 10/169 and CSAH 56 (Ramsey Blvd) and a grade-separated crossing at the adjacent BNSF railroad; and authorizing the County Administrator to execute said agreement, subject to review by the County Attorney as to form and legality.</i>						
BACKGROUND	<p><i>The US Highway 10/169 is a critical transportation corridor connecting economic centers and regions throughout Minnesota. In the western part of Anoka County, growth and economic development continues to add significant volumes to this busy four-lane expressway. As such, the at-grade intersection has exceeded its ability to safely function and adequately meet user needs.</i></p> <p><i>As detailed in the 2014 Hwy 10 Access Planning Study and the subsequent US Hwy 10 Corridor Study effort led by the City of Ramsey in 2018 and 2019, the corridor requires innovative intersection and corridor treatments to address safety, mobility, and reliability issues. Several intersection improvement alternatives were developed at the CSAH 56 intersection through the above-mentioned efforts.</i></p> <p><i>Based upon those visions and alternatives, Anoka County, in coordination with the City of Ramsey, MnDOT, and Met Council staff, has solicited proposals from four design firms, Bolton & Menk, HDR Engineering, SRF Consulting, and TKDA, to prepare plans and specifications for improvements at US Hwy 10/169 and CSAH 56. The request for proposals was responded to by all of the solicited firms, with HDR Engineering and TKDA combining forces to submit a joint proposal.</i></p> <table data-bbox="513 1087 1073 1178"> <tr> <td><i>Bolton & Menk, Inc.</i></td> <td><i>\$1,788,712.00</i></td> </tr> <tr> <td><i>HDR/TKDA</i></td> <td><i>\$1,998,237.00</i></td> </tr> <tr> <td><i>SRF</i></td> <td><i>\$2,296,549.86</i></td> </tr> </table> <p><i>The proposals were reviewed for content, team, approach and value. Anoka County staff did have had the opportunity to review the submitted proposals with the City of Ramsey, MnDOT and Met Council</i></p> <p><i>All proposers met the minimum requirements; however, the proposal from Bolton & Menk offered the best all-inclusive proposal to the taxpayer, based on approach, team, project delivery methods, and risk of cost over-run. The design of this highly complex, multi-structure project will require innovation and a dynamic team that can drive the schedule, adapt to changing timelines and position Anoka County to be ready to receive funding as opportunities arise.</i></p> <p><i>Based upon Bolton & Menk’s background knowledge, innovative design approaches and previous project delivery history on the US Hwy 10/169 corridor, we recommend awarding this design contract to Bolton & Menk.</i></p>	<i>Bolton & Menk, Inc.</i>	<i>\$1,788,712.00</i>	<i>HDR/TKDA</i>	<i>\$1,998,237.00</i>	<i>SRF</i>	<i>\$2,296,549.86</i>
<i>Bolton & Menk, Inc.</i>	<i>\$1,788,712.00</i>						
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<i>SRF</i>	<i>\$2,296,549.86</i>						
PREVIOUS ACTION TAKEN	<p><i>04/14/20* - Resolution of Support for Met Council 2020 Regional Solicitation project application submittal</i></p> <p><i>*Transportation Committee Chair Report Action Item</i></p>						
COMMENTS	<i>Funding for this contract is provided via \$2M of local road improvement program (LRIP) bond funds secured during the 2018 legislative session by the City of Ramsey.</i>						
RECOMMENDATIONS	<i>Award the preliminary and final design contract to Bolton & Menk.</i>						

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2020, the date of the signature of the parties notwithstanding, between the County of Anoka, a political subdivision of the State of Minnesota, Anoka County Government Center, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and Bolton & Menk, 2638 Shadow Lane, Suite 200, Chaska, Minnesota 55318, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the County has requested proposals for the complete preliminary and final design services for the construction of a grade-separated interchange at US 10 and CSAH 56 (Ramsey Blvd), and a grade-separated crossing of CSAH 56 (Ramsey Blvd) over the BNSF Railway in the City of Ramsey; and

WHEREAS, the Contractor submitted a proposal and represents that the Contractor is qualified and willing to furnish these services; and

WHEREAS, the County wishes to purchase these services from the Contractor.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed and understood as follows:

I. TERM

This Agreement shall commence upon the signing of this Agreement and shall continue in effect through the satisfactory completion of the services to be provided herein.

II. SERVICES

The County agrees to purchase and the Contractor agrees to furnish the services set forth in the County's Request for Proposals, and Contractor's Proposal dated March 6, 2020, as modified by agreement on April 9, 2020, which Proposal and the revised scope and fee summaries are attached hereto and collectively incorporated herein as Group Exhibit A.

III. COMPENSATION

For services satisfactorily completed, the County shall pay the Contractor the total not-to-exceed sum of One-Million Seven-Hundred Eighty-Eight Thousand Seven-Hundred Twelve and 00/100ths Dollars (\$1,788,712.00).

IV. BILLING AND PAYMENT

On a monthly basis, the Contractor shall submit to the County an itemized statement containing such information as is required by the County for work satisfactorily completed. Within thirty (30) days of its receipt of the billing statement, the County shall make payment to the Contractor or make reasonable arrangements for payment acceptable to the Contractor.

V. AUDIT DISCLOSURE AND RETENTION OF RECORDS

The Contractor agrees to make available to duly authorized representatives of the County and of the State of Minnesota, for the purpose of audit examination pursuant to Minn. Stat. § 16C.05, any books, documents, papers, and records of the Contractor that are pertinent to the Contractor's provision of services hereunder. The Contractor further agrees to maintain all such required records for six (6) years after receipt of final payment and the closing of all other related matters.

VI. INDEMNIFICATION

The Contractor shall, to the greatest extent permitted by law, hold harmless, indemnify, and defend the County, its commissioners, officers, agents and employees against any and all claims, expenses (including attorneys' fees), losses, damages or lawsuits for damages arising from or related to the services to be provided under this Agreement, including but not limited to the negligence of the Contractor or any entity or person for which the Contractor is legally responsible.

VII. INSURANCE

The Contractor shall procure and maintain in full force and effect during the term of this Agreement, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The insurance coverage shall satisfy the requirements set forth in Exhibit B, which is attached hereto and incorporated herein.

VIII. SERVICES NOT PROVIDED FOR

No claim for services furnished by Contractor not specifically provided for herein shall be honored by the County.

IX. INDEPENDENT CONTRACTOR

It is agreed by the parties that at all times and for all purposes hereunder, the relationship of the Contractor to the County is that of an independent contractor and not an employee or agent of the County.

X. COMPLIANCE WITH LAWS

In providing all services pursuant to this Agreement, the Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to or regulating the provision of such services, including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations shall constitute a material breach of this Agreement and shall entitle the County to terminate this Agreement immediately upon delivery of written notice of termination to the Contractor.

XI. STATE TAX LAWS

The County shall not make final payment until the Contractor has made satisfactory

showing that it has complied with the provisions of Minn. Stat. § 290.92 requiring the withholding of state income tax from wages paid to the Contractor's employees and to employees of any subcontractors hired by the Contractor for work performed under this Agreement. The Contractor will provide the County with a letter stating the requirements have been met.

XII. SUBCONTRACTING AND ASSIGNMENTS

Contractor shall not enter into any subcontract for performance of any of the services contemplated under this Agreement, nor assign any interest in the Agreement without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Contractor shall be responsible for the performance of all subcontractors.

XIII. PAYMENT TO SUBCONTRACTORS

The Contractor shall comply with the provisions of Minn. Stat. § 471.425, subd. 4a, relating to prompt payment to subcontractors. The Contractor shall pay any subcontractor within ten (10) days of Contractor's receipt of payment from the County for undisputed services provided by the subcontractor. The Contractor shall pay interest of 1½% per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for unpaid balance of \$100 or more is \$10. For unpaid balance of less than \$100, the Contractor shall pay the actual penalty due to the subcontractor. Any subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

XIV. CONFLICT OF TERMS AND CONDITIONS

If there is a conflict in the terms and conditions contained in this Agreement and the Proposal submitted by the Contractor (Group Exhibit A), the terms and conditions contained in this Agreement shall take precedence over those in Group Exhibit A.

XV. MODIFICATIONS

Any material alterations, modifications or variations of the terms of this Agreement shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

XVI. AFFIRMATIVE ACTION

In accordance with Anoka County's Affirmative Action Policy and policies against discrimination, no person shall illegally be excluded from full-time employment rights in, be denied the benefits of, or be otherwise subjected to discrimination in the program which is the subject of this Agreement on the basis of race, creed, color, sex, sexual orientation, marital status, public assistance status, age, disability, or national origin.

XVII. NON-DISCRIMINATION

The Contractor agrees to abide by all provisions of Minn. Stat. § 181.59, as amended, entitled "Discrimination on Account of Race, Creed, or Color Prohibited in Contract," set forth as

follows:

MINN. STAT. § 181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED, OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

- (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
- (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;
- (3) that a violation of this section is a misdemeanor; and
- (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XVIII. DATA PRIVACY

In collecting, storing, using and disseminating data on individuals in the course of providing services hereunder, the Contractor agrees to abide by all pertinent state and federal statutes, rules and regulations covering data privacy, including, but not limited to, the Minnesota Data Practices Act and all rules promulgated pursuant thereto by the Commissioner of the Department of Administration.

All data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing this Agreement is also subject to the provisions of Minn. Stat. § 13 et. seq. (the Minnesota Government Data Practices Act) and, pursuant to that statute, the Contractor must comply with the requirements of that statute as if it were a government entity. All remedies set forth in Minn. Stat. § 13.08 shall also apply to the Contractor. The Contractor is not required to provide public data to the public if that same data is available from the County, unless stated otherwise in this Agreement.

XIX. EARLY TERMINATION

This Agreement may be terminated by the County at any time, with or without cause, upon fourteen (14) days written notice delivered by mail or in person. Notice to Contractor shall be delivered to Contractor at the address first written above. If notices are delivered by mail,

they shall be effective two (2) days after mailing.

Upon early termination by the County, the Contractor shall only be entitled to payment for services satisfactorily performed through the date of termination and shall not be entitled to any other payment and/or damages.

XX. DEFAULT AND REMEDY

Failure of the Contractor (including the failure of any employee or agent of the Contractor) to abide by any of the terms, conditions, or requirements expressed in this Agreement shall constitute a default if not properly corrected by the Contractor upon receipt of a notice of deficiency and a request for compliance from the County. In the event of a default by the Contractor, the County may cancel this Agreement by sending a written notice of cancellation to the Contractor at the address stated above, and may recover from the Contractor any damages sustained by the County which may directly or consequently arise out of the breach of this Agreement by the Contractor.

XXI. ENTIRE AGREEMENT

It is understood and agreed by the parties that the entire agreements of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the County and Contractor relating to the subject matter hereof. The parties hereto revoke any prior oral or written agreement between themselves and hereby agree that this Agreement is the only and complete agreement regarding the subject hereof.

XXII. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

remainder of page intentionally left blank; signature page follows

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands.

COUNTY OF ANOKA

BOLTON & MENK

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
Joseph J. MacPherson, P.E.
Transportation Division Manager

By: _____
Its: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Christine V. Carney
Assistant County Attorney

Dated: _____

DRAFT



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider authorizing the County Engineer to negotiate Joint Powers Agreement #C0007919 with the City of Ramsey for Project CP 20-17-116, to perform a corridor study on CSAH 116 (Bunker Lake Boulevard) between CSAH 83 (Armstrong Boulevard) and CSAH 57 (Sunfish Lake Boulevard).</i>
BACKGROUND	<p><i>In preparation for the future improvements to the US Hwy 10/169 intersections at CSAH 56 (Ramsey Blvd) and CSAH 57 (Sunfish Lake Blvd), the City of Ramsey and Anoka County are reviewing the condition and needs along adjacent corridors to determine what other improvements need to be completed to mitigate future construction traffic impacts.</i></p> <p><i>Bunker Lake Blvd is a vital east-west corridor for the county. Similar to the upcoming Anoka Solution project in the City of Anoka, this corridor will serve as an auxiliary traffic route during construction on US Hwy 10/169.</i></p> <p><i>To determine the right-sized, long-term improvements for this section of Bunker Lake Blvd, Anoka County and the City of Ramsey agree that a traffic study is necessary to study the impacts during construction on US Hwy 10/169, as well as determine what the long-term needs are for the corridor.</i></p> <p><i>We are requesting approval to negotiate an agreement to determine the County's cost participation for this study.</i></p>
PREVIOUS ACTION TAKEN	<i>None</i>
COMMENTS	
RECOMMENDATIONS	<i>Approval</i>



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider recommending approval to enter into Agreement #C0007901 with WSB & Associates, to conduct a Transit Needs Study.</i>
BACKGROUND	<p><i>In June 2018, Anoka County Transit pursued a Transportation Coordination Assistance Project grant from MnDOT, to conduct a Needs Study for transit-dependent populations. Anoka County received the Notice of Award in November 2018; the contract from MnDOT was received in November 2019; and the RFP was drafted and released in March 2020. One proposal was received and met the criteria to proceed.</i></p> <p><i>This agreement shall not exceed the sum of \$143,978.84 and will remain in effect from May 2020 through December 31, 2020. The grant was approved for \$150,000, including a 20% local match of \$ 30,000.</i></p>
PREVIOUS ACTION TAKEN	<p><i>08/28/18 - Approved Resolution #2018-114 which was the second resolution supporting the initial grant application.</i></p> <p><i>10/30/19 - Approved Anoka County Contract #C0007584 and MnDOT Agreement #1032742</i></p>
COMMENTS	<p><i>The Section 5310 program was established by the Federal Transit Authority as a discretionary capital assistance program. In cases where public transit is inadequate or inappropriate, the program awards grants to private non-profit organizations to serve the transportation needs of elderly persons and persons with disabilities.</i></p> <p><i>Transit Coordination Assistance Projects (TCAPs) are 5310 projects intended to develop Mobility Management or Marketing and Education programs. They are typically coordinated at a "regional" scale. In the metropolitan area, this is typically on a county-wide basis.</i></p>
RECOMMENDATIONS	<p><i>Approve.</i></p>



A PROPOSAL FOR

Transit Needs Study

FOR ANOKA COUNTY

1. Cover Letter

April 2, 2020

Ms. Carrie Johnson
RFP Administrator
Anoka County

Re: Anoka County Transit Needs Study

Dear Ms. Johnson and selection committee members,

Providing adequate transit services for those most in need is challenging. Costs are rising, support from regional transit providers is limited and often does not address the needs of outlying service areas, and demand for service is increasing. This situation is not helped by limited budgets and varying customer needs. Anoka County recognizes these challenges and has issued the Anoka County Transit Needs Study request for proposal in order to identify and prioritize transit needs and solutions to those needs within the county. This study takes a considerable amount of input from the public and user groups that are most dependent upon the services provided by the county.

The WSB team appreciates the opportunity to submit its proposal and the effort of Anoka County is putting forth to continue with this project. Our team is committed to addressing the goals and outcomes desired by the county ahead of its November deadline. We will do this by incorporating a robust engagement process with the various transit user groups and providers within the county and by providing sound technical analyses of existing and future conditions to better understand what problems and risks exist today and in the future. The WSB team is the precise team to assist Anoka County staff in developing the Anoka County Transit Needs study. Team members have the required analytical skills needed to frame problems and solutions, as well as the softer skillsets necessary to engage with stakeholder groups that are often overlooked or underrepresented in technical studies.

There are four primary reasons why the WSB team is the right team for Anoka County.

- Experienced project leadership
- Specialization in underrepresented stakeholder engagement
- Technical expertise
- Quality review and assurance

Experienced Project Leadership

Tom Cruikshank, WSB's project manager, brings over 29 years of experience in transit planning and project coordination. Tom has experience in both the private and public sectors, coming to WSB as the former manager of St. Cloud Metro Bus. Tom has led or overseen the development of numerous transit development plans, service and fare studies, and served on many local human service/public transit committees. He knows what good plans look like; how they approach identifying and resolving problems and addressing stakeholder needs. Tom has recently managed two transit development plans, one in Licking County, Ohio and one for the Leech Lake Band of Ojibwe in Minnesota. For both of those clients,

transit needs identification and engagement with diverse stakeholder groups played a key role in the development of plan recommendations and implementation activities.

Stakeholder Engagement

Tom will be closely supported by Dan Pfeiffer, WSB's Public Engagement Director. WSB's Public Engagement Director. Dan has over 10 years of experience in leading large public engagement undertakings with a diverse mix of underrepresented populations. Dan lead the agency and stakeholder engagement activities for the Metropolitan Council's Green Line (Southwest) and Blue Line (Bottineau) light rail transit expansion projects. He understands how important it is to build trust with stakeholder groups and communicate clearly, honestly and transparently in order to build their confidence and establish a real dialogue.

Dan's engagement philosophy brings community members in early to the process. He starts with seeking their input on issue identifications and continues to seek their input in solving the problems that they and others have identified. He does this by meeting stakeholders when and where they can readily engage. He and his support team use a variety of tools and techniques (outlined within the proposal) to authentically engage the community in the decision-making and input processes. When appropriate, Dan and his team use visually appealing materials to communicate concepts and potential impacts. All information is provided in plain language that is understandable to all community members. Dan and his team clearly communicate how stakeholder input will be used throughout the study process, so people know what they can and cannot influence.

Technical Expertise

Tom and Dan will be supported by team members with previous experience in transit planning and engagement activities. Kirsten Gray has over 10 years of experience in strategic communications. She is adept at blending modern engagement methods and tools with classic outreach strategies in guiding stakeholder through the study process. Austin Hauf has recently assisted Tom in the development of the Licking County and Leech Lake transit development plans. Along with his previous experience, Austin also has strong planning skills in GIS analytics and database analyses to identify transportation trends, gaps in service, and other transportation analytics.

Quality Review and Assurance

Providing products that meet or exceed our clients' expectations is a WSB goal for every project. Jack Corkle, PTP, AICP will serve as the Principal and quality reviewer for the project. Jack has over 20 years of experience and is known for her attention to detail and for ensuring quality deliverables. Jack will review all deliverables to confirm they address the scope of work and are of sound quality. Jack is familiar with Anoka County and its transit network based on her previous tenure as a planner in the Anoka County Highway Department.

Thank you again for the opportunity to submit our team's proposal. Should you have any questions or require additional information, please feel free to contact me at (320) 534-5941 or e-mail me at tcruikshank@wsbeng.com. We look forward to working with you.

Sincerely,



Tom Cruikshank
Project Manager



Jacqueline (Jack) Corkle, PTP, AICP
Project Principal



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2. Executive Summary

Anoka County has a mission to provide transit services valued by their customers to meet their mobility needs. Fixed route transit located in the southern portion of the County provides users with service at regularly scheduled intervals. Where there are no fixed routes, dial-a-ride is provided. These services are provided by Anoka County and Metro Transit. Official transit providers are supplemented by a host of volunteer organizations, Non-Emergency Medical Transportation (NEMT) providers and non-profit organizations that are scheduled on a case-by-case basis. Regardless of whom is providing the service, Anoka County is committed to addressing the needs of its users, especially those that are transit dependent. Transit dependent users include those with disabilities, seniors, lower income individuals, and minority populations. To ensure that the needs of its most vulnerable users are being addressed, Anoka County is initiating a Transit Needs Study.

GOALS OF THE STUDY ARE TO:

- ✓ Identify objective and core operations used by the transit operators
- ✓ Establish a thorough stakeholder engagement process that reaches transit dependent populations
- ✓ Prepare for today, tomorrow and the long-term future by identifying gaps and barriers in the current service area
- ✓ Plan and prioritize future projects and associated funding needs to better serve the transit dependent population.
- ✓ Define action plans to execute on recommended strategies

WSB will accelerate this project to completion by the October 13th board meeting at the request of Anoka County.

The challenge for Anoka County is to develop a plan that will provide efficient and reliable transportation for current and future users, attract new customers, and put plans in place to support projected growth of transit dependent users. This challenge implies the need to review current transit network and services, to identify service gaps and barriers to access, develop practical and financially feasible recommendations, and effectively engage stakeholders to ensure that technical evaluations reflect user needs. This study must build upon existing relationships among the transit providers, private and non-profit organizations and Anoka County.

Tom Cruikshank will be WSB's Project Manager. He brings 29 years of experience with St. Cloud Metro Bus. While at WSB, he has delivered eight transit development plans for various agencies including MnDOT, Leech Lake Band of Ojibwe and Licking County, Ohio.

Tom will be supported by **Dan Pfeiffer**, who has spent most of his professional experience engaging underrepresented communities on transit projects in the Twin Cities.

Project Understanding

Anoka County intends to develop its plans in order to implement solutions that address service gaps and barriers to service within the County. Anoka County has the fourth highest population in Minnesota and has been growing in both households and population since 1970. By 2040, the Metropolitan Council expects that Anoka County will grow by nearly 96,000 people and over 43,000 households. It is projected that population growth will largely be concentrated in the middle portion of the County including the cities of Blaine, Ramsey and Andover. Along with the overall growth in population, the existing population is aging and is going to continue

ANOKA COUNTY AT-A-GLANCE:



2018 POPULATION:

354K

.694% INCREASE FROM 2017



2018 MEDIAN AGE:

39.3

14.1% ARE AGE 65+



2018 MEDIAN HOUSEHOLD INCOME:

\$82,492

4.2% INCREASE FROM 2017

6.9% WITH A DISABILITY UNDER AGE 65

5.6% POVERTY RATE

8.5% FOREIGN BORN

7% VETERANS

THE LARGEST ANOKA COUNTY **RACIAL/ETHNIC GROUPS** ARE **WHITE (82.0%)** FOLLOWED BY **BLACK (5.8%)** AND **HISPANIC (4.4%)**



AVERAGE COMMUTE:
25.5 MINUTES

ECONOMY EMPLOYS
194K PEOPLE

LARGEST INDUSTRIES:
MANUFACTURING, HEALTH CARE & SOCIAL ASSISTANCE, AND RETAIL TRADE



AVERAGE OF
2 CARS
PER HOUSEHOLD

SOURCE: 2018 POPULATION ESTIMATES AMERICAN COMMUNITY SURVEY US CENSUS BUREAU

to do so. This will further increase transit service needs for dependent populations. In 2010, 9.7 percent of the population was over the age 65. By 2016, American Community Survey (ACS) data indicated 11.8 percent of the population was over the age 65. This trend is not unique to Anoka County. Metro Mobility, which provides more dial-a-ride services for the more urbanized areas of the Twin Cities metropolitan area, including portions of Anoka County is experiencing a 5 to 8 percent growth in service demand annually. This increase in demand will strain the ability of service providers to meet their customer needs, especially with limited funding.

Transit use in Anoka County has 2.8 percent of commuters in 2009 to 3.4 percent in 2016. Anoka County commuters, since 2009, choosing to drive alone, carpool, and bike to work have slightly declined, while those choosing to use public transit, walk and work from home have slightly increased. The most notable shift appears to be from those choosing to drive, whether it be alone or carpooling, to using public transit and working from home. From 2009 to 2016, approximately 40 percent of Anoka County residents commuted to and from work within the county, while 60 percent of residents worked outside the county. Fourteen percent of Anoka County workers have access to one vehicle in their household and 2 percent have no access to vehicles. The remainder have access to multiple vehicles.

Existing Transit Service

The majority of the county's fixed schedule transit service is provided by the Anoka County Traveler (ACT) and Metro Transit. Northstar Commuter Rail operates along the Highway 10 corridor with three stations in Anoka County in the cities of Ramsey, Anoka and

Coon Rapids. The Northstar Commuter bus service also serves the three rail stations on Fridays. Demand response service is also provided throughout the County by Metro Mobility and Anoka County Traveler. Metro Mobility primarily provides service in the southern portion of the county, with the Anoka County Traveler serving the northern portion of the county.

Plan and implement a transportation system that considers the needs of all potential users, including children, senior citizens, and persons with disabilities, and that promotes active lifestyles and cohesive communities.

Source: Anoka County 2040 Transportation Plan Update Healthy Environment Strategies

Summary of Proposed Services

Approach to Stakeholder Involvement and Transit Planning

Stakeholder Engagement

The WSB team knows that stakeholder engagement is critical in evaluating the current state of transportation for transit-dependent populations in Anoka County, in determining how transit-dependent populations access transportation services within the county, in identifying gaps and barriers to mobility for user groups, in ascertaining existing and future transit needs, and in developing and recommending strategies to address those needs. Meeting the community where they are located and at a time when they're able to engage begins with a thoughtfully developed public engagement plan (PEP).

The PEP will be developed in collaboration with the Transportation Division staff and project partners early in the study, it will identify:

- Engagement goals,
- Audiences and stakeholder groups,
- Engagement tools and techniques, roles and responsibilities of consultant and county staff,
- Engagement schedule,
- Engagement success metrics, and
- Process to revise and update the PEP based on engagement monitoring

Our stakeholder engagement activities will leverage service provider, agency, and community support service contacts. Intentional efforts will be made to target traditionally underrepresented populations through on-line and electronic communications; surveys and focus group meetings; and in-person engagement activities.

We will build on the Transportation Division's established stakeholder contacts to conduct engagement activities. Leveraging these relationships with service providers, advocacy groups, and community leaders is important to identify the underserved populations and their unmet transportation needs.

Learning from the lived experiences of the community provides the insights needed to layer into the technical analysis to determine the transit needs for the whole community. The outcomes or recommendations are strengthened when the community can see itself reflected in the findings.

Transit Planning

The second component of developing the Transit Needs Study is the emphasis on sound transit planning practices and analyses to better understand existing and future conditions, service needs, barriers to access, and potential recommendations. By using solid data and proven analytical techniques, a comprehensive understanding can be achieved. The technical analyses will focus on the following:

1. Evaluate the current state of transportation for transit-dependent individuals in Anoka County - The team will use demographic data from the Census, American Community Survey and other resources to understand current population trends and demographics within the County. Data review will focus on transit dependent populations such as the elderly, individuals with

disabilities, low and moderate income individuals and minority populations. Population projections from the Metropolitan Council and the state demographer will be used to understand likely future demographics in the area.

2. Identify gaps and barriers to mobility - Anoka County faces challenges in offering a comprehensive palate of affordable, and reliable methods of transportation for transit dependent populations. We will approach this by first documenting the services in place, what they serve, the frequency of service and hours of operation to know whom is doing what within the county and when they are doing it. Once we understand what is currently being provided, the team will provide an overview of barriers to establishing or accessing transit services in the County. Our team will utilize federal and regional methods and models for evaluating the services and identifying the gaps. The team will also use GIS tools to layer populations, origins and destinations, and land use with services to see if there are system gaps. Trip distance and its relationship to population densities, particularly in the more rural portion of northern Anoka County, will determine services effectiveness.

3. Identify and quantify county resources being used to provide transportation services - In coordination with TD staff, WSB will examine how the county is utilizing existing resources, identify where efficiencies can be obtained, and find potential options for better utilization.

4. Identify future transportation needs - Based on input from the activities above and input from stakeholder agencies/organizations and the public, WSB will identify future transit service needs. As part of the analysis, the team will summarize the types and methods of transit services that are needed to meet the needs of transit dependent populations and the costs associated with those service levels.

5. Recommend strategies to address those needs - The WSB team will compile a set of recommended strategies to address future transportation needs. The recommendations will include ways to improve public transit service. Also included will be recommendations to enhance the use of other transportation providers within the County. The WSB team will examine whether increased service (i.e. more routes, different routes, more dial-a-ride opportunities), increased frequency, longer operating hours, or some combination thereof are needed. Additionally, improved coordination between providers will also be explored as a way to maximize access to service for transit-dependent individuals.

3. Profile of Proposed Team

WSB
 701 Xenia Avenue S, Suite 300
 Minneapolis, MN 55416
 763.541.4800 (M)
 763.541.1700 (F)
 info@wsbeng.com

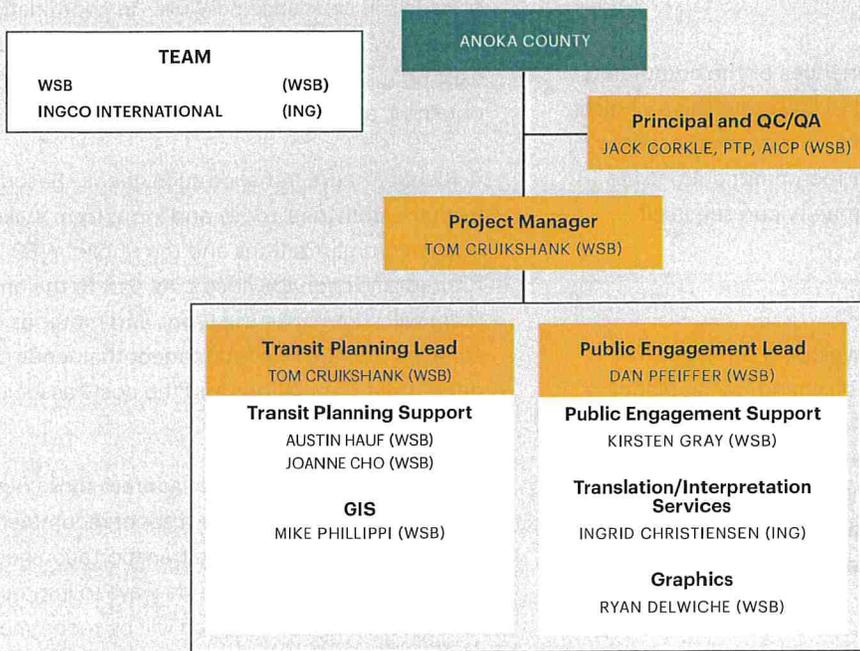
Year Established
 1995

Type of Ownership
 S-Corporation

WSB is a design and consulting firm specializing in transportation and community planning, and public engagement services. Our transportation planning team recently completed Transit Development Plans for seven systems in Minnesota and one in Ohio, in addition to providing planning project assistance to the City of Rochester.

Our company of over 500 improve the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services in over 25 complementary areas that seamlessly integrate planning, design and implementation. Our client base is served from 13 offices in four states.

PROPOSED TEAM ORGANIZATION



LITIGATION

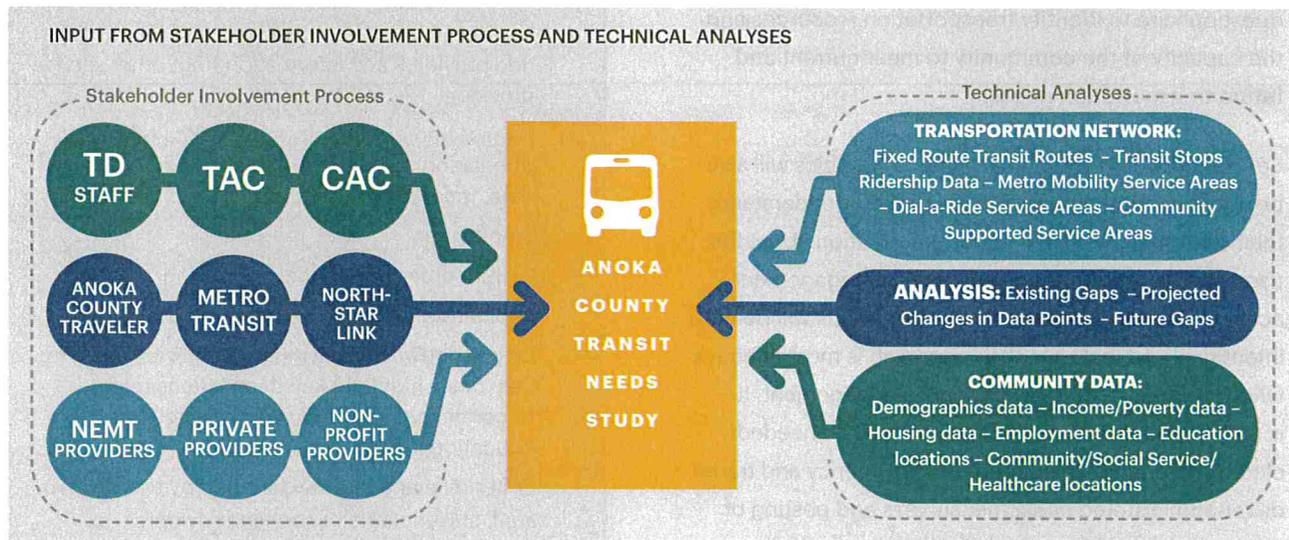
All firms experience litigations at times. Presently, WSB has one pending litigation matter in Minnesota state court. This matter will not affect our performance in Anoka County. In the past two years, the firm has had three other litigation matters – of which two settled and one the court dismissed. None of these matters will affect our performance in Anoka County.

4. Description of Proposer’s Overall Approach

WSB’s overall approach to the project is to use sound, proven technical analyses coupled with a robust agency, transit provider, transit user, and public engagement process to: identify the current state of transit services within Anoka County; to predict future conditions without changes to services, policies or regulations; to identify barriers to accessing the transit network; to understand how existing resources are being utilized to provide transit services and whether there are opportunities to identify efficiencies or eliminate duplicate services; and to predict future transit needs based on changing demographics and user demand.

WSB recommends setting up a remote work session within five days of the notice to proceed that includes Anoka County and the identified transit provider to understand how staff and transit providers operate. This will enable the team to develop both the project management plan and public engagement plan (as discussed in Section 5) and creates an opportunity to establish a foundation with agency stakeholders with regard to the importance of leveraging their contacts and obtaining the data that will be required to complete technical analyses. It will also ensure that we can move in the right direction with engaging user group populations.

The end result of combining the technical and engagement approaches will be a comprehensive Transit Needs Study that outlines the steps Anoka County and its partners can implement to meet the needs of the transit-dependent users.



Below are highlights of our approach for stakeholder engagement and the technical analyses

Stakeholder Engagement Approach

Stakeholder engagement activities will leverage service provider, agency, and community support service contacts; incorporate on-line and electronic communications; use surveys and focus group meetings; and incorporate in-person engagement activities. Efforts will be targeted to ensure input from traditionally underrepresented populations.

To leverage existing relationships with transportation system clients and community partners, WSB will utilize the Transportation Division’s established stakeholder contacts to conduct outreach activities. We understand that stakeholder engagement is important in determining where current services are provided and how transit-dependent populations access those services and where gaps in service exists throughout the county.

As a starting point, we have identified the groups of transportation providers that will need to be engaged. These include:

- Public transit providers
 - Anoka County Traveler
 - Metro Transit
 - Northstar Link (St. Cloud Metro Bus)
- NEMT providers
- Private providers
- Non-profit providers
- Volunteer programs
- Transportation Service Networks (Uber, Lyft)

Once contact with these agencies and providers has been established, the team will coordinate with key contacts to obtain relevant data bases, policies, practices and regulations regarding their services. Identified providers, along with human service agencies, will be asked to take a transportation resource questionnaire to identify transportation resources and the capacity of the community to meet current and future transportation needs.

Service providers and human service agencies will also be asked about their user groups to better understand their customers and their needs. Information about the users will be used to target stakeholder engagement activities. Our engagement with user groups will be both intentional and inclusive. This approach is most effective when it blends traditional and online engagement. It is anticipated that multiple strategies will be needed: electronic, on-line, telephone, service agency and transit driver-administered consumer surveys and posting of information in order to obtain feedback.

As an added-value task included in our fee, we will develop an ArcGIS StoryMap for the project. It will tell the project's story, displaying existing transit routes with location and need for transit riders based on engagement feedback. We will also use wiki-mapping which allows community members to drop pins and comments, and complete online consumer surveys to identify community wants, needs, and aspirations. We will update the StoryMap with additional information and engagement activities as the project advances.

Technical Analysis Approach

Technical analyses will utilize proven federal, state and regional methodologies and best practices. Analysis results will provide the project team with an understanding of existing and future conditions, existing and future demand, service gaps and overlaps, barriers to access, investment and spending on services, service inefficiencies, and investment levels needed to address future demand, identified gaps, and barriers.

The WSB team will collect the needed data from the agency stakeholder groups and providers identified above. Data anticipated to be collected and utilized as part of the includes, but is not limited to the following:

- Transit service areas by provider
- Fixed route transit routes and stops
- Hours of service, including times of day, days per year, etc.
- Transit – fixed route and dial-a-ride – ridership data
- Key destinations from fixed route services, dial-a-ride providers and information from other service providers
- Census and community survey data related to population age demographics, income/poverty data, race/ethnicity, etc.
- Employment
- Low-income and affordable housing
- Population – existing and projected
- City and township existing and future land use data – highlight key destinations related to community facilities, medical facilities, educational institutions, etc.
- Other relevant data as identified by the TAC, TD staff, stakeholders or service providers

Once the data is obtained, information will be imported into GIS tools, transit models and databases to complete the analyses. Layering of GIS data can be utilized to identify gaps in service relative to needs, key destinations, and population concentrations. Population projections broken down by age cohorts provide an understanding of current and future needs. STOPS and other models can help the team understand demand related to the services provided.

Information from the technical analyses will be evaluated in conjunction with information and feedback received from user groups to identify recommendations and solutions to address transit user needs.

5. Base Work Plan

Task 1. Project Management

PROJECT MANAGEMENT PLAN - Tom Cruikshank will develop a Project Management Plan (PMP) that will supply the project team with a point of reference on study tasks, schedule and deliverables. The PMP will include the framework for project invoicing, and monthly project reports, as well as establish roles and responsibilities for meetings with the Technical Advisory Committee (TAC), Community Advisory Committee (CAC), Anoka County Board of Commissioners, and bi-weekly project meetings with the Transportation Division (TD) staff. Anoka County Transit will manage the grant contract and facilitate the Technical Advisory Committee.

KICKOFF MEETING – Tom will plan for a kickoff meeting with TD staff to provide an overview of the project schedule and planning approach to complete the study. The goal of the meeting will be to establish a set of goals, objectives and action items to guide the overall process. This meeting will be crucial to defining service deficiencies, communicating the purpose of the study to the public and local decision makers, and understanding transit service improvement opportunities.

1.1. BI-WEEKLY PROJECT CALLS

Throughout the duration of the project, Tom will hold bi-weekly conference calls with Transportation Division



(TD) staff. The bi-weekly meetings will provide updates on the status of deliverables, upcoming meetings, project schedule and budget, data requests, and other items as needed. WSB will prepare a standing agenda for the first meeting that will be updated as needed. Within a day of the meeting, Tom will provide a summary and a list of action items.

1.2. TAC MEETINGS

Tom will conduct bi-monthly (up to 4) meetings with the project Technical Advisory Committee (TAC). The TAC will comprise of staff from other Anoka County departments and will be facilitated by Anoka County Transit staff. The TAC will assist in the development and execution of the assessment process, and review and comment on deliverables and study recommendations. It is anticipated that all TAC meetings will be conducted in person. WSB will prepare all meeting materials (agenda, handouts, presentation, etc.). Within five days of the meeting, Tom will provide an action-item list and a meeting summary.

1.3. CAC MEETINGS

Tom and Dan will conduct quarterly (up to three) meetings with the Community Advisory Committee (CAC). The CAC will comprise of community members and other interested stakeholders including senior care, disability advocates, and service providers for the purpose of this study. The CAC will inform the Transit Needs Study from a community stakeholder perspective. It is anticipated that CAC meetings will be conducted in person, however, they can be held virtually. WSB will prepare all meeting materials (agenda, handouts, memos, presentation, etc.). Tom will provide a summary and action item list within five days of the meeting.

1.4. ANOKA COUNTY BOARD PRESENTATION

Tom will present the final plan to the Anoka County Board of Commissioners for approval following final TAC review and comment.



1.5. PROJECT ADMINISTRATION

Tom will be responsible for the day-to-day management of the project. This includes coordination with Anoka County TD staff as well as reviewing and managing the scope, schedule and budget associated with the project. Tom will provide monthly invoices and progress reports and will maintain a running list of action items that are to be addressed. He will be assisted by WSB's Project Controls Team which will provide him with regular updates on how the project budget is tracking with anticipated costs and level of effort expended to date.

TASK 1 DELIVERABLES:

- Project Management Plan
- Meeting Materials (agendas, handouts, memos, presentations, summaries, action items list, etc.)
- Material and document quality review
- Monthly Project Invoices
- Monthly Progress Reports

TASK 1 ASSIGNED STAFF:	TIME COMMITMENT:
TOM CRUIKSHANK	66 HOURS
AUSTIN HAUF/JOANNE CHO	74 HOURS
DAN PFEIFFER	40 HOURS
KIRSTEN GRAY	4 HOURS
PROJECT CONTROLS/ ACCOUNTING	16 HOURS

Task 2. Stakeholder Engagement

2.1. COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

A robust and effective stakeholder engagement project requires an innovative and comprehensive communications and stakeholder engagement plan that ties engagement to the decision-making processes and guides engagement implementation throughout the project. The plan is developed in collaboration with TD staff, the TAC and CAC, and key stakeholders. This collaboration ensures that the plan reflects both the needs of the agency and the expectations of key stakeholders. It will identify engagement goals, engagement tools and techniques, existing and potential stakeholders/groups, demographic and geographic diversity as well as opportunities to engage with underserved or underrepresented communities or communities not traditionally involved in decision-making. Through engagement success metrics and consistent monitoring, the WSB team may update the plan throughout the project to address lessons learned during engagement. At key milestones, the team will prepare project updates for TD and key stakeholder distribution.

The WSB team will participate in project meetings to engage the TAC, CAC, stakeholders and the public:

- Bi-weekly project management meetings with TD staff
- Bi-monthly meetings with the TAC will focus on project tasks and deliverables
- Quarterly meetings with the CAC will focus on stakeholder and community engagement activities
- Meetings with stakeholders from throughout the county
- Intercept (pop-up) public meetings at community events and neighborhood gathering locations in the County throughout the project
- Meeting with the TAC to present the draft Transit Needs Study
- Meeting with the Anoka County Board of Commissioners to present the Final Transit Needs Study

TASK 2.1 DELIVERABLE

- Stakeholder Engagement Plan and Updates

2.2. PROJECT WEBSITE

The WSB team will develop visually appealing graphics and easy to understand content for print, digital, and social media channels to keep the public informed and engaged. These materials will be distributed on the County, project partners, and key stakeholder existing communication channels. The website will promote the project and allow the public to view project materials shared at public meetings.

As a value-added task included in our fee, WSB will prepare an ArcGIS StoryMap for the project. This will tell the project's story through data, visuals, and mapping. It will include interactive components to further opportunities to learn from the community including an origin and destination mapping exercise and online survey. This method allows the project team to access members of the public who may not or cannot attend in-person public meetings or discussions about the transit needs in Anoka County.

TASK 2.2 DELIVERABLES

- Content and materials for website and social media
- ArcGIS StoryMap

2.3. CONSUMER AND PROVIDER SURVEYS

Tom, with assistance from Dan and Kirsten, will design and implement a consumer survey to gather public input regarding existing and future transit service needs. The survey will be both print and online (via Survey Monkey) and targeted to gather data on the unmet transportation needs of human service agency clients. Providing both online and paper ensures access to the survey from all community members. Distribution will leverage relationships with services providers and meeting the community at intercept engagement events.

A second survey will target transportation service providers. This Transportation Resource Questionnaire will ask providers to identify the transportation resources, unmet needs, and community capacity to meet current and future transportation needs. We will distribute to all transportation service providers in the region.



TASK 2.3 DELIVERABLES

- Summary of Consumer survey
- Summary of Transportation Resource Questionnaire

2.4. STAKEHOLDER MEETINGS

TD staff will oversee stakeholder engagement building upon the department's established relationships with clients and community partners. These relationships will be important to our study as we evaluate gaps and needs in Anoka County.

Dan will work with TD staff to ensure broad stakeholder representation including transit dependent populations including individuals with disabilities, seniors, low income and minority populations in addition to organizations that represent transit dependent populations throughout the county. Stakeholders will be engaged early in the process to identify opportunities and constraints of the existing transit system needs and how the system can be improved. Stakeholders will be engaged individually or in small groups on multiple occasions, often through intercept engagement where they are already located at community gathering spaces or events. Input from the Stakeholders will be key to the development of the Transit Needs Study.

PUBLIC ENGAGEMENT WHEN MEETINGS AREN'T POSSIBLE

The realities of the past weeks and months have reiterated the need to contingency plan engagement activities in case tools and techniques are no longer an option, such as in-person public meetings during pandemic protocols. Our engagement team has a variety of tools in its toolbox to overcome these challenges. Below are potential tools or techniques that may be employed. Through the collaborative engagement planning process, we will identify if any of these tools should be considered for use on this project.

- Easily shareable and consumable short duration video(s) explaining plan key concepts
- Virtual two-way interactive webinar with Q&A
 - Can be live streamed to other online services such as Facebook Live
 - Can be recorded and loaded to website
- Targeted social media campaigns
- Telephone townhalls
- Mass mailings
- Project voicemail box
- Earned media

To ensure an effective stakeholder engagement process, WSB will invite the TAC, its planning partners, stakeholders, and the community at large into a collaborative, accessible planning effort to provide the following activities and answer the following questions:

- **Defining Anoka County Transit Need Study Goals and Objectives** – What do we want to achieve and what is achievable?
- **Visioning** – What does success look like? (Help people envision an optimized and integrated transit system when they may have never seen one before)
- **Visualizing strategies and outcomes** – How do we make it happen? (Examples of solutions or strategies that address the needs of the County and help overcome the challenges and obstacles encountered by the providers.)
- **Developing candidate performance measures** - How do we measure success?

TASK 2.4 DELIVERABLE

- Summary of Stakeholder Meetings

2.5. FOCUS GROUPS

The WSB team will conduct two focus groups to gather input from various representative groups including transportation agencies, human service providers and passengers. The first focus group will include providers while the second will focus on consumers of transportation services.

TASK 2.5 DELIVERABLE

- Summary of Focus Group meetings

2.6. TRANSIT NEEDS PLAN WORKSHOP

The Draft Transit Needs Plan Workshop will gather input from the TAC and CAC for input and feedback. Comments received will be incorporated into the Draft Transit Needs Study and will help guide the recommended strategies for implementation.

2.7. STAKEHOLDER ENGAGEMENT TECHNICAL MEMORANDUM

The WSB team will prepare a technical memorandum to document all stakeholder engagement activities.

TASK 2.7 DELIVERABLE

- Stakeholder Engagement Technical Memorandum

TASK 2 ASSIGNED STAFF:	TIME COMMITMENT:
TOM CRUIKSHANK	72 HOURS
AUSTIN HAUF/JOANNE CHO	198 HOURS
DAN PFEIFFER	80 HOURS
KIRSTEN GRAY	102 HOURS
MIKE PHILLIPPI/RYAN DELWICHE	22 HOURS

Task 3. Assessment

A significant factor in determining transit needs is the relationship of population to employment or education destinations. For transit-dependent populations, access or lack of access to efficient and affordable transit is often reflected in other social service needs. Identifying unmet transit needs and increasing access to transit may reduce strain on other services.

Task 3 is critical to understand current base conditions and future transit service needs within the County. The WSB team will evaluate and summarize existing and future data points that affect transit service demand, gaps in service, and potential improvements.

This task will focus on identifying and analyzing the following:

- Existing transportation system/service areas
- Existing transportation opportunities for transit-dependent individuals in Anoka County
- Existing barriers to access and gaps in mobility networks
- Existing County resources to provide transportation services
- Future transportation needs

3.1. DATA COLLECTION

Tom, with assistance from **Austin Hauf**, will assemble and review all information presently available and collect new data through Focus Group Meetings and Summaries. The first step is to identify the various data that will be required. The second step will be acquire the data and review it for quality, timeliness and completeness of the information.

3.2. REVIEW OF EXISTING, PLANNED AND FUTURE CONDITIONS

Joanne Cho and Austin will collect and review local/regional plans and documents that have a direct bearing on existing and/or future transit services within the county.

Applicable demographic, land use and geographic information systems (GIS) data for Anoka County will be collected to provide a contextual understanding of the transit operation environment. The most recent available U.S. Census of Population and Housing data (e.g. 2010 Census and supplementary 2017 American Community Survey) and other local sources will be used, supplemented by data currently available from Anoka County, the Metropolitan Council or any other applicable regional agencies. The data to be collected and utilized include, but not limited to, the following:

- Socio-demographic characteristics and trends
- Population, housing and employment density
- Major trip generators
- Journey-to-work data
- Major employers

The market and gap analysis will utilize the information collected to identify where gaps and/or overlaps in transit service exist throughout Anoka County. The gap analysis will show where transit resources are available (transit providers, vehicles, service areas, etc.) in relation to identified need for transit service (potential mobility needs versus trips currently being provided).



3.3. DEMOGRAPHICS PROFILE

WSB will develop a demographic profile that focuses on total population, elderly population, transit-dependent population, persons with disabilities, persons at or below the poverty level, and minority populations. Emphasis will be placed on categorizing populations by type to eliminate double counting (e.g. a person with a

disability can also be living in poverty or be considered senior citizens). WSB will map the population and employment densities of the study area and develop a graphical transit potential index, which will clearly illustrate where conditions exist to support various levels and types of transit service. This data and analysis will be conducted using geographic information system (GIS) applications so maps and graphics can be developed for inclusion in the final plan.

3.4. ESTIMATE OF NEED VS. CURRENT TRANSIT SERVICE LEVELS

An estimate of potential trips needed will be developed based on average national and statewide trip rates and the populations identified in 3.3. The current service levels will be used to compare against potential total needs to identify gaps in service. This task will also identify areas of overlapping service where there may be excess capacity. This will be presented in GIS to facilitate graphic display in the final plan.

3.5. ANALYSIS OF DESTINATIONS

To ensure that service area gaps are identified and that future fixed-routes serve the appropriate locations, a review of major destinations such as employment centers, government offices, health care facilities, along with future projected changes in destinations due to development will be reviewed against current transit service areas to identify where there are major gaps in service provision.

3.6. SERVICE OVERVIEW

The profile of transportation services provided in the County will act as an inventory of the existing services and resources. It will include, but is not be limited to, the following:

- Governance
- Fare/fee structures
- Ridership
- Local agency coordination
- Service performance trends
- Demand projections
- Demographic profile and land use/development trends affecting transit



These data sets will be supplemented with observations and updates from Anoka County and the stakeholders interviewed to ensure our findings are accurate, especially for growing transit dependent populations.

3.7. ASSESSMENT OF TRANSIT NEEDS TECHNICAL MEMORANDUM

Using GIS analytics and visualization tools, Tom, Joanne, and Austin will develop a transit needs report that will summarize the results of Tasks 3.1 – 3.6. The report will be a key tool for WSB as we begin evaluation of services provided throughout the county. The report specifically discuss the current transportation conditions, current unmet transportation needs, reasonable assumptions, project future transportation conditions, and future transportation needs.

TASK 3 DELIVERABLES:

- Assessment of Transit Needs Technical Memorandum
- County-wide demographic profiles
- Maps indicating population and employment densities
- Maps indicating transit service gaps and overlaps

TASK 3 ASSIGNED STAFF:	TIME COMMITMENT:
TOM CRUIKSHANK	68 HOURS
AUSTIN HAUF/JOANNE CHO	230 HOURS
DAN PFEIFFER	26 HOURS
KIRSTEN GRAY	36 HOURS
MIKE PHILLIPPI/RYAN DELWICHE	30 HOURS
JACK CORKLE	4 HOURS

Task 4. Recommended Strategies for Implementation

From the information gathered in the previous tasks, Tom, with support from Austin and Joanne, will conduct an analysis of the efficiency and effectiveness of services provided within the County. We will look at current operating practices, policies, and regulations to develop a strategic blueprint for action which will include specific strategy and project recommendations.

In developing the recommendations, Tom and the team will consider the following:

- Where are current services operating?
- Do all services fully comply with federal and state regulations, including ADA requirements and Title VI?
- How is the service quality?
- Are there capacity issues?
- Are there service overlaps?
- What are the gaps? Can they be closed with existing resources?
- How are Anoka County services connecting into regional services? Are there improved regional transfer opportunities?
- Do the services meet community expectations? Are community expectations realistic?
- How are the services performing? Are there any under-performing services that could be improved? How so?
- What is impacting on-time performance and what can be done about it?
- Have trips increased or decreased and what are the reasons?
- Will current services meet projected future needs? How will proposed land use, potential service area expansion and economic development affect transit demand?
- Do costs of service affect availability?



Recommended improvements will be broken into strategies and projects. A basic understanding of cost implications associated with the recommended improvements will be documented. Recommendations will be prioritized with input from TD staff, the TAC and CAC. An implementation plan identifying potential timeframes and responsible agencies will be included. A technical memorandum identifying the recommended strategies and projects, along with the items mentioned above (priorities, timeframes, etc.) will be prepared. A draft memo will be provided to TD staff for review and comment and then distributed to TAC and CAC members for any additional comment. A final memo will be prepared based on comments.

TASK 4 DELIVERABLES

- Recommended Strategies and Projects for Implementation Technical Memorandum

TASK 4 ASSIGNED STAFF:	TIME COMMITMENT:
TOM CRUIKSHANK	30 HOURS
AUSTIN HAUF/JOANNE CHO	60 HOURS
DAN PFEIFFER	10 HOURS
KIRSTEN GRAY	10 HOURS
MIKE PHILLIPPI/RYAN DELWICHE	4 HOURS
JACK CORKLE	2 HOURS

Task 5. Final Report Document

Tom, with support from Austin and Joanne, will prepare the Transit Needs Study document. The information in the final report will build on the memos previously developed and will include an executive summary. The report will paint the overall picture of transit service needs within the County and what steps and implementation activities the County should take to most effectively and efficiently address those needs. Tom will present the Final Transit Needs Study to the Anoka County Board of Commissioners, if desired, or prepare presentation materials for TD staff to use if they care to present the final report.

5.1. DRAFT TRANSIT NEEDS STUDY

A draft Transit Needs Study document will be prepared and provided to TD staff to review and comment. WSB will address County staff comments and provide a revised draft to present to the TAC and CAC in late September. Electronic copies of the report will be provided.

5.2. FINAL TRANSIT NEEDS STUDY

Based upon input from the TAC and CAC, a final report will be prepared for distribution and Board approval. An electronic copy of the report will be provided to the County along with 10 printed hard copies. As noted above, Tom will present the report and its findings to the Anoka County Board of Commissioners or provide presentation materials to County staff, whichever is preferred by the County.

DELIVERABLES:

- Draft and Final Transit Needs Study (hard copies and electronic files)
- Presentation and/or presentation materials for the Anoka County Board of Commissioners

TASK 5 ASSIGNED STAFF:	TIME COMMITMENT:
TOM CRUIKSHANK	16 HOURS
AUSTIN HAUF/JOANNE CHO	85 HOURS
DAN PFEIFFER	8 HOURS
KIRSTEN GRAY	8 HOURS
MIKE PHILLIPPI/RYAN DELWICHE	16 HOURS
JACK CORKLE	8 HOURS

Schedule

The schedule below demonstrates WSB's ability to provide the deliverables outlined in our scope of work. It also illustrates the relationship of key task activities and meetings with the various advisory committees, including the TAC and CAC, and the Anoka County Board of Commissioners. WSB is prepared to adjust engagement activities to more on-line, phone, and other electronic means in order to facilitate engagement should in-person public meetings be delayed due to current worldwide health conditions in order to meet the proposed schedule.

TASK	2020					
	MAY	JUN	JUL	AUG	SEP	OCT
1.0 PROJECT MANAGEMENT						
1.1 TD STAFF PROJECT BI-WEEKLY CALLS (12 CALLS)	●	●	●	●	●	●
1.2 TAC MEETINGS (4 BI-MONTHLY MEETINGS)	●		●		●	●
1.3 CAC MEETINGS (3 QUARTERLY MEETINGS)		●		●		●
1.4 ANOKA COUNTY BOARD PRESENTATION						●
1.5 PROJECT ADMINISTRATION	[Yellow bar from May to Oct]					
2.0 TRANSIT NEEDS STUDY STAKEHOLDER ENGAGEMENT						
2.1 COMMUNICATIONS & STAKEHOLDER ENGAGEMENT PLAN	[Light blue bar]					
2.2 PROJECT WEBSITE	[Light blue bar from May to Oct]					
2.3 CONSUMER AND PROVIDER SURVEYS		[Light blue bar]				
2.4 STAKEHOLDER ENGAGEMENT		[Light blue bar]				
2.5 FOCUS GROUPS (2 ROUNDS)		●		●		
2.6 DRAFT TRANSIT NEEDS PLAN WORKSHOP					●	
2.7 STAKEHOLDER ENGAGEMENT TECHNICAL MEMORANDUM					[Light blue bar]	
3.0 ASSESSMENT OF TRANSIT NEEDS						
3.1 DATA COLLECTION	[Yellow bar]					
3.2 REVIEW OF EXISTING, PLANNED AND FUTURE CONDITIONS	[Yellow bar]					
3.3 DEMOGRAPHICS PROFILE		[Yellow bar]				
3.4 ESTIMATE OF NEED VS. CURRENT TRANSIT SERVICE LEVELS		[Yellow bar]				
3.5 ANALYSIS OF DESTINATIONS		[Yellow bar]				
3.6 SERVICE OVERVIEW			[Yellow bar]			
3.7 ASSESSMENT OF TRANSIT NEEDS TECHNICAL MEMORANDUM				[Yellow bar]		
4.0 RECOMMENDED STRATEGIES FOR IMPLEMENTATION						
4.1 RECOMMENDED PROJECTS FOR IMPLEMENTATION TECHNICAL MEMORANDUM				[Light blue bar]		
5.0 FINAL REPORT DOCUMENT						
5.1 DRAFT TRANSIT NEEDS STUDY					[Yellow bar]	
5.2 FINAL TRANSIT NEEDS STUDY						[Yellow bar]

OCTOBER 13, 2020 COMPLETION

6. Past Experience



Development of Five-Year Transit System Plans

MnDOT

MnDOT selected WSB to develop Five-Year Transit System Plans (FYTSP) for six rural transit agencies in Central Minnesota; Wadena County Friendly Rider, Becker County Transit, Transit Alternatives, Tri-CAP Transit Connection, Rainbow Rider Transit, and Morris Transit.

Tom Cruikshank served as a project task lead to take each of the systems through a comprehensive planning process that analyzed existing conditions, strengths, weaknesses and engaged the public to develop transit development plans for future operations and capital investment strategies to improve access and increase ridership.

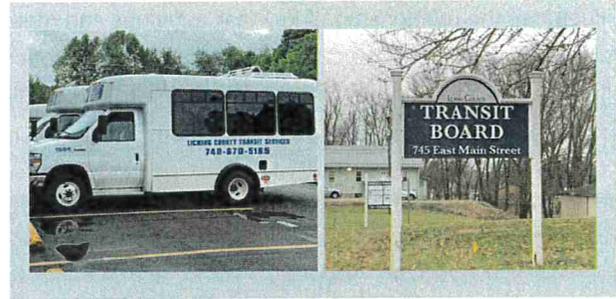
The goal of the FYTSP was to understand each transit system's strengths and weaknesses, identify unmet needs and future transit service changes, and develop a financial plan that is adaptable to changing environments. The FYTSP helped systems deliver better service and work toward the overall goals:

- Improve coordination of services to meet transportation needs
- Increase ridership/usage across the network
- Ensure fiscal responsibility as a transit funding agency

The FYTSPs established a vision and details on service improvements, which allowed transit systems to develop better year-to-year budgets. The project began in July 2018 and each transit agency's FYTSP were completed by June 2019.

CONTACT/REFERENCE: Jake Schutt, Senior Transit Planner, MnDOT OTAT

Jake.schutt@state.mn.us | 651.366.4194



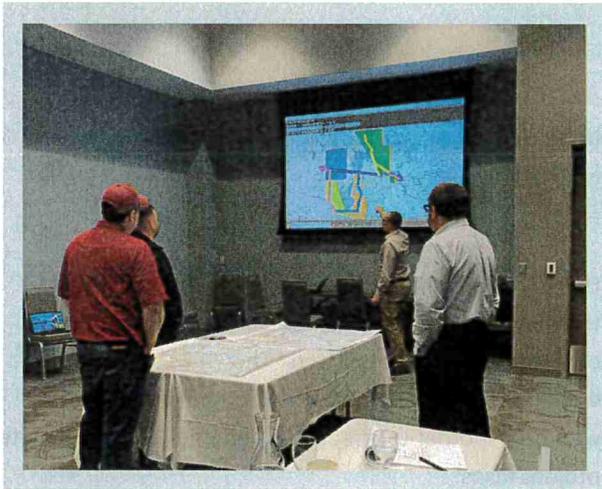
Transit Development Plan and Coordinated Plan

Licking County, Ohio

The Licking County Area Transportation Study (LCATS) selected the WSB team to develop a Transit Development Plan (TDP) and Coordinated Plan (CP). The TDP identifies overall transit needs throughout Licking County and uses public input and data to make informed decisions about how to address those needs through service improvements, financial planning, and stakeholder engagement. The purpose of the CP is to improve the availability and quality of public transit in Licking County for seniors, individuals with disabilities, those with low income, minorities, and others with limited mobility options by improving communication and coordination among public transportation and human service agencies. Tom Cruikshank served as project manager and Austin Hauf provided technical assistance with on-board surveys, public meetings, print and online engagement materials, peer group analysis, and technical memos and plan documents.

CONTACT/REFERENCE: Matt Hill, Technical Study Director, Licking County Area Transportation Study (LCATS)

mhill@lcounty.com | 740.670.5191



Transit Development Plan

Leech Lake Band of Ojibwe

WSB was selected by the Leech Lake Band of Ojibwe to prepare a Transit Development Plan (TDP) for the Leech Lake Tribal Transportation program. The TDP explores challenges and opportunities that face the tribal transportation program with the primary outcome to create a vision for improving service delivery within the reservation and surrounding communities. Tom Cruikshank served as project manager and Joanne Cho provided technical support in developing technical memos and plan documents.

The goal of the Transit Development Plan (TDP) is to develop a long-range plan that will identify Leech Lake Tribal Transportation's challenges and opportunities, determination of needs and desired future transportation service improvements. With the opening of a new casino and merging of their public transit and casino shuttle systems, the Band needed to create a formal transit system plan to document future operating services and fleet and facility capital investments.

CONTACT/REFERENCE: Ernie Robinson, Manager of Fleet Services
 ernest.robinson@llojibwe.net | 218.335.4452



City of Rochester Transit Staff Augmentation

Rochester, MN

Tom Cruikshank was retained to create a process and prepare documentation to formally certify the APCs per Federal Transit Administration (FTA) and National Transit Database (NTD) standards. The APC calibration process included hosting conference calls with DoubleMap and collecting and analyzing data through taking manual counts collected by RPT staff and comparing them to the APC counts. APC data collection and accuracy were summarized and documented in a report.

He also developed an RFP for the Rochester Public Transit System for procuring their first Transit Signal Priority system to equip the fleet of 71 buses to operate on 22 intersections along two future high priority Rapid Transit corridors.

CONTACT/REFERENCE: Ia Xiong, Physical Development Manager
 ixiong@rochestermn.gov | 507.328.2458

7. Project Personnel Profile

WSB has provided two leaders with proven experience in their respective area of expertise for the Anoka County Transit Needs Study. **Tom Cruikshank** will serve as project manager and transit planning lead. Tom has over 29 years of experience and led St. Cloud Metro Bus for much of his career. In his role at Metro Bus he oversaw the development and implementation of four transit development plans. He knows what needs to go into these types of plans, including those that just focus on the needs portion. He also understands that the recommendations need to be practical and implementable given funding constraints. Since joining WSB, Tom has led the development of two transit development plans, one for a suburban county, Licking County, Ohio and one for the Leech Lake Band of Ojibwe in Minnesota. His experiences with these projects underscored the need to engage underrepresented community members and identifying solutions to agencies with limited funding resources.

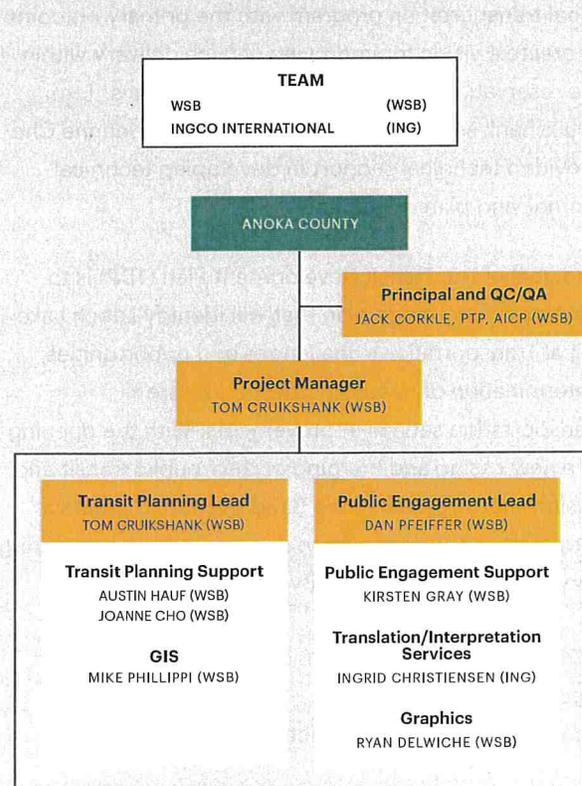


Dan Pfeiffer has over 10 years of community and stakeholder engagement, working with some of the most underrepresented community members in the Twin Cities metropolitan area. Prior to joining WSB, Dan worked for Metro Transit and led the community and stakeholder engagement activities for the Green and Blue Line light rail extension projects. Dan understands the different tools, techniques and strategies to effectively engage these populations regarding transit needs and services. Dan will work closely with our subconsultant,

INGCO International, in developing materials and providing translation services in multiple languages to eliminate language barriers that may exist.

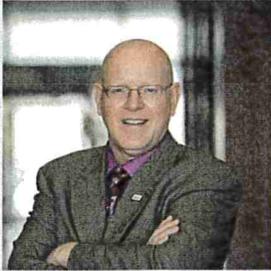
Dan and Tom will be supported with team members that have worked on transit development plans and other transportation projects. They have experience working together as a team and communicate well with one another to effectively and efficiently complete project tasks.

The charts below highlight the WSB team members that will be participating in the Anoka County Transit Needs Study and their availability to perform the work that is assigned. Following the charts are resumes of team members which highlight their educational background and similar project experience.



Project Team's Current Workload

Name	Project Name	% of Time Commitment
Tom Cruikshank	Licking County TDP/CP	5
	Leech Lake Tribal Transportation Development Plan	5
Jack Corkle	Rethinking I-94 between the Downtowns	20
	Washington County Jurisdictional Study	10
	I-94 and I-694/I-494 Interchange in Woodbury	10
Dan Pfeiffer	Rethinking I-94 between the Downtowns	10
	I-94/I-494/I-694 Interchange in Woodbury	5
	CAV Communications	10
Kirsten Gray	MnDOT Highway 52 Projects	10
	Maple Grove Elm Road Street & Utility	5
	Northfield Rental Housing Policy Review	5
	Met Council Battle Creek Communications	10
Joanne Cho	Washington County Jurisdictional Study	20
	Regional Solicitation Grant Applications	10
	Leech Lake Tribal Transportation Development Plan	10
Austin Hauf	Rethinking I-94 between the Downtowns	20
	Licking County Transit Development Plan	5
	Chisago County CSAH 30 Project Memo	15
Mike Phillippi	Various Transportation Projects	15
Ryan Delwiche	Various Transportation Projects	15
INGCO International	Various Transportation Projects	15



Tom Cruikshank

PROJECT MANAGER

Tom Cruikshank brings over 29 years of transit planning and operations leadership experience to his role as senior transportation planner at WSB. Tom's experience in leading the development of numerous Transit Development Plans has given him a unique understanding of transit systems planning and operations. He also served as Chief Operations and Planning Officer while at St. Cloud Metro Bus, where he managed all Fixed Route, Dial-a-Ride, and Commuter Bus operations, as well as all route and service planning activities. In addition, Tom worked closely with transit system managers while serving on various committees such as the Minnesota Public Transit Association (MPTA), the Minnesota Department of Transportation (MnDOT) Local Human Service-Public Transit Coordination Plan, and the MnDOT District 3 Area Transportation Partnership.

EDUCATION:

Bachelor of Science in
Business Management, Traffic
Safety/ Transportation Minor,
St. Cloud University

WORK

HISTORY:

Transit Development Plan and Coordinated Plan
Licking County, Ohio

Transit Development Plan
Leech Lake Band of Ojibwe

Rochester Transit Planning Assistance
City of Rochester

Regional Transportation Coordinating Council
St. Cloud, MN

Development of Five-Year Transit System Plans
Central Minnesota

Chief Operations and Planning Officer
Metro Bus, St. Cloud, MN

Tom Cruikshank – Selected Project Experience

Transit Development Plan and Coordinated Plan | Licking County, OH

CLIENT: LICKING COUNTY AREA TRANSPORTATION STUDY

Project Manager for development of both a Transit Development Plan (TDP) and a Coordinated Plan (CP) for the Licking County Transit Board and Licking County Area Transportation Study. The TDP and CP development included extensive stakeholder and public outreach to determine where improvements in service delivery can be accomplished through a comprehensive review of service scenarios, capital and financial plans, and operational refinements.

Transit Development Plan | Cass Lake, MN

CLIENT: LEECH LAKE BAND OF OJIBWE

Project Manager for development of Transit Development Plan (TDP) for the Leech Lake Band of Ojibwe. The TDP process assisted the Leech Lake Band in combining two public transit routes and casino gaming employee shuttle transportation services into an integrated Tribal Transportation program to meet the needs of over a dozen communities throughout the Leech Lake reservation.

Transit Signal Priority RFP Project | Rochester, MN

CLIENT: CITY OF ROCHESTER

Provided the City of Rochester staff Transit Planning Assistance for to create a RFP for the Rochester Public Transit System for procuring their first Transit Signal Priority system to equip the fleet of 71 buses to operate on 22 intersections along two future high priority Rapid Transit corridors.

Regional Transportation Coordinating Council | St. Cloud, MN

CLIENT: ST. CLOUD AREA PLANNING ORGANIZATION

Project Manager for Regional Transportation Coordination Council project to assist the St. Cloud Area Planning Organization in creation and adoption of an Operational Implementation Plan to define the RTCC region, membership structure and staffing and financing plan.

Development of Five-Year Transit System Plans | Central Minnesota

CLIENT: MnDOT

As Project Lead for the development of Five-Year Transit System Plans (FYTSP) for six rural transit agencies in Central Minnesota. The agencies include Wadena County Friendly Rider, Becker County Transit, Transit Alternatives, Tri-Cap Transit Connection, Rainbow Rider Transit and Morris Transit. Each agencies FYTSP will establish a vision and details on service improvements to help systems deliver better service and work toward the overall goals of improving coordination of services to meet transportation needs; increase ridership/usage across the network; and ensure fiscal responsibility as a transit funding agency.

Chief Operations and Planning Officer | St. Cloud, MN

CLIENT: METRO BUS

As Chief Operations and Planning Officer, Tom managed bus operations, maintenance, customer service, community outreach and travel training, and planning. His responsibilities also included the following:

- Managed all Metro Bus Fixed Route, Dial-a-Ride and Commuter Bus operations
- Provided planning leadership for Transit Development Plan implementation of route and service initiatives
- Facilitated public meetings and hearings on long-range plans, fare, service and policy changes
- Supervised the Director of Maintenance, Operations Managers and Supervisors, Community Outreach and Travel Training Manager and 150 operations personnel
- Project manager for Transit Center, Operations Center, Mobility Training Center and bus shelter construction projects
- Active in vehicle and capital equipment procurement
- Worked in employee relations in areas of discipline, employment policy and employee development
- Represented Metro Bus at local, state and national levels
- Served as member of executive committee



Jack Corkle, PTP, AICP

PRINCIPAL AND QA/QC

Jack has over 20 years of experience working on a wide variety of long-range transportation and policy plans. She has served as project manager or lead staff on diverse long-range planning studies involving local, regional, state and federal agencies as well as stakeholder groups. The long-range statewide and local area plans that Jack has been involved with have included highways, transit, pedestrian/bicycle, and freight elements. Her involvement has spanned from completing systems analyses and planning, alternative and policy development, detailed technical analyses regarding performance measure and target development, and technical writing to overall project management, stakeholder/agency coordination and system implementation.

REGISTRATION:

Professional Transportation
Planner # 111

American Institute of
Certified Planners (AICP)

EDUCATION:

Master of Planning,
University of Minnesota,
1999

Bachelor of Arts in Political
Science and Public
Administration, Augustana
College, 1996

WORK

HISTORY:

Sherburne County Transportation Plan
Sherburne County, MN

Anoka County Transportation Plan
Anoka County, MN

**Southwest Light Rail Transit Transitional
Station Area Action Plan (Southwest LRT
TSAAP)**
Hennepin County, MN

Opus Transportation Plan
Minnetonka, MN

Jack Corkle, PTP, AICP – Selected Project Experience

Sherburne County Transportation Plan | Sherburne County, MN

CLIENT: SHERBURNE COUNTY

Jack was the project manager for the Sherburne County Transportation Plan. Plan elements included an evaluation of existing conditions for multiple modes of transportation – including congestion, network gaps and deficiencies, safety problems, jurisdictional and designation inconsistencies, appropriate functional classification, and access management policies. Future conditions for congestion – including developing traffic projections on a segment basis – were also documented. Planning efforts identified and evaluated changes to the functional classification system, roadway jurisdiction and system designation. Future improvements for multiple modes (roadway, trail, and freight) were identified along with their associated costs. An implementation plan for the next 20 years was developed based on current funding levels.

The planning process included meetings with communities, key stakeholder groups, elected officials, partner agencies, and the public. Information was gathered and shared at open house events, charrettes, focus group gatherings, via the county website, and presentations at local events and agency council/board meetings. WSB also created a development review process. The development review process will be used by the counties and communities to review traffic and transportation impacts to the county highway network for new development.

Anoka County Transportation Plan | Anoka County, MN

CLIENT: ANOKA COUNTY

While serving as the multimodal transportation planner for Anoka County, Jack was the key staff person assigned to the development of the county's long-term transportation plan. Jack completed a number of components of the plan and coordinated with a national consulting firm to ensure that travel forecasts and different investment scenarios were consistent with regional policies and practices. As part of the project she coordinated with the communities in the county to develop TAZ assignments to help develop input for the travel forecasting. In addition, she identified potential functional classification changes and targeted routes for jurisdictional transfer. Jack worked with internal team members in identifying safety hot spots and locations where fatal and serious crashes were occurring. Jack was responsible for authoring some sections of the final plan.

Southwest Light Rail Transit Transitional Station Area Action Plan (Southwest LRT TSAAP) | Hennepin County, MN

CLIENT: HENNEPIN COUNTY

WSB was a sub-consultant and Jack was the project manager for WSB. The Southwest LRT TSAAP project identified both opening day and long-term improvements needed around the proposed stations on the Southwest LRT line. A weeklong charrette was conducted for individual station areas to develop land use and development scenarios and to identify immediate transportation needs and those that would evolve as the station areas redeveloped. WSB was responsible for identifying infrastructure improvements at each of the stations and an approximately one mile radius from the stations. WSB developed a number of on- and off-road bicycle connections, bridges for separating non-motorized users, and sidewalk connections. WSB also documented the needed roadway typical sections on roadways leading to the station and identified intersection geometric improvements.

OPUS Transportation Plan | Minnetonka, MN

CLIENT: CITY OF MINNETONKA

Jack was the project manager for the Opus Transportation Plan. The City of Minnetonka retained WSB to identify transportation improvements (roadway, trail, transit, bridge) that would be needed for the local transportation network if the Southwest LRT line was constructed as proposed through the Opus Business Park. In addition, the city asked WSB to look at and provide comments on potential Southwest LRT improvements identified in the Draft EIS for that project. The intent of the study was to use the review of the Draft EIS to make some suggested changes with the Southwest LRT project as well as to identify what investments the city needed to make within the Opus area. As part of the study WSB made some key recommendations that were ultimately included in the Southwest LRT project. These included a cut and cover under TH 62 instead of a bridge over TH 62 between Opus and industrial developments in the City of Eden Prairie as well as a slight alignment change at the northern end of the Opus development, which allowed the local roadway network to function better. In addition, the study identified reversing two one-way roadways, creating a number of new grade-separated trail links to provide 10-minute access to the SWLRT station, replacing a number of bridges, and modifying existing transit routes.



Dan Pfeiffer

PUBLIC ENGAGEMENT LEAD

Dan has more than ten years of experience leading teams and managing complex projects. As a team leader and operations assistant in the Army and Minnesota Army National Guard and over eight years in public engagement, primarily as public agency staff, on light rail transit projects in the Twin Cities. He has completed the International Association of Public Participation's Foundations in Public Participation, the National Transit Institute's Public Involvement in Transportation Decision-making courses. He is experienced in developing and implementing public engagement plans. Dan believes that the community's wants, needs, and aspirations should be reflected in project outcomes.

EDUCATION:

MA Public Policy and Leadership, University of St. Thomas, 2012,

BA Political Science, University of Minnesota, 2010

Southwest LRT Project | Minneapolis, MN*

CLIENT: METROPOLITAN COUNCIL/METRO TRANSIT

The Southwest LRT Project (METRO Green Line Extension) is a \$2.003 billion 15-mile extension of the existing Green Line from Minneapolis to Eden Prairie the passes through St. Louis Park, Hopkins, and Minnetonka. Dan conducted public engagement during the environmental (NEPA) process and engineering including; developing public engagement plans, working with stakeholders to identify and resolve issues, and developing measures to minimize and/or mitigate impacts.

Rethinking I-94 Phase 2 | Minneapolis to St.Paul, MN

CLIENT: MnDOT

Rethinking I-94 is a long-term effort to improve MnDOT's engagement and relationships with the communities in a 15-mile study area between St. Paul and Minneapolis. With a focus on easier, safer travel in the corridor, Rethinking I-94 intends to reconnect neighborhoods, revitalize communities and ensure residents have a meaningful voice in transportation decisions that affect their lives. Dan leads public involvement in MEPA/NEPA processes through development of the Scoping Decision Document and Tier 1 EIS.

CSAH 34 (Birch Street) | Lino Lakes, MN

CLIENT: ANOKA COUNTY

CSAH 34 is an existing undivided two-lane roadway not in compliance with county access management guidelines. Preliminary design includes adding two roundabouts near an elementary school and median. Dan is leading WSB's public engagement during design including; developing public engagement plans, working with stakeholders to identify and resolve issues, and developing measures to minimize and/or mitigate impacts.

*Project prior to WSB



Kirsten Gray

PUBLIC ENGAGEMENT SUPPORT

Kirsten has over 10 years of experience in strategic communications with a focus on external relations. Kirsten believes that community engagement is essential for successful projects and plans. She has worked on large-scale projects where stakes were high and meaningful public involvement was mandatory. Her proven track record of working with cities, agencies, and diverse communities to arrive at creative solutions is an asset to clients. Kirsten blends modern engagement methods and tools with classic outreach strategies. She believes in meeting people where they are, whether that is out in the community or on her clients' social media channels.

EDUCATION:

Bachelor of Arts in
Journalism, University of
Minnesota, 2004

MEMBERSHIPS & RECOGNITIONS:

Member, International
Association for Public
Participation

Highway 52 Southbound Improvement Project | Cannon Falls to Zumbrota, MN

CLIENT: MnDOT

PROJECT DURATION: AUGUST 2018 - PRESENT

In her role as Public Engagement Manager for the MnDOT Highway 52 Southbound Improvement Project (Cannon Falls to Zumbrota), Kirsten works with the project team to bring key stakeholders into the design process for a complex project. Her strong relationships with county leadership, residents, freight operators and farmers allow for comprehensive outreach efforts, targeted forums and work groups, and popular public events.

I-94 Unbonded Overlay | Maple Grove to Rogers, MN

CLIENT: MnDOT

PROJECT DURATION: JUNE 2018 – PRESENT

Kirsten serves as the Public Involvement Coordinator on this major I-94 construction project. Her role requires her to strategically manage the project team's engagement with residents, businesses, and other stakeholders. The community's involvement in the noise barrier consideration and voting process as well as the environmental assessment public comment process were key elements of the project's success.



Austin Hauf, AICP Candidate

TRANSPORTATION PLANNER

Austin joined WSB in 2019. Since joining the firm, he has provided technical and GIS analyses and engagement activities for transit and transportation plans, community comprehensive plans, and long-range corridor studies. Austin is very detail oriented and is adept at analyzing data for trends and outliers. He is efficient in his analysis and has the communication skills needed to make complex data approachable to non-technical audiences. Austin has recently participated in two transit development plans, one in Licking County, Ohio and one for the Leech Lake Band of Ojibwe in northern Minnesota. Austin led many of the technical analyses and drafted memos and reports for client review.

REGISTRATION:

AICP Candidate,
American Institute of
Certified Planners

EDUCATION:

Master of Urban and
Regional Planning,
University of Minnesota,
2019

BA Political Science/
Global Studies/Chinese,
Concordia College, 2015

Five-Year Transit System Plans | Central MN

CLIENT: MnDOT

MnDOT's Office of Transit and Active Transportation provides funding to support the creation of five-year operations, capital, and service plans for Minnesota's rural transit systems. Austin compiled and analyzed demographic and economic data for six rural transit system plans in central Minnesota completed by WSB as part of the larger five-year transit plan process. |

CSAH 11 Jonathan Carver Parkway Corridor Study | Carver County, MN |

CLIENT: CARVER COUNTY

The CSAH 11 Jonathan Carver Parkway Corridor Study evaluated existing and future conditions along a two-lane highway in the City of Carver to identify issues and needs related to ongoing growth pressure in the community. Austin's role on the project included technical writing, preparation of maps and figures to illustrate existing conditions and future concepts and assisting with preparation of the draft and final plan documents. |

Licking County Transit Development Plan and Coordinated Plan | Licking County, OH |

CLIENT: LICKING COUNTY

WSB collaborated with the Licking County Area Transportation Study and a subconsultant on a Transit Development Plan and Coordinated Plan for the Licking County Transit Board, which provides countywide demand response public transit services. Austin's roles on the project included assisting with the development and administration of on-board surveys, staffing public meetings, development of print and online public engagement materials, conducting a performance-based peer group analysis, and drafting technical memos and plan documents. |



Joanne Cho

TRANSPORTATION PLANNER

Joanne has been a Transportation Planner for almost two years. With a dual master's degree in Civil Engineering and Urban and Regional Planning, Joanne has worked on various transportation plans, studies, and projects. She has experience performing detailed data analyses and developing content for several Minnesotan municipals and counties, such as Leech Lake, Washington County, City of Blaine, City of Saint Anthony, and City of Champlin. One of the transportation plans Joanne is currently working on is a Transit Development Plan for Leech Lake Tribal Transit. Joanne has also worked on developing communication materials for public engagement and providing high-quality service to clients.

EDUCATION:

Master of Science in Civil Engineering, University of Minnesota– Twin Cities

Master of Urban and Regional Planning, University of Minnesota– Twin Cities

Leech Lake Tribal Transit Development Plan | Cass Lake, MN

CLIENT: LEECH LAKE TRIBAL TRANSIT

The goal of the Transit Development Plan (TDP) is to develop a long-range plan that will identify Leech Lake Tribal Transit's (LLTT) strengths and weaknesses, challenges and opportunities, including unmet needs and anticipated or desired future transit service changes.

Washington County Roadway Jurisdictional Study | Washington County, MN

CLIENT: WASHINGTON COUNTY

This study is intended to develop a series of recommendations for roadway jurisdictional changes in Washington County. Roadway jurisdictional recommendations are based on analyzing current roadway characteristics such as, but not limited to, functional class, existing and forecast traffic volumes, current state aid designation, and system spacing. The Washington County Roadway Jurisdictional Study is an extension of the St. Croix Valley Roadway Jurisdiction Study.

ADA Transition Plans | Various Minnesotan Municipals

CLIENT: CITY OF BLAINE, CITY OF CHAMPLIN, CITY OF SAINT ANTHONY, AND CITY OF MAHTOMEDI

ADA Transition Plans were developed for municipals to ensure organizations that facilities are accessible to all individuals. As part of developing the Transition Plans, facilities within public right of way were inventoried and evaluated. Improvements were identified and cost-estimates were provided to help meet ADA standards for II inventoried facilities and needs.



Michael Phillippi

GIS SPECIALIST

Michael is a GIS Specialist with over 4 years of experience. He has provided GIS mapping services for both public and private sector clients. Michael is proficient in ArcGIS Software, ArcMap, ArcGIS Pro, ArcGIS Online, ESRI's Collector and Survey 123. He is also proficient in Spatial Analysis, Mapping and Visualization, Imagery, and Remote Sensing. Michael has worked on numerous Corridor Study Projects, Transportation Study Projects, creating ESRI Web AppBuilder and other web mapping applications. In many of these projects, Michael has been the lead GIS support role. Michael's other GIS Support roles include working with external clients, GIS training for external clients, updating and editing gas and utilities, creating GIS Maps, creating and updating geodatabases, creating datasets. His customer service driven approach makes him a valuable asset to project team.

EDUCATION:

Bachelor of Science in Geography, Minor in Geographic Information Systems, University of Wisconsin – River Falls, 2015

Gas Utility Updates | Circle Pines

CLIENT: Circle Pines

PROJECT DURATION: July 2017 – Present

Michael was heavily involved with the process of updating and editing utilities especially the Gas Utility for the city of Circle Pines. Michael constructed data models and utility networks for sanitary sewer, storm sewer, watermain, fiber networks, electrical systems and Gas networks. Michael also was responsible for the updating the data within these models for the city. Additionally, he created an editing application using ESRI's Collector for the city staff to collect and update utilities out in the field which would be updated in real time.

GIS Training | Arden Hills

CLIENT: Arden Hills

PROJECT DURATION: Jan 2017 – Present

Michael was responsible for the GIS training, updating and editing and converting the city of Arden Hills GIS data into DataLink which is WSBs Web GIS Platform Application. Michael was in charge of training the entire city staff on how to correctly view and use WSBs DataLink application. He has led numerous training sessions on both ArcGIS desktop and Web based GIS built on the ArcGIS Platform.



Ryan Delwiche

GRAPHIC DESIGNER

Ryan is a graphic designer at WSB with over seven years of design experience that includes print, digital, production and web. He is proficient in using Adobe InDesign, Illustrator and Photoshop, as well as Squarespace and Wordpress. Ryan’s recent public engagement projects include interactive PDFs, project websites, printed mailers, and web graphics. Ryan works with WSB staff and clients to efficiently produce a variety marketing and communication materials from concept to execution.

EDUCATION:

University of Wisconsin – Oshkosh
 Bachelor of Fine Arts
 Minor in Journalism

Economic Development Brochure | Ramsey, MN

CLIENT: CITY OF RAMSEY, MN

Ryan worked with WSB’s project manager for the City of Ramsey and city officials to produce an interactive PDF document showcasing the city’s opportunity zones for development and facts about the city. Ryan took facts, maps and data about the city and turned them into digestible and visually interesting graphics. The document will be used to attract a variety of development projects to the city.

ERM Framework Document | North Dakota

CLIENT: NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

Ryan designed a 30-page document showcasing a new initiative for NDDOT. He took what would have been a very text-heavy document and created infographics and visuals to make it more interesting and easier to understand.



Ingrid Christensen | INGCO

TRANSLATION SERVICES

Ingrid Christensen, founder and president of INGCO International has dedicated the entirety of her professional career to interpreting and translating. Her expertise lies in creating an end product that is not only true to the original but also renders a meaningful message to the client — regardless of their spoken language or cultural background. She has worked with numerous cultural groups both within and outside of the United States and is considered a vital resource regarding the various immigrant communities throughout the country.

CERTIFICATES:

Translating/Interpreting,
University of Minnesota
InDesign, MCAD

EDUCATION:

Bachelor of Arts in
Spanish, Legal Studies,
University of Minnesota

Master of Arts in
Business Administration,
Hamline University

MEMBER OF:

American Translator’s Association

- Voting Member

Upper Midwest Translator’s and
Interpreters Association

- Voting Member

Minnesota Chamber of Commerce

- Small Business Committee,
Leadership Minnesota, Class of 2015

Hispanic Chamber of Commerce

Danish American Chamber of Commerce

- The EuroCocktail Planning Board

Saint Paul Chamber of Commerce

- Board of Directors

- Political Action Committee

- Leadership Saint Paul, Class of 2011

- Leadership Saint Paul Master’s
Program

Visit Saint Paul

Regions Hospital Memory Care
Foundation Committee

Northern Star Council Fundraising
Committee

AWARDS & HONORS:

Awarded Deubener Award “Emerging Volunteer of the Year ” 2012

Awarded Deubener Award “Minority Owned Business of the Year” 2012

Honored by Minneapolis/Saint Paul Business Journal “40 Under 40”

Frequently presents to Minnesota Trade Office, Minnesota Chamber of
Commerce, University of Minnesota College of Liberal Arts

8. Budgets and Cost Proposal

The table below outlines the WSB team's cost proposal. For each task you can see the anticipated hours by team member. At the bottom of the sheet are the overhead rate and fixed fee along with project expenses and total project costs.

TASK DESCRIPTION	PROJECT MANAGER TOM CRUIKSHANK	QA/QC/PRINCIPAL JACK CORKLE	PLANNING TRANSIT PLANNING SUPPORT	PUBLIC ENGAGEMENT DAN PFEIFFER	PUBLIC ENGAGEMENT SUPPORT KIRSTEN GRAY	GRAPHICS RYAN DELWICHE	GIS MIKE PHILLIPPI	PROJECT CONTROLS	ACCOUNTING	TOTAL HRS.	COST
1.0 PROJECT MANAGEMENT											
1.1 TD Staff Project Bi-weekly Calls (11 calls)	14		24	4	4					46	\$4,938.68
1.2 TAC Meetings (4 bi-monthly meetings)	16		24	16						56	\$6,348.97
1.3 CAC Meetings (3 quarterly meetings)	12		20	12						44	\$4,922.59
1.4 Anoka County Board Presentation	4		6	4						14	\$1,587.24
1.5 Project Administration	20	2		4				8	8	42	\$5,448.10
3.0 TRANSIT NEEDS STUDY STAKEHOLDER ENGAGEMENT											
2.1 Communications and Stakeholder Engagement Plan	6		30	10	20					66	\$7,019.25
2.2 Project Website	2		8	4	10	2				26	\$2,831.30
2.3 Consumer and Provider Surveys	2		28	4	8		20			62	\$5,646.50
2.4 Stakeholder Engagement	30		50	30	30					140	\$15,926.04
2.5 Focus Groups (2 rounds)	20		40	20	20					100	\$11,153.59
2.6 Draft Transit Service Needs Plan Workshop	4		12	4	4					24	\$2,552.46
2.7 Stakeholder Engagement Technical Memorandum	8		30	8	10					56	\$5,828.82
3.0 ASSESSMENT OF TRANSIT NEEDS											
3.1 Data Collection	10		45	10	20		2			87	\$8,955.04
3.2 Review of Existing, Planned and Future Conditions	10		30	4	4		2			50	\$5,013.75
3.3 Demographics Profile	10		30	4	4	2	2			52	\$5,174.62
3.4 Estimate of Need vs. Current Transit Service Levels	10		30		2		2			44	\$4,236.22
3.5 Analysis of Destinations	10		35				6			51	\$4,718.83
3.6 Service Overview	10	2	30	2	2	2	2			50	\$5,019.11
3.7 Assessment of Transit Needs Technical Memorandum	8	2	30	6	4	4	6			60	\$5,995.05
4.0 RECOMMENDED STRATEGIES FOR IMPLEMENTATION											
4.1 Recommended Strategies for Implementation Technical Memorandum	30	2	60	10	10	2	2			116	\$12,311.85
5.0 FINAL REPORT DOCUMENT											
5.1 Draft Transit Needs Study	10	4	50	6	6	6	6			88	\$8,644.03
5.2 Final Transit Needs Study	6	4	35	2	2	2	2			53	\$5,206.80
TOTAL HOURS	252	16	647	164	160	20	52	8	8	1,327	\$119,580
HOURLY COSTS	\$53.00	\$66.00	\$30.00	\$50.00	\$45.00	\$30.00	\$30.00	\$50.00	\$30.00		
DIRECT SALARY COSTS	\$13,356.00	\$1,056.00	\$19,410.00	\$8,200.00	\$7,200.00	\$600.00	\$1,560.00	\$400.00	\$240.00		\$52,022.00
OVERHEAD COSTS (RATE = 1.3727)	\$18,333.78	\$1,449.57	\$26,644.11	\$11,256.14	\$9,883.44	\$823.62	\$2,141.41	\$549.08	\$329.45		\$71,410.60
SALARIES + OVERHEAD	\$31,689.78	\$2,505.57	\$46,054.11	\$19,456.14	\$17,083.44	\$1,423.62	\$3,701.41	\$949.08	\$569.45		\$123,432.60
FEE (13%)	\$4,119.67	\$325.72	\$5,987.03	\$2,529.30	\$2,220.85	\$185.07	\$481.18	\$123.38	\$74.03		\$16,046.24
SALARIES + OVERHEAD + FEE	\$35,809.45	\$2,831.30	\$52,041.14	\$21,985.44	\$19,304.29	\$1,608.69	\$4,182.60	\$1,072.46	\$643.48		\$139,478.84
EXPENSES											COST
TRANSLATION & INTERPRETATION (INGCO)											\$1,500.00
ENGAGEMENT EVENT COSTS (EVENT LOCATION, PRINTING, ETC.)											\$3,000.00
TOTAL EXPENSES											\$4,500.00
TOTAL COST											\$143,978.84

9. Suggested Modifications to the Base Work Plan

WSB does not have any modifications to the base work plan.

10. Conflict of Interest

WSB is not aware of any conflicts of interest on this project.

11. Required Certification Forms

All required forms are located in Appendix A.



Appendix
Required Certification Forms

**ATTACHMENT 1
CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract) WSB certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) or this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

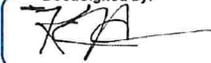
If the primary participant (applicant for an FTA grant or cooperative agreement, or potential third party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation of this certification.

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential contractor for a major third party contract), WSB certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq. are applicable thereto.


Signature and Title of Authorized Official

The undersigned chief legal counsel for WSB

hereby certifies that Jody Martinson, PE has authority under State and local law to comply with the subject assurances and that the certification above has been legally made.

DocuSigned by:

5E3CB3684F6246B...

Signature of Applicant's Attorney

4/1/2020 | 15:06 CDT

Date

**ATTACHMENT 2
STATE OF MINNESOTA
NON-COLLUSION DECLARATION**

The following Non-Collusion Declaration shall be executed by the bidder:

Operation Of

State Of Minnesota

County Of

I, Jody Martinson, PE, do state under penalty
(name of person signing this declaration)

of perjury under 28 U.S.C. 1746 of the laws of the United States:

(1) that I am the authorized representative of WSB

(name of person, partnership, or corporation submitting this proposal)
and that I have the authority to make this declaration for and on behalf of said bidder;

(2) that, in connection with this proposal, the said bidder has not either directly or indirectly

entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free

competitive bidding;

(3) that, to the best of my knowledge and belief, the contents of this proposal have not been communicated by the bidder or by any of his/her employees or agents to any person who is not an employee or agent of the bidder or of the surety on any bond furnished with the proposal and will not be

communicated to any person who is not an employee or agent of the bidder or of said surety prior to the official opening of the proposal, and

(4) that I have fully informed myself regarding the accuracy of the statements made in this declaration.

Signed: _____

Jody Martinson
(bidder or his authorized representative)

Dated: 3/30/20

ATTACHMENT 3
ORGANIZATIONAL CONFLICT OF INTEREST (SPECIFICATION PREPARATION)

- (a) This contract, in whole or in part, provides for the Contractor to draft and/or furnish specifications in support of Anoka County [Contracting officer identify system or program]. Further, this contract may task the Contractor to prepare or assist in preparing work statements that directly, predictably and without delay are used in future competitive acquisitions in support of Transit Needs Study [Contracting officer identify program]. The parties recognize that by the Contractor providing this support a potential conflict of interest arises as defined by FAR 9.505-2.
- (b) During the term of this contract and for a period of _____ [Contracting officer insert period of time after contract completion that contractor will not be allowed to supply time] after completion of this contract, the Contractor agrees that it will not supply as a prime contractor, subcontractor at any tier, or consultant to a supplier to the Department of Commerce, any product, item or major component of an item or product, which was the subject of the specifications and/or work statements furnished under this contract. The contractor shall, within 15 days after the effective date of this contract, provide, in writing, to the Contracting Officer, a representation that all employees, agents and subcontractors involved in the performance of this contract have been informed of the provisions of this clause. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The Contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.
- (c) For the purposes of this clause, the term "contractor" means the contractor, its subsidiaries and affiliates, joint ventures involving the contractor, and entity with which the contractor may hereafter merge or affiliate and any other successor or assignee of the contractor.
- (d) The Contractor acknowledges the full force and effect of this clause. It agrees to be bound by its terms and conditions and understands that violation of this clause may, in the judgment of the Contracting Officer, be cause for Termination for Default under FAR 52.249-6. The Contractor also acknowledges that this does not represent the sole and exclusive remedy available to the Government in the event the Contractor breaches this or any other Organization Conflict of Interest clause.

Anoka County

Contracting System Name

Contracting System Representative

WSB

Contractor Agency Name

Jody Martinson

Contractor Representative

ATTACHMENT 4

CERTIFICATION REGARDING LOBBYING

APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, WSB, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Jody Martinson

Signature of Contractor's Authorized Official

Jody Martinson, PE / Vice President

Name and Title of Contractor's Authorized Official

3/30/20

Date



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider recommending approval of Amendment No. 2 to Contract #C0004292, an Agreement between Anoka County and First Transit Inc., for operation of Regular Route Transit.</i>
BACKGROUND	<p><i>Anoka County entered into agreement with First Transit in 2015 to operate Regular-Route Transit. The program is funded through an agreement with the Metropolitan Council and will end after service on June 12, 2020.</i></p> <p><i>The Metropolitan Council approached First Transit to take in a failed contract unrelated to Anoka County. This added contract pays the drivers more than the current Anoka County contract; therefore, the Amendment will bring the minimum pay to the same level. This will prevent drivers from transitioning away from Anoka County Traveler routes to the more lucrative routes.</i></p> <p><i>The increased wages will be covered with Metropolitan Council funds. As mentioned above, this agreement will remain in effect through June 12, 2020, and will be retroactive to February 1, 2020.</i></p>
PREVIOUS ACTION TAKEN	<p><i>08/10/15 - Signed Agreement #C0004292 with First Transit.</i></p> <p><i>08/10/15 - Signed Agreement #C0004451 with the Metropolitan Council.</i></p> <p><i>10/25/16 - Signed #C0004282A Amendment No. 1 for a minimum wage increase.</i></p>
COMMENTS	
RECOMMENDATIONS	<p><i>Approve.</i></p>

**AMENDMENT NO. 2
TO AGREEMENT BETWEEN THE COUNTY OF ANOKA AND FIRST TRANSIT, INC. FOR
OPERATION OF REGULAR ROUTE OF PUBLIC TRANSIT SERVICE
(Anoka County Traveler Regular Route Service)**

THIS AMENDMENT is made this _____ day of _____, 2020, the date of the signature of the parties notwithstanding, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and First Transit, Inc., 600 Vine Street, Suite 1400, Cincinnati, Ohio 45202, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the County wishes to amend the Agreement with the Contractor for operation of Public Transit Service for the Anoka County Traveler Transit Regular Route Service (Anoka County Contract No. C0004292) dated July 16, 2015, and as amended on October 25, 2016, hereinafter referred to as the "Agreement"; and

WHEREAS, Sub-section 11.01, AMENDMENTS, of said Agreement provides that any material alterations, modifications or variations of the terms of this Agreement shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated or contained in the Agreement, the parties do hereby agree as follows:

1. The parties agree to amend Section III. CONTRACTOR PERSONNEL, Sub-section 3.07 MINIMUM WAGE REQUIREMENT, as follows:

Effective February 1, 2020, the County must require the Contractor to offer a starting wage for drivers of \$17.50 per hour or higher for drivers in revenue service and will further provide annual increases which reflect the projected regional rate of inflation throughout the term of the contract. This minimum wage requirement is intended to ensure that drivers are compensated at an hourly rate adequate to attract and retain qualified and suitable drivers and to sure a living wage.

2. The parties agree to amend Section VII. BASIS AND METHOD OF PAYMENT FOR SERVICES; MAXIMUM CONTRACT AMOUNT, Subsection 7.01 b. Contractor's Applicable Hourly Rate, as follows:

Effective February 1, 2020 (year 5) the Contractor's Base Billable Hours and Rates under the terms of this amendment are as follows:

b. Contractor's Applicable Hourly Rate. The Contractor's hourly rate per Billable Hour during the term of this Agreement is as follows:

Contract Year	Base Billable Hours	Rate #1 (80-90%)	Rate #2 (90-110%)	Rate #3 (110-120%)
1	15,482.36	63.61	62.39	59.48
2	16,971.24	65.14	63.92	60.94
3	16,848.97	67.60	66.37	63.28
4	16,848.97	68.40	69.14	64.00
5	16,910.11	70.20	68.92	65.72

*5		75.00	73.70	70.48
----	--	-------	-------	-------

*Base hours for year 5 will be shortened. Service will end effective June 12 rather than July 31, approximately 1 ½ months early. Rates are effective February 1, 2020.

3. The parties agree to amend Section VIII. TERM, TERMINATION, AND DEFAULT; SUSPENSION OF SERVICE, as follows:

This Agreement shall be in effect for transit service operated by the Contractor under this Agreement. The term of the Agreement from August 31, 2015 through June 12, 2020, at which time it will terminate.

4. The parties agree to amend Section XI. GENERAL PROVISIONS, Sub-section 11.03 Notice, as follows:

Notice for purposes of this Agreement shall be sufficient if personally delivered or sent by certified mail to the other party at the following addresses:

For the County:

Mark Schermerhorn
 Transit Program Coordinator
 Anoka County Transit
 1440 Bunker Lake Blvd
 Andover, Minnesota 55304

For the Contractor:

John Mathews, Senior V.P.
 First Transit, Inc.
 3400 Spring Street Northeast
 Minneapolis, Minnesota 55413

or such other address as either party may designate for itself in writing to the other party. Notices sent by certified mail shall be deemed to have been given as of the day of mailing.

5. This Amendment is hereby made a part of and shall be amended to the Agreement of the parties.

6. All other terms and conditions of the original Agreement, not inconsistent with this Amendment, shall remain in full force and effect.

7. **Counterparts:** This Amendment may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

remainder of page intentionally left blank; signature page follows

IN WITNESS WHEREOF, the parties have signed this Amendment on the dates written below.

COUNTY OF ANOKA

FIRST TRANSIT, INC.

By: _____
Scott Schulte, Chair
Anoka County Board of Commissioners

By: _____
Its: _____

Dated: _____

Dated: _____

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Its: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Christine V. Carney
Assistant County Attorney

Dated: _____

ANOKA COUNTY
FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE REPORT
FOR THE APRIL 28, 2020 COUNTY BOARD MEETING

The Finance and Capital Improvements Committee meeting was held on April 21, 2020 in County Board Room #705, Anoka County Government Center, Anoka, Minnesota.

Committee Members Present: Commissioner Look (Chair)
Commissioner Braastad (Vice-Chair)
Commissioner Gamache
Commissioner Schulte

Committee Members Absent:

Others Present:

Rhonda Sivarajah, County Administrator; Dee Guthman, Deputy County Administrator; Cory Kampf, Division Manager; Jonell Sawyer, Property Records and Taxation Division Manager; Andrew Dykstra, Facilities Management and Construction Director; Pam LeBlanc, Property Records and Taxation Director; Jeff Perry, Parks Director; Jerry Covell, Construction Planning & Design Manager; Shelly Orlando, Commander; Richard Kreyer, Sergeant; Bryan Franz, Civil Division Chief Attorney; Christine Carney, Assistant County Attorney III; Cathie Larson, Senior Office Manager.

Action Items:

1. The Committee recommends 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. The Committee recommends 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. The Committee recommends 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. The Committee recommends 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.

Informational Items:

1. The committee considered, for informational purposes, a public hearing on Tuesday, May 26, 2020, for the county board to receive public comment on the Anoka County user fees – **See attached** informational item worksheet.
2. The committee considered, 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.
3. The committee considered, for informational purposes, an update on Anoka County finances.
4. The committee considered, for informational purposes, a discussion and advice from legal counsel regarding the status of the Bunker Beach Wave Pool Replacement. The discussion was held in closed session due to attorney-client privilege. No further action was recommended by the Committee as a result of the closed session.



COUNTY BOARD

ACTION ITEM

April 28, 2020

FM&C

ACTION REQUESTED	<p>The Committee recommends 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



COUNTY BOARD

ACTION ITEM

April 28, 2020

FM&C

<p>ACTION REQUESTED</p>	<p>The Committee recommends 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
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<p>FUNDING</p>	<p>County Department Operating Budgets</p>																



COUNTY BOARD

ACTION ITEM

April 28, 2020

FM&C

ACTION REQUESTED	<p>The Committee recommends 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



COUNTY BOARD

ACTION ITEM

April 28, 2020

FM&C

<p>ACTION REQUESTED</p>	<p>The Committee recommends 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="342 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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Technology	\$4,400																								
Total	\$346,286																								
<p>FUNDING</p>	<ul style="list-style-type: none"> • Asset Preservation Fund 																								



COUNTY BOARD
INFORMATIONAL ITEM

April 28, 2020

Finance & Central Services

ACTION REQUESTED	The Committee considered, for informational purposes, a Public Hearing on Tuesday, 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 the April 21 st , 2020, Finance & Capital Improvements Committee Meeting. Attached is a Master Fee change list.
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.



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	



Anoka County
HUMAN SERVICES DIVISION
Administration & Finance

Human Services Committee
Chair's Report
for the April 28, 2020, County Board

Action Items*

Economic Assistance

- *1. The Human Services Committee Chair recommends adoption of Resolution #2020-HS-7, Approving Economic Assistance Actions and Payments

Social Services

- *2. The Human Services Committee Chair recommends approval of Minnesota Department of Human Services, Office of Economic Opportunity, Grant Agreement for COVID-19 Emergency Response Funds, Contract #C0007900

RESOLUTION #2020-HS-7
APPROVING ECONOMIC ASSISTANCE ACTIONS AND PAYMENTS

BE IT RESOLVED that the Anoka County Board of Commissioners does hereby approve and ratify the following client actions of the Anoka County Economic Assistance Department for March 2020: Medical Assistance and General Assistance medical payments in the amount of \$303,503.05 set forth in the Monthly Economic Assistance Actions and Payments Authorization document on file in Human Services Administration.



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Social Services		April 21, 2020
Grant Agreement # C0007900 COVID-19 Response Emergency Response Fund		ACTION
Action Requested	Approval of Grant Agreement #C0007900 with the Minnesota Department of Human Services, Office of Economic Opportunity (OEO) for COVID-19 Response Emergency Response Funds.	
Background	<p>On March 26, the state legislature passed a \$330 million emergency funding package that was signed into law by Governor Walz on March 28. A portion of this funding was used to establish the Emergency Services Program (ESP) Funds. The Office of Economic Opportunity (OEO) at the Department of Human Services (DHS) is responsible for administering the ESP funding. A Survey (grant application) was developed to be used by non-profit organizations, tribal governments, or local units of government to request funding to respond to the COVID-19 impacts on those experiencing homelessness. The Survey is considered “rolling” and applicants can apply for additional funding as needed.</p> <p>The funding can be used for:</p> <ul style="list-style-type: none">• Help maintain or expand shelter capacity, promoting health and safety for shelter residents (maintaining social distancing for those most vulnerable) in the form of Hotel Vouchers• Purchasing hygiene and/or sanitation supplies to stay in compliance with CDC guidance• Support staffing needs for programs to maintain and hire staff for the maintenance or expansion of shelter to protect the health and wellness of participants and staff <p>The Community Social Services and Behavioral Health (CSSBH) Department has been awarded funds to create social distancing at our two homeless shelters; expand the ability to shelter homeless adults and families through the use of hotel vouchers; the purchase of hygiene/sanitation supplies; and staffing to provide support services to additional individuals and families.</p> <p>Total Grant Award: \$272,950 (based on a 30-day period)</p> <ul style="list-style-type: none">• \$242,895 for Shelter Capacity• \$10,000 for Hygiene/Sanitation• \$20,000 for Staffing <p>Grant Term: For expenses which are incurred by the recipient on or after April 1, 2020: and before February 1, 2021 or 60 days after expiration of Executive Order 20-01 (COVID-19 Peacetime Emergency) declared by the governor, whichever occurs earlier.</p>	
Prior Action	None	
Recommendation	Staff recommends approval of Grant Agreement #C0007900 with the Minnesota Department of Human Services, Office of Economic Opportunity (OEO) for COVID-19 Response Emergency Response Funds.	
Submitted By	Natalie Engemann, Grants and Contracts Coordinator	
Approved By	Jerry Pederson, Director	

ANOKA COUNTY
INTERGOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE
CHAIR REPORT
FOR THE APRIL 28, 2020 COUNTY BOARD MEETING

***Action Items**

- *1. The chair recommends the county board approve the following agreements:
- A. Contract #C0007876, renewal with D.C. Livery of Duluth for a term of January 1, 2021, through December 31, 2021, and one automatic 1-year renewal.
 - B. Contract #C0005931, renewal with SGI Inc. (Avalon) for an annual amount of \$102,300, and a term of January 1, 2021, through December 31, 2021, and two automatic 1-year renewals.
 - C. Contract #C0004311B, renewal to provide autopsy services for Burnett County, WI, providing annual revenue of \$42,000, beginning January 1, 2021, with automatic renewals through 2024.

See attached worksheet.

*Requires Board Approval.



Anoka County Action Item
Intergovernmental Committee
Medical Examiner's Office

ACTION REQUESTED	<p>Consider approving the following contracts:</p> <ul style="list-style-type: none">A. Contract renewal with D.C. Livery of Duluth. This company has been working with the Medical Examiner's Office since we started working with St Louis County.B. Contract renewal with SGI Inc. (Avalon) for transport service for nine counties. The Medical Examiner's Office has been working with this company since 2015.C. Consider approving the renewal contract for Burnett County, Wi. for autopsy services.
Background	<ul style="list-style-type: none">A. D.C. Livery transports bodies from the scene to the Medical Examiner's Office 7 days per week. They normally wait until the autopsy is complete and then return the body to the family's selected funeral home. They do not provide any funeral services.B. SGI transports bodies from the scene to the Medical Examiner's Office 7 days per week, 24 hours per day. They deliver to our office and the body is released to a funeral home.C. We have been working with this Wisconsin County for several years. This is a fee agreement
Estimated revenue	<ul style="list-style-type: none">A. The services provided by D.C. Livery are included in the contract the Medical Examiner's Office has with St Louis County.B. The contract with SGI is \$102,300 and they will perform over 400 routine runs annually as well as any requested special office runs.C. Revenue from this agreement is \$42,000 annually.
Contract Numbers	<ul style="list-style-type: none">A. D. C. Livery Contract #C0007876B. SGI Contract #C0005931C. Burnett County Contract # C0004311B
Other	<ul style="list-style-type: none">A. The term of the D.C. Livery agreement will be from January 1, 2021, through December 31, 2021, and automatically renew for one additional year.B. The term of the SGI agreement will be from January 1, 2021, through December 31, 2021, and will automatically renew for two additional one-year terms.C. This agreement is a renewal starting January 1, 2021, with an automatic annual renewal through 2024.

**ANOKA COUNTY
PUBLIC SAFETY COMMITTEE CHAIR REPORT
FOR THE
APRIL 28, 2020, COUNTY BOARD MEETING**

Chair Julie Braastad requests to bring the following forward for consideration by the county board:

***Action Item**

Sheriff

- *1. The chair recommends adoption of Resolution #2020-PS05, Authorization of Signatory for the State of Minnesota Joint Powers Agreement with the County of Anoka on Behalf of its Sheriff Regarding the Minnesota Internet Crimes Against Children Task Force (ICAC), and approval and execution of Contract #C0007850. *See attached* resolution.
- *2. The chair recommends approval and execution of Contract #C0007879, High Intensity Drug Trafficking Areas (HIDTA) Program Grant Agreement, with the Executive Office of the President, Office of National Drug Control Policy, in the amount of \$145,960 and a term of January 1, 2020, through December 31, 2021. *See attached* PSC Worksheet.
- *3. The chair recommends approval and execution of Contract #C0007889, 2020 Sexual Assault Kit Initiative Project Grant Agreement, with the Minnesota Department of Public Safety, Office of Justice Programs, in the amount of \$219,020, and a term of February 1, 2020, through January 31, 2022. *See attached* PSC Worksheet.

The next Public Safety Committee meeting is scheduled for Tuesday, May 19, 2020, at 10:30 a.m. at the Anoka County Government Center, Master Conference Room #772, 2100 3rd Avenue, Anoka, MN.

RESOLUTION #2020-PS05

**AUORIZATION OF SIGNATORY FOR THE
STATE OF MINNESOTA JOINT POWERS AGREEMENT
WITH THE COUNTY OF ANOKA ON BEHALF OF ITS SHERIFF REGARDING THE
MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)
Anoka County Contract #C0007850**

WHEREAS, the County of Anoka on behalf of its Sheriff desires to enter into Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers:

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Anoka on behalf of its Sheriff are hereby approved. A copy of the Joint Powers Agreement is attached to this resolution and made a part of it.
2. That Commander Bryon Fuerst, or his successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That Sheriff James Stuart, the Chair of the Anoka County Board of Commissioners, and the County Administrator are authorized to sign the State of Minnesota Joint Powers Agreement.



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

Anoka County Sheriff's Office

ACTION REQUESTED	Approval and execution of Contract #C0007879, High Intensity Drug Trafficking Areas Program Grant Agreement between the Executive Office of the President, Office of National Drug Control Policy and the Anoka County Sheriff's Office.
BACKGROUND	<p>The Sheriff's Office applied for and was awarded grant funds in the amount of \$145,960 to implement the Strategy proposed by the Executive Board of the North Central HIDTA.</p> <p>The North Central HIDTA Drug Trafficking Areas consist of the Counties of Brown, Dane, Kenosha, Milwaukee, Racine, Rock, and Waukesha in Wisconsin; and the Counties of Anoka, Dakota, Hennepin, Ramsey, St. Louis, Olmsted, and Washington in Minnesota.</p> <p>The purpose is to reduce drug related activity through enhanced intelligence processes, coordinated law enforcement, prosecutions, demand reduction efforts, drug and drug-related violent criminal activity, and develop a strategy to combat the threat.</p>
CONTRACT NUMBER	<p>C0007879</p> <p>The effective date is January 1, 2020, to December 31, 2021, and provides \$145,960 for crime analyst salary and benefits, overtime for investigation purposes, and supplies.</p>
CONCLUSION	The Sheriff's Office continued participation allows for coordinated efforts to combat drug trafficking.
RECOMMENDATIONS	Approval and execution of Contract #C0007879, High Intensity Drug Trafficking Areas Program Grant Agreement, and authorization for Commander Bryon Fuerst to sign the grant on behalf of the Sheriff's Office.



ANOKA COUNTY BOARD ACTION ITEM

April 28, 2020

Anoka County Sheriff's Office

ACTION REQUESTED	Approval and execution of the 2020 Sexual Assault Kit Initiative Project 2020 between the Minnesota Department of Public Safety, Office of Justice Programs, and Anoka County Sheriff's Office.
BACKGROUND	<p>The Sheriff's Office has been awarded funds to continue the objective to reduce the number of untested/unsubmitted Sexual Assault Kits held by our office identified in a 2015 state-wide survey.</p> <p>The grant funds will be used to reimburse personnel costs for CID commander, detective FTE year 3, overtime, benefits, cell phone, clothing allowance, and travel to attend training and conferences. The Sheriff's Office is to present an invoice for reimbursement of expenditures incurred.</p>
Contract Number	C0007889
Amount of Contract	The total obligation is \$219,020 with an effective date of February 1, 2020, through January 31, 2022.
CONCLUSION	The grant funds ensure just resolution to sexual assault cases and will assist in the resolution of unsubmitted sexual assault kits.
RECOMMENDATIONS	Approval and execution of the 2020 Sexual Assault Kit Initiative Project between the Minnesota Department of Public Safety, Office of Justice Programs, and Anoka County Sheriff's Office.



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		April 21, 2020
Community Health Advisory Committee 2020 appointment		ACTION
Action Requested	Approve Committee appointment for 2020.	
Background	The Anoka County Community Health Advisory Committee (CHAC) serves as an advisory body to the Anoka County Board of Commissioners acting as the Board of Health. The Committee has 15 members appointed to staggered, fixed terms of three years.	
Prior Action	Annual recommendation to the Anoka County Board for CHAC members.	
Recommendation	Recommend the following person be appointed as member of the Community Health Advisory Committee for a term expiring April 30, 2023. <u>Representing District 3 – Commissioner West</u> Susan Carolan	
Submitted By	Jonelle Hubbard – Director	
Approved By	Jonelle Hubbard – Director	

Anoka County Committee Appointments Application

First Name	Susan
Last Name	Carolan
Date	3/7/2020
Address	
Phone	
Fax	
E-mail	
Business Name	
Business Address	
Business Phone	
Business Fax	
Business E-mail	
Board/Commission applying for:	Community Health Advisory Committee
Your county commissioner:	District 3 - Robyn West
Find your commissioner here:	MN Pollfinder
Personal background:	Anoka County Resident for over 60 years. Graduate of Anoka High School. Over time I have been active in many and varied community organizations. My wife, mother and grandmother roles are the most favorite parts of my life.
Experience relating to position:	Retired US Navy Reservist, Nurse Corps, serving in Landstuhl Germany and several West African and third world nations assigned to leadership positions in humanitarian missions. Retired (Aug 2012) Manager of Disease Prevention and Control and Emergency Preparedness from the Anoka County Community Health and Environmental Services Department, Past Board Chair of the Nucleas Clinic, Current Board Chair of

Face to Face for Homeless Youth in St Paul. Past member of the Anoka County Community Corrections Advisory Council. I am currently a temp employee for Public Health and Environmental Services, assisting short term as a Public Health Emergency Preparedness Consultant in preparation for the upcoming full scale exercise in June of 2020.

Describe why you are interested in the position:

It is a value of mine to give back to the community. The focus and relevance of public health is vitally important to the overall wellness of a community.

For more information, contact Brenda Vetter at 763-324-4711 or brenda.vetter@co.anoka.mn.us

Email not displaying correctly? [View it in your browser.](#)



ANOKA COUNTY HUMAN SERVICES COMMITTEE
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		April 21, 2020
Emergency Medical Services Council appointment		ACTION
Action Requested	Approve Committee appointment for 2020.	
Background	The Emergency Medical Services (EMS) Council serves as an advisory body to the Anoka County Board of Commissioners on the development, maintenance, coordination and evaluation of emergency medical services in Anoka County.	
Prior Action	There have been yearly appointments of the Chair, and appointments or reappointments of council members whose terms have expired.	
Recommendation	Recommend the following person be appointed, replacing Ben Robeck, to the EMS Council for a term expiring December 31, 2021. <u>Representing Hospitals & Clinics:</u> Kristin Peterson, Director Mercy Emergency Department	
Submitted By	Jonelle Hubbard – Director	
Approved By	Jonelle Hubbard – Director	

Anoka County Committee Appointments Application

First Name	Kristin
Last Name	Peterson
Date	4/7/2020
Address	
Phone	
Fax	
E-mail	
Business Name	
Business Address	
Business Phone	
Business Fax	
Business E-mail	
Board/Commission applying for:	Emergency Medical Services Council
Your county commissioner:	District 2 - Julie Braastad
Find your commissioner here:	MN Pollfinder
Personal background:	Married with 4 children, live in Ham Lake MN. RN for 16 years.
Experience relating to position:	I have worked as a RN for 16 years, the past 10 have been in the Emergency Department. I am currently a Patient Care Director at Mercy Hospital with oversight of Mercy ED, ICU and Trauma program and Unity ED and Trauma program. I have a very good understanding of EMS and a great working partnership.
Describe why you are interested in the position:	I feel I can offer a unique perspective to this council with my background and experience in addition to being a resident of Anoka County.
For more information, contact Brenda Vetter at 763-324-4711 or brenda.vetter@co.anoka.mn.us	

The Anoka County Board of Commissioners held a regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the board were present. However, due to the Governor's Emergency Executive Order 20-33 relating to COVID-19, and a determination by the board chair that public attendance was not feasible due to the health pandemic, there were no members of the public in the board room where this meeting was held. Notice of this meeting included that monitoring of this meeting by the public could be done through streaming over the internet or by telephone. Public monitoring in this manner was done pursuant to Minn. Stat. § 13D.021.

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

April 14, 2020

Chair Schulte called the meeting to order at 9:30 a.m. and called for participation in reciting the Pledge of Allegiance.

Present:	District #1	Matt Look
	District #2	Julie Braastad
	District #3	Robyn West
	District #4	Mandy Meisner
	District #5	Mike Gamache
	District #6	Jeff Reinert
	District #7	Scott Schulte

Others Present: Rhonda Sivarajah, County Administrator; Tony Palumbo, County Attorney; and staff

* * * * *

Commissioner Braastad made motion accepting the regular claims paid over \$500 for the period ending March 27, 2020, and purchase-card claims paid for the period ending March 27, 2020. (Claims are on file in the County Administration Office.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner Look made motion approving the minutes from the March 24, 2020, county board meeting and the March 31, 2020, special county board meeting. Commissioner Gamache seconded the motion. Motion carried unanimously.

* * * * *

Emergency Management Director Terry Stoltzman gave an update on the COVID-19 pandemic.

* * * * *

Emergency Management Director Terry Stoltzman stated that it is Severe Weather Awareness Week and National Public Safety Telecommunicators Week.

* * * * *

The 2019 Midwest Medical Examiner's Office Annual Report was reviewed. (The report is on file in the County Administration Office.)

* * * * *

Commissioner West presented the Management Committee Chair report.

1. Commissioner Look made motion approving the following personnel transaction:
 - A. Restructure/Replacement - Administration/Facilities Management and Construction - Vacancy effective May 1, 2020. PC#1992000307:

FROM: 1.0 FTE - Maintenance Electrician - Grade C012, range \$23.28 to \$34.90 per hour.

TO: 1.0 FTE - Master Plumber - Grade B111, range \$23.18 to \$39.66 per hour.

Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

2. Commissioner Meisner made motion approving a request from Facilities Management and Construction to offer a salary for a Master Plumber position, Grade B111, above the third quartile (PC#1992000307). Commissioner Reinert seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner Schulte presented the Transportation Committee Chair Report.

Highway

1. Commissioner Reinert offered the following resolution and moved its adoption:

RESOLUTION #2020-43

**AUTHORIZING THE PREPARATION OF
A HIGHWAY RIGHT-OF-WAY PLAT FOR
PROJECT SAP 002-676-002**

WHEREAS, Minn. Stat. § 160.085, subd. 1 provides that "In order to facilitate the acquisition of right-of-way required for highways, state and county road authorities may file for record in the office of the county recorder or registrar of titles, in the county in which right-of-way is to be acquired, such orders or resolutions, as required by law, in the form of maps or plats showing the right-of-way by course distance, bearing and arc length and other rights or interests in the land to be acquired as the road authority determines necessary"; and,

WHEREAS, Anoka County is contemplating construction of certain improvements to reconstruct CSAH 76 (Fawn Lake Drive) between CSAH 85 (Typo Creek Drive) and CSAH 36 (Rutgers Street) in Linwood Township, which would necessitate the acquisition of additional right-of-way; and,

WHEREAS, the Anoka County Highway Engineer deems it necessary to require the preparation of a highway right-of-way plat to facilitate the acquisition of the right-of-way necessary to construct the above-referenced project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Highway Engineer is hereby authorized to have the required survey work conducted and performed and a plat prepared to facilitate the acquisition of the right-of-way necessary for the above-referenced project, and that he is hereby authorized to charge the cost of the work, incidental thereto, to the County Road and Bridge Account.

Motion carried unanimously. Resolution declared adopted.

2. Commissioner Reinert offered the following resolution and moved its adoption:

RESOLUTION #2020-44

**AUTHORIZING ACQUISITION OF RIGHT-OF-WAY
FOR ANOKA COUNTY HIGHWAY PROJECT SAP 002-676-002**

WHEREAS, the Anoka County Highway Department proposes to reconstruct CSAH 76 (Fawn Lake Drive) between CSAH 85 (Typo Creek Drive) and CSAH 36 (Rutgers Street) in Linwood Township, which project is numbered SAP 002-676-002 (hereinafter "Project"); and,

WHEREAS, the Project work consists of a stabilized full depth reclamation of existing bituminous with new bituminous surfacing, bypass lanes, shoulder widening, proposed utility pole relocation at both Thames Street approaches, and associated improvements on CSAH 76, to provide for the safety of the traveling public; and,

WHEREAS, in addition to the existing easements, certain land and interests therein are required to construct the Project; and,

WHEREAS, the land and interests therein which are needed to construct the Project are described in Exhibit "A", which is attached hereto (hereinafter "New Right-of-Way"); and,

WHEREAS, the Anoka County Board of Commissioners desires to begin construction of the Project in the Spring of 2021; and,

WHEREAS, to begin construction of the Project in the Spring of 2021, Anoka County will require title and possession of the New Right-of-Way prior to the filing of an award by the court appointed commissioners pursuant to the provisions of Minn. Stat. § 117.042:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the County Highway Engineer to proceed to acquire the New Right-of-Way in accordance with Minnesota Statutes.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby authorizes the acquisition of the New Right-of-Way that cannot be successfully acquired through negotiation by eminent domain and to take title and possession thereto prior to the filing of an award by the court appointed commissioners, pursuant to Minn. Stat. § 117.011 and 117.042.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby requests that the Anoka County Attorney file the necessary petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the county or the court.

(Exhibit A is on file in the County Administration Office.)

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

3. Commissioner Schulte offered the following resolutions and moved their adoption:

RESOLUTION #2020-45

**AUTHORIZING SUBMITTAL OF A FEDERAL FUNDING APPLICATION
FOR THE CSAH 2 BRIDGE MULTI-USE TRAIL PROJECT**

WHEREAS, CSAH 2 (44th Avenue NE) is an "Other" Arterial route that provides an important east-west transportation connection in Anoka County; and,

WHEREAS, the CSAH 2 bridge (Bridge No. 02523) is an important crossing over the BNSF rail yard for motorized traffic as well as for pedestrians and bicyclists; and,

WHEREAS, the existing CSAH 2 bridge pedestrian area lacks sufficient width to safely accommodate pedestrian and bicyclist travel across the BNSF rail yard; and,

WHEREAS, the Anoka County Highway Department is proposing to submit an application to the Transportation Advisory Board through the Metropolitan Council's 2020 Regional Solicitation program to receive federal transportation funds to improve the multi-use trail on the CSAH 2 bridge over the BNSF railroad tracks linking CSAH 1 (East River Road) with CSAH 102 (Main Street); and,

WHEREAS, Anoka County has the necessary capabilities to adequately fund its local cost share for this public improvement project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Highway Department is hereby authorized to submit an application to the Transportation Advisory Board, through the Metropolitan Council's 2020 Regional Solicitation program, in the Multi-Use Trail category, to receive federal transportation funds to make improvements to the CSAH 2 (44th Avenue NE) bridge over the BNSF rail yard in Fridley.

RESOLUTION #2020-46

**AUTHORIZING SUBMITTAL OF A FEDERAL FUNDING APPLICATION
FOR THE CSAH 7 EXPANSION PROJECT**

WHEREAS, CSAH 7 (7th Avenue NW) is an “A” Minor Arterial Expander route that provides an important north-south transportation connection in Anoka County; and,

WHEREAS, traffic volumes on CSAH 7 have been increasing over the past decade and are expected to continue to increase in the future as the area continues to grow; and,

WHEREAS, existing and future traffic volumes are such that congestion is and will continue to negatively impact the ability of the corridor to move traffic; and,

WHEREAS, existing and future traffic volumes are such that safety is a concern at intersections and along some segments of the corridor; and,

WHEREAS, Anoka County and the City of Andover have worked together in the past to make travel capacity and safety improvements along the corridor; and,

WHEREAS, the Anoka County Highway Department is proposing to submit an application to the Transportation Advisory Board through the Metropolitan Council’s 2020 Regional Solicitation program to receive federal transportation funds to make capacity and safety improvements on CSAH 7, from approximately 0.25 miles north of CSAH 116 (Bunker Lake Blvd.) to CR 20 (157th Avenue NW), in the city of Andover; and,

WHEREAS, Anoka County has the necessary capabilities to adequately fund its local cost share for this public improvement project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Highway Department is hereby authorized to submit an application to the Transportation Advisory Board, through the Metropolitan Council’s 2020 Regional Solicitation program, in the Roadway Expansion category, to receive federal transportation funds to make capacity and safety improvements on CSAH 7, from approximately 0.25 miles north of CSAH 116 (Bunker Lake Blvd.) to CR 20 (157th Avenue NW), in the city of Andover.

* * *

RESOLUTION #2020-47

**AUTHORIZING SUBMITTAL OF FEDERAL FUNDING APPLICATION
FOR THE CSAH 11 RECONSTRUCTION PROJECT**

WHEREAS, CSAH 11 (Northdale Boulevard NW) is an “A” Minor Arterial Expander route that provides an important east-west transportation connection in Anoka County; and,

WHEREAS, traffic volumes on CSAH 11 have been increasing and are expected to continue to increase in the future as the area continues to grow; and,

WHEREAS, existing and future traffic volumes are such that congestion is and will continue to negatively impact the ability of the corridor to move traffic; and,

WHEREAS, existing and future traffic volumes are such that safety is a concern at intersections and along some segments of the corridor; and,

WHEREAS, Anoka County and the City of Coon Rapids have worked together in the past to make travel mobility and safety improvements along the corridor; and,

WHEREAS, Anoka County Highway Department is proposing to submit an application to the Transportation Advisory Board through the Metropolitan Council’s 2020 Regional Solicitation program to receive federal transportation funds to widen CSAH 11 from CSAH 78 (Hanson Blvd NW) to CSAH 11 (Foley Blvd NW); and,

WHEREAS, Anoka County has the necessary capabilities to adequately fund its local cost share for this public improvement project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Highway Department is hereby authorized to submit an application to the Transportation Advisory Board, through the Metropolitan Council's 2020 Regional Solicitation program, in the Roadway Reconstruction/Modernization category, to receive federal transportation funds to make capacity and safety improvements on CSAH 11 from CSAH 78 (Hanson Blvd NW) to CSAH 11 (Foley Blvd NW) in the city of Coon Rapids.

* * *

RESOLUTION #2020-48

**AUTHORIZING SUBMITTAL OF A FEDERAL FUNDING APPLICATION
FOR THE CSAH 12 EXPANSION PROJECT**

WHEREAS, CSAH 12 (109th Avenue NE) is an "A" Minor Arterial Expander route that provides an important east-west transportation connection in Anoka County; and,

WHEREAS, traffic volumes on CSAH 12 have been increasing over the past decade and are expected to continue to increase in the future as the area continues to grow; and,

WHEREAS, existing and future traffic volumes are such that congestion is and will continue to negatively impact the ability of the corridor to move traffic; and,

WHEREAS, existing and future traffic volumes are such that safety is a concern at intersections and along some segments of the corridor; and,

WHEREAS, Anoka County and the City of Blaine have worked together in the past to make travel capacity and safety improvements along the corridor; and,

WHEREAS, the Anoka County Highway Department is proposing to submit an application to the Transportation Advisory Board through the Metropolitan Council's 2020 Regional Solicitation program to receive federal transportation funds to widen CSAH 12 (109th Avenue NE) from CSAH 52 (Radisson Road NE) to CSAH 17 (Lexington Blvd NE) in the city of Blaine; and,

WHEREAS, Anoka County has the necessary capabilities to adequately fund its local cost share for this public improvement project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Highway Department is hereby authorized to submit an application to the Transportation Advisory Board, through the Metropolitan Council's 2020 Regional Solicitation program, in the Roadway Expansion category, to receive federal transportation funds to make capacity and safety improvements on CSAH 12 (109th Avenue NE) from CSAH 52 (Radisson Road NE) to CSAH 17 (Lexington Blvd NE) in the city of Blaine.

* * *

RESOLUTION #2020-49

**AUTHORIZING SUBMITTAL OF A FEDERAL FUNDING APPLICATION
FOR THE CSAH 14 EXPANSION PROJECT**

WHEREAS, CSAH 14 (125th Avenue NE) is a Principal Arterial route that provides an important east-west transportation connection in Anoka County; and,

WHEREAS, traffic volumes on CSAH 14 have been increasing over the past decade and are expected to continue to increase in the future as the area continues to grow; and,

WHEREAS, existing and future traffic volumes are such that congestion is and will continue to negatively impact the ability of the corridor to move traffic; and,

WHEREAS, existing and future traffic volumes are such that safety is a concern at intersections and along some segments of the corridor; and,

WHEREAS, Anoka County and the City of Blaine have worked together in the past to make travel capacity and safety improvements along the corridor; and,

WHEREAS, the Anoka County Highway Department is proposing to submit an application to the Transportation Advisory Board through the Metropolitan Council’s 2020 Regional Solicitation program to receive federal transportation funds to widen CSAH 14 (125th Avenue NE) from Harpers Street NE to CSAH 17 (Lexington Blvd NE), in the city of Blaine; and,

WHEREAS, Anoka County has the necessary capabilities to adequately fund its local cost share for this public improvement project:

NOW THEREFORE, BE IT RESOLVED that the Anoka County Highway Department is hereby authorized to submit an application to the Transportation Advisory Board, through the Metropolitan Council’s 2020 Regional Solicitation program, in the Roadway Expansion category, to receive federal transportation funds to make capacity and safety improvements on CSAH 14 (125th Avenue NE) from Harpers Street NE to CSAH 17 (Lexington Blvd NE) in the city of Blaine.

* * *

RESOLUTION #2020-50

**AUTHORIZING SUBMITTAL OF A FEDERAL FUNDING APPLICATION
FOR THE US 10 AND CSAH 56 (RAMSEY BOULEVARD NW)
INTERCHANGE IMPROVEMENT PROJECT**

WHEREAS, the existing at-grade intersection of US Hwy 10/169 (a Principal Arterial route) and CSAH 56 (an “A” Minor Arterial Expander route) and the at-grade railroad crossing on the BNSF railway are unsafe and lead to traffic congestion and mobility issues; and,

WHEREAS, Anoka County and the City of Ramsey propose to grade-separate US Hwy 10/169 at CSAH 56, and the BNSF railway crossing at Ramsey Boulevard NW; and,

WHEREAS, this improvement project is consistent with the goals and objectives of the Highway 10 Access Planning Study completed in 2014 in partnership between the Minnesota Department of Transportation (MnDOT), Anoka County Highway Department, City of Anoka, City of Ramsey, and Metropolitan Council; and,

WHEREAS, the Anoka County Highway Department is proposing to submit an application to the Transportation Advisory Board through the Metropolitan Council’s 2020 Regional Solicitation program to receive federal transportation funds to construct an interchange at US Hwy 10/169 and CSAH 56 in the city of Ramsey; and,

WHEREAS, Anoka County has the necessary capabilities to adequately fund its local cost share for this public improvement project:

NOW THEREFORE, BE IT RESOLVED that the Anoka County Highway Department is hereby authorized to submit an application to the Transportation Advisory Board, through the Metropolitan Council’s 2020 Regional Solicitation program, in the Roadway Expansion category, to receive federal transportation funds to construct an interchange and associated improvements at US Hwy 10/169 and CSAH 56, in the city of Ramsey.

Motion carried unanimously. Resolutions declared adopted.

- 4. Commissioner West made motion authorizing the County Engineer to advertise for bids for Project CP 20-14-00, a multi-agency, joint effort project to place bituminous surfacing on several parking areas at the National Sports Center (“NSC”) in the city of Blaine. Commissioner Meisner seconded the motion. Motion carried unanimously.

* * * * *

Commissioner Gamache presented the Parks Committee Chair Report.

- 1. Commissioner Meisner made motion approving Contract #C0007852, a grant agreement not to exceed \$140,000 with the Mississippi River Watershed Management Organization (MWMO) for natural resource related work as part of the Islands of Peace Trail Improvement Project, subject to review by the county attorney as to form and legality. (Contract is on file in the Parks Department.) Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

The following items came forward on an additional agenda:

Commissioner Gamache presented the Parks Committee Chair Report #2.

1. Commissioner Gamache made motion approving the closure of Bunker Beach Water Park for the upcoming 2020 water park season due to the COVID-19 pandemic. Commissioner Reinert seconded the motion. Upon roll call vote, Commissioners Look, Braastad, and West voted “no.” Commissioners Meisner, Reinert, Gamache, and Schulte voted “yes.” Motion carried.

* * * * *

Commissioner Schulte presented Transportation Committee Chair Report #2.

1. Commissioner Schulte offered the following resolution and moved its adoption:

**AUTHORIZING LOCAL BUSINESSES TO
PLACE TEMPORARY SIGNAGE
WITHIN THE COUNTY HIGHWAY RIGHT-OF-WAY
TO ANNOUNCE BUSINESS RE-OPENINGS AND
ALTERNATIVE SERVICE DELIVERY OPTIONS
DURING AND FOLLOWING THE COVID-19 RESTRICTION PERIOD**

WHEREAS, the County of Anoka, through its Highway Department, is the road authority for the county highways and right-of-way, including enforcement of the use of right-of way as outlined in Minn. Stat. §160.27 et seq.; and,

WHEREAS, in response to the COVID-19 pandemic, the State of Minnesota issued directives closing many non-essential businesses; including but not limited to restaurants, salons, retail businesses and service providers; in an effort to slow the spread of the COVID-19 virus; and,

WHEREAS, the county has been approached by several local business owners inquiring as to the use of temporary signage within the county highway right-of-way to announce business re-openings and alternative service delivery options in response to the COVID-19 restrictions; and,

WHEREAS, the county has determined it will permit local businesses to place temporary signage, no larger than two feet by three feet (2' x 3') in size, within the county highway right-of-way for the purpose of business advertising; and,

WHEREAS, the County agrees to work with business owners regarding proper placement of the signage, and County Highway staff retains the right to request removal of any signage that may cause obstructions or other safety hazards within the right-of-way; and,

WHEREAS, permission to place and maintain signage within the county highway right-of-way shall terminate no later than two (2) months after the Governor’s action/order lifting the COVID-19 restrictions on non-essential businesses, at which time business owners shall be required to remove the temporary signage; and,

WHEREAS, any signage that does not meet the size or placement requirements as determined by the county, as well as any signage that is left in the county highway right-of-way beyond the two-month period described above, will be removed by county Highway Department staff:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby formally authorizes the Anoka County Highway Department to permit temporary signage in the county highway right-of-way, according to the limitations described above, for the purpose of allowing local businesses the opportunity to advertise business re-openings and alternative service delivery options, in response to the Governor’s COVID-19 restrictions.

* * *

Commissioner Schulte offered a friendly amendment to add language to the resolution authorizing the Anoka County Highway Department to oversee and regulate the signs that are within the scope of this resolution.

* * *

The resolution for adoption, as amended:

RESOLUTION #2020-51

**AUTHORIZING LOCAL BUSINESSES TO PLACE TEMPORARY SIGNAGE
WITHIN THE COUNTY HIGHWAY RIGHT-OF-WAY
TO ANNOUNCE BUSINESS RE-OPENINGS AND
ALTERNATIVE SERVICE DELIVERY OPTIONS
DURING AND FOLLOWING THE COVID-19 RESTRICTION PERIOD**

WHEREAS, the County of Anoka, through its Highway Department, is the road authority for the county highways and right-of-way, including enforcement of the use of right-of way as outlined in Minn. Stat. §160.27 et seq.; and,

WHEREAS, in response to the COVID-19 pandemic, the State of Minnesota issued directives closing many non-essential businesses; including but not limited to restaurants, salons, retail businesses and service providers; in an effort to slow the spread of the COVID-19 virus; and,

WHEREAS, the county has been approached by several local business owners inquiring as to the use of temporary signage within the county highway right-of-way to announce business re-openings and alternative service delivery options in response to the COVID-19 restrictions; and,

WHEREAS, the county has determined it will permit local businesses to place temporary signage, no larger than two feet by three feet (2' x 3') in size, within the county highway right-of-way for the purpose of business advertising; and,

WHEREAS, the County agrees to work with business owners regarding proper placement of the signage, and County Highway staff retains the right to request removal of any signage that may cause obstructions or other safety hazards within the right-of-way; and,

WHEREAS, permission to place and maintain signage within the county highway right-of-way shall terminate no later than two (2) months after the Governor's action/order lifting the COVID-19 restrictions on non-essential businesses, at which time business owners shall be required to remove the temporary signage; and,

WHEREAS, any signage that does not meet the size or placement requirements as determined by the county, as well as any signage that is left in the county highway right-of-way beyond the two-month period described above, will be removed by county Highway Department staff:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby formally authorizes the Anoka County Highway Department to permit temporary signage in the county highway right-of-way, according to the limitations described above, for the purpose of allowing local businesses the opportunity to advertise business re-openings and alternative service delivery options, in response to the Governor's COVID-19 restrictions.

BE IT FURTHER BE RESOLVED that the Anoka County Highway Department is authorized to oversee and regulate those signs that are within the scope of this resolution.

Motion carried unanimously. Resolution declared adopted.

* * * * *

Commissioner West made motion approving installation of glass panels at all Anoka County License and Passport Center counters at the following estimated costs for each location with funds from Asset Preservation and requesting reimbursement from FEMA COVID-19 or eligible response funds:

Blaine	\$19,000
Columbia Heights	\$19,000
Coon Rapids	\$33,000
Ham Lake	\$19,000
Ramsey	\$19,000

The final design and costs are to be completed by the week of April 20, 2020. Commissioner Gamache seconded the motion. Upon roll call vote, Commissioners West, Meisner, Gamache, and Schulte voted "yes." Commissioners Look, Braastad, and Reinert voted "no." Motion carried.

* * * * *

The county board meeting was adjourned at 10:59 a.m.

ATTEST:

**COUNTY BOARD OF COMMISSIONERS
ANOKA COUNTY, MINNESOTA**

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Scott Schulte, its Chair

Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.

DRAFT