

# ADDITIONAL

## ANOKA COUNTY BOARD AGENDA

FOR THE JULY 28, 2020, COUNTY BOARD MEETING

9:30 A.M.

Anoka County Government Center - Anoka, MN

1. Committee reports.
  - A. Finance and Capital Improvements Committee report.
  - B. Information Technology Committee report.
2. County Board Agenda Item #9 Additional Information - Contract #C0008079 with Blue Cross Blue Shield for the proposed self-insured health care insurance package. **See attached.**

### Coronavirus Aid, Relief and Economic Security Act (CARES) Items:

3. County Board Agenda Item #10 Additional Information - Anoka County Business Relief Grant Program. **See attached.**
4. County Board Agenda Item #11 Additional Information - Anoka County Nonprofit Relief Grant Program. **See attached.**

### Local Government Category

5. Consider approving reimbursement from the CARES Act Funds in the amount of \$65,221 for construction and card readers related to the 7th floor Administration security project. **See attached worksheet.**
6. Consider approving procurement and purchase of cleaning equipment for various county departments in an amount not to exceed \$40,000. **See attached worksheet.**
7. Consider approving procurement and purchase of a county mobile command post in an amount not to exceed \$500,000 plus tax, title, and license fees (\$32,000 estimated) from LDV Custom Specialty Vehicles out of Burlington, WI. **See attached worksheet.**
8. Consider approving procurement and purchase of two vans (one for Social Services and one for Corrections) from Dodge of Burnsville for a total amount of \$46,716 for both plus any tax, title, and license fee, and up to \$5,000 for the purchase and installation of a cage in the Corrections van from Emergency Automotive Technologies, Inc. **See attached worksheet.**
9. Consider approving procurement and purchase of two reference desks, one each for Rum River and Northtown Libraries, in an amount not to exceed \$50,000. **See attached worksheet.**
10. Consider approving procurement and purchase of additional e-books for the county library due to increased demand during the COVID-19 Pandemic in an amount not to exceed \$160,000. **See attached worksheet.**

11. Consider approving the purchase and installation of six pay stations in an amount not to exceed \$59,990 from VenTek International and \$10,986 from Vinco Inc. for the Anoka County Parks system. **See attached** worksheet.
12. Consider approving procurement and purchase of personal protective equipment in an amount not to exceed \$450,000. **See attached** worksheet.
13. Consider approving the procurement and installation of equipment in amounts not to exceed \$20,419 from Dataworks Plus, \$490 for cabling from All State Communication, and \$1,800 for a laptop purchase from Dell for the purpose of establishing a booking station in the Courthouse building. **See attached** worksheet.
14. Consider approving procurement and purchase of county-wide telework equipment in an amount not to exceed \$500,000. **See attached** worksheet.
15. Consider approving the purchase of three ½ ton pickup trucks for the Parks Department from Midway Ford in an amount not to exceed \$148,000 plus any tax and license fees. **See attached** worksheet.
16. Consider approving the purchase of a postage machine from Pitney Bowes in an amount not to exceed \$35,000. **See attached** worksheet.
17. Consider approving the procurement and installation of a Multi-Media Room from Tierney Brothers Inc., St. Paul, MN, in the County Attorney's Office in an amount not to exceed \$120,000. **See attached** worksheet.
18. Consider approving the procurement and installation of multi-media audio/video equipment for video conferencing in the Anoka County Government Center in an amount not to exceed \$250,000 from Tierney Brothers Inc., St. Paul MN. **See attached** worksheet.
19. Consider approving the purchase of a UV Light Disinfecting System for the Jail in an amount not to exceed \$100,000. **See attached** worksheet.
20. Other

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

The Finance and Capital Improvements Committee meeting was held on July 23, 2020, at the Bunker Hills Activities Center-Maple Room, Andover, Minnesota.

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

**Committee Members Absent:**

**Others Present:**

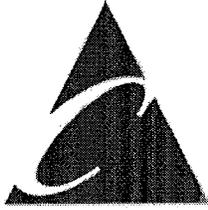
Commissioner Reinert; Commissioner West; Rhonda Sivarajah, County Administrator; Dee Guthman, Deputy County Administrator; Cory Kampf, Division Manager; Susan Vreeland, Information Director; Erik Thorson, Communications Director; Kathryn Timm, Assistant County Attorney; Teresa Swoyer, County Board Coordinator; Cathie Larson, Senior Office Manager; Wes Volkenant, Citizen.

**Action Items:**

1. The committee recommends the County Board approve Contract #C0008002, with Comprise Technologies Inc, 1041 Route 36, PO BOX 425, Navesink, NH 07752, for a Print Management System at the Libraries, in an amount not to exceed \$148,406 - **See attached** action worksheet.

**Informational Items:**

1. The committee considered, for informational purposes, the Investment Report for the quarter ended June 30, 2020.



# ANOKA COUNTY BOARD

## ACTION ITEM

July 28, 2020

Library

ACTION REQUESTED	The Finance and Capital Improvements Committee recommends the County Board approve Contract #C0008002, with Comprise Technologies Inc, 1041 Route 36, PO Box 425, Navesink, NJ 07752, for a Print Management System at the Libraries, in an amount not to exceed \$148,406.
BACKGROUND	<p>Current software for this service is outdated and not patron friendly. Library Staff are spending time assisting patrons, collecting cash, and managing computer usage.</p> <p>An RFP was issued for this project and was delayed due to the lowest bid came from a provider that <b>did not meet</b> Finance standards for PCI compliance. The second lowest bid is with Comprise Technologies and <b>does</b> meet PCI compliance per Finance.</p>
SOLUTIONS	This new technology will provide public computer access, on-line ability to set up print jobs from home (less touches and time in the library), collect fees at kiosk and several other features. The Library does receive around \$42,000 on average per year from printing sales.
CONCLUSION	Recommend the County Board approve Contract #C0008002 with Comprise Technologies for a Print Management System at the Libraries.
FUNDING	<ul style="list-style-type: none"><li>• The cost to purchase 3 modules, SAM, SmartAlec, and Smart Kiosk is \$83,561 for Anoka County Library plus \$10,285 for Columbia Heights Library. MELSA funds will be used to purchase these modules for both Anoka County Library and Columbia Heights.</li><li>• Annual maintenance costs of \$13,640 for Anoka County Library for 5 years. This is budgeted in the Library operational budget.</li><li>• Columbia Heights Library is responsible for their hardware and annual maintenance. If additional servers are required, Columbia Heights is also responsible for this cost.</li></ul>

**ANOKA COUNTY  
INFORMATION TECHNOLOGY COMMITTEE REPORT  
FOR THE TUESDAY, JULY 28, 2020 COUNTY BOARD MEETING**

The Information Technology Committee meeting was held on Thursday, July 23, 2020 at 11:00 a.m., in Maple Room at Bunker Hills Activities Center, Andover, Minnesota.

Committee Members Present:     Commissioner Mike Gamache, Chair  
  Commissioner Scott Schulte  
  Commissioner Mandy Meisner

Others Present:                     Rhonda Sivarajah, Susan Vreeland, Dan Lekatz,  
  Craig Nekola, Kathryn Timm, Wes Volkenant (citizen).

**Informational Items:**

1. The IT Committee considered, and then recommended that the County Board approve a purchase under contract # C0008052 with DocuSign, Inc. 221 Main Street, Suite 1000, San Francisco, CA 94105 in the amount of \$423,526.20 with a change order of \$42,352.62 to acquire an enterprise electronic signature platform. **This recommendation was approved at the County Board meeting on July 23, 2020.**
2. Consider, for informational purposes, an update on VDI technology information.
3. Consider, for informational purposes, a contract between the Anoka County Library and Anoka County contracting with Comprise Technologies (COMPRISE) for technology related services.
4. Public Comment: Wes Volkenant (citizen) - Public Comment: Wes Volkenant (citizen) - commented on the DocuSign technology and requested more information be provided at the July 28, 2020, county board meeting.
5. Public Comment: Wes Volkenant (citizen) - Regarding COMPRISE, the Anoka Historical Society should be considered for projects of this nature.

\*Requires Board Action



# ANOKA COUNTY BOARD ACTION ITEM

July 28, 2020

Employee Relations and Finance & Central Services

<b>ACTION REQUESTED</b>	<p>The County Board is requested to approve the following:</p> <ul style="list-style-type: none"> <li>▪ move to Self-Insured for employee Health Insurance.</li> <li>▪ the Self-Insured Health insurance Rates and County Contributions as outlined below.</li> <li>▪ the HRA contribution of \$1,000 for single and \$2,000 for Family</li> <li>▪ the proposed Health Care Insurance package from Blue Cross Blue Shield (Contract #C0008079).</li> </ul>
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<b>BACKGROUND</b>	<p>Anoka County was required to conduct an RFP for Health Insurance starting January 1, 2021. We received four proposals for fully insured and 5 proposals for self-insured. After careful consideration by the benefits team, BCBS was selected and has committed to the following:</p> <ul style="list-style-type: none"> <li>• Implementing a self-insured program.</li> <li>• Blue Cross will commit to a self-insured transition allowance and wellness credits of \$330,000.</li> <li>• Aggregate stop loss level of 115% with Specific Stop Loss level of \$200K.</li> <li>• Stop loss Rate \$53.69 PEPM.</li> <li>• 2<sup>nd</sup> Stop loss year rate cap of 12%, and 3<sup>rd</sup> year 15%.</li> <li>• Administrative fees of \$43.45 PEPM, flat for 2022 and 2023.</li> <li>• No increase on admin rates for years two and three.</li> <li>• Emyrean annual cost of \$150K (included in fees) for the next three years.</li> <li>• EAP carve out for a more robust EAP plan to include a dedicated person for EAP/wellness initiatives/programs/incentives.</li> <li>• Grand Rounds cost of \$75K per year to assist employee health benefit steering to high-quality doctors and top-rated medical facilities within insurance network for the next three years.</li> <li>• Implementing High Value Network in place of Blue Performance for Narrow Network for additional savings of 3-4% due to high Allina hospital utilization.</li> <li>• RX rebate pass-through on monthly basis (90% of actual-estimated value of \$1.4M).</li> <li>• Omada Chronic Conditions program (Diabetes).</li> <li>• Learn to Live mental health program.</li> <li>• Sharecare offering continued, and rewards of approximately \$50K paid by Anoka County with wellness budget.</li> </ul>
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<b>CONCLUSION</b>	<p>Award contract #C0008079 to Blue Cross Blue Shield as discussed in the County Board Workshop. Approve moving to Self-Insured. Approve the County Contribution for the HRA and the Health Plan. Approve the Self-Insured Rates below.</p>
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Plan	2020 Monthly Premium	2021 Monthly Premium	County Contrib.	Employee Contrib.	County Contrib. Change	EE Contrib. Change
<b>Aware HRA (\$2K / \$4K)</b>						
Single	\$826.92	\$808.78	\$700.00	\$108.78	(\$18.14)	\$0.00
Family	\$1,894.94	\$1,784.98	\$1,362.00	\$422.98	(\$109.68)	(\$0.28)
<b>HVN (\$2K / \$4K)</b>						
Single	\$811.18	\$779.88	\$700.00	\$79.88	(\$18.14)	(\$13.16)
Family	\$1,790.08	\$1,581.12	\$1,362.00	\$219.12	(\$109.68)	(\$99.28)
<b>Aware HRA (\$3K / \$6K)</b>						
Single	\$694.54	\$729.30	\$700.00	\$29.30	\$77.54	(\$42.78)
Family	\$1,596.14	\$1,509.56	\$1,362.00	\$147.56	\$51.54	(\$138.12)
<b>HVN (\$3K / \$6K)</b>						
Single	\$686.68	\$700.00	\$700.00	\$0.00	\$77.54	(\$64.08)
Family	\$1,550.28	\$1,375.48	\$1,362.00	\$13.48	\$51.54	(\$226.34)

RECOMMENDED	<p>As recommended by the responsible Commissioner for Insurance, the County Board is requested to approve</p> <ul style="list-style-type: none"><li>• The move to Self-Insured for employee Health Insurance.</li><li>• The Self-Insured Health Insurance Rates and County Contributions as outlined.</li><li>• The HRA contribution of \$1,000 for single and \$2,000 for Family</li><li>• Contract #C0008079 with Blue Cross Blue Shield for the proposed self-insured health care insurance package as proposed and discussed in the County Board Workshop on July 27, 2020, including changes, starting January 1, 2021 for benefit eligible employees as outlined by the personnel rules and regulations.</li></ul>

## **Anoka County Business Relief Grant Program**

Anoka County will offer a business relief grant program to support local businesses impacted by COVID-19. Grants will be awarded in an amount not to exceed \$10,000. Applications will be accepted electronically during a 10 day time frame beginning \_\_\_\_\_ at which time the County's administrator will evaluate the applications. Application will be made available in Spanish, Hmong, Somali, Arabic and Russian. In addition, application technical assistance will be available through Anoka County Regional Economic Development Department and additional technical assistance providers. Grants will be awarded based upon the extent of hardship and need.

### **Grant Amount:**

Grants will not exceed \$10,000 to cover eligible expenses incurred as a result of the COVID pandemic after March 1, 2020 ([see examples of eligible use of grant funds below](#)). Recipient must submit a list of COVID related expenditures during the application review process.

The total amount of CAREs Act funds allocated towards the Anoka County business relief grant program will be equitably distributed among each of the seven county districts based upon economic hardship and need.

### **Eligibility Criteria:**

- Applicant must be locally owned, operated and domiciled in the State of Minnesota with a physical establishment in Anoka County. If there is a parent company or a second location outside of Anoka County, only the entity located in Anoka County will be eligible.
- Applicant must be able to demonstrate financial hardship as a result of the COVID-19 outbreak.
- Applicant must be in good standing with the Minnesota Secretary of State and the Minnesota Department of Revenue as of January 1, 2020. If there is an issue pending with the Minnesota Secretary of State, Applicant may still apply for the grant, but will need to demonstrate the issue has been satisfactorily resolved in order to be eligible and receive grant funds.
- If required, Applicant must be licensed, in good standing.
- Applicant must be current on property taxes.
- Applicant must employ 50 or less employees as of January 1, 2020.
- Applicant must have been in operation 12 months prior to application.
  - Anoka County will not disqualify an applicant if there was an ownership change and the business remained in operation within 12 months prior to application.
- Applicant must disclose all federal, state or local grant or loan applications for which applicant has applied which has been received or remains pending at the time of application.

- Applicant must Certify in good faith that the “uncertainty of current conditions makes the grant request necessary to support ongoing operations.”

### **Ineligible Businesses/Restrictions**

- Applicants who have previously received federal, state or local grants for the same expenses.
- If an applicant receives any funding from a local city and the County, Applicant may only accept one of the grants.
- Multi-state chains are generally ineligible except for locally owned franchisees.
- Nonprofit organizations.
- Businesses that primarily derive income from gambling or adult entertainment.
- Home-based businesses are generally ineligible except for in-home licensed childcare providers.
- Businesses that derive income from passive investments; property rentals or property management; billboards; or lobbying.
- Payment of taxes or government utilities or fees are ineligible.

### **Examples of Eligible Usage of Grant Funds**

1. Commercial lease or mortgage payments.
2. Accounts payable (AP) if the AP is a COVID-19 related expense incurred since March 1, 2020.
3. Payroll, unless the business received Paycheck Protection Program (PPP) funds or pandemic unemployment insurance (UI) to assist with payroll expenses incurred after March 1, 2020.
4. Reopening costs or safety improvement costs expended since March 1, 2020 (i.e. outdoor seating, plexiglass, cleaning products, re-staffing costs, etc.)
5. Operating utilities or fees for those facilities interrupted or forced to shut down incurred after March 1, 2020.

**The categories outlined above are intended to be general guidance. Final grant decisions will be made in consultation with the County’s Administrator after a thorough review of all application factors. After the initial funding round, County reserves the right to amend any criteria for eligibility as needed to best address the impact of the current pandemic.**

## **Anoka County Nonprofit Relief Grant Program**

Anoka County will offer a nonprofit relief grant program to support local nonprofits impacted by COVID-19. Grants will be awarded in an amount not to exceed \$10,000. Applications will be accepted electronically during a 10 day time frame beginning \_\_\_\_\_ at which time the County's administrator will evaluate the applications. Application will be made available in Spanish, Hmong, Somali, Arabic and Russian. In addition, application technical assistance will be available through Anoka County Regional Economic Development Department and additional technical assistance providers. Grants will be awarded based upon the extent of hardship and need.

### **Grant Amount:**

Grants will not exceed \$10,000 to cover eligible expenses incurred as a result of the COVID pandemic after March 1, 2020 (see examples of eligible uses of grant funds below). Recipient must submit a list of COVID related expenditures during the application review process.

The total amount of CAREs Act funds allocated towards the Anoka County business relief grant program will be equitably distributed among each of the seven county districts based upon economic hardship and need.

### **Eligibility Criteria:**

- Applicant must be locally owned, operated and domiciled in the State of Minnesota with a physical establishment in Anoka County. If there is a parent organization/company or a second location outside of Anoka County, only the entity located in Anoka County can apply to receive a grant and grant funds issued must be used for the local organization's expenditures.
- Applicant must be a 501(c)(3) nonprofit organization or 501(c)(19) veteran's organization
- Applicant must be able to demonstrate financial hardship as a result of the COVID-19 outbreak.
- Applicant must be in good standing with the Minnesota Secretary of State and the Minnesota Department of Revenue as of January 1, 2020. If there is an issue pending with the Minnesota Secretary of State, Applicant may still apply for the grant, but will need to demonstrate the issue has been satisfactorily resolved in order to be eligible and receive grant funds.
- If required, Applicant must be licensed, in good standing.
- Applicant must be current on property taxes.
- Applicant must employ 50 or less employees as of January 1, 2020.
- Applicant must have been in operation 12 months prior to application.
  - Anoka County will not disqualify an applicant if there was an ownership change and the business remained in operation within 12 months prior to application.

- Applicant must disclose all federal, state or local grant or loan applications for which applicant has applied, which has been received or remains pending at the time of application.
- Applicant must Certify in good faith that the “uncertainty of current conditions makes the grant request necessary to support ongoing operations.”

### **Ineligible Nonprofits/ Restrictions**

- Applicants who have previously received federal, state or local grants for the same expenses or services.
- If an applicant receives any funding from a local city and the County, Applicant may only accept one of the grants.
- Nonprofits that primarily derive income from gambling or adult entertainment are ineligible.
- Payment of taxes or government utilities or fees are **ineligible**.
- A nonprofit corporation that receives funds under the Non-profit Relief Grant Program may not use such funds to provide a loan to a related business.

### **Examples of Eligible Usage of Grant Funds**

1. Commercial lease or mortgage payments, except for government leases
2. Accounts payable (AP) if the AP is a COVID-19 related expense incurred since March 1, 2020.
3. Payroll unless the nonprofit received Paycheck Protection Program (PPP) funds or pandemic unemployment insurance (UI) to assist with payroll expenses incurred after March 1, 2020.
4. Reopening costs or safety improvement costs expended since March 1, 2020 (i.e. outdoor seating, plexiglass, cleaning products, re-staffing costs, etc.)
5. Operating utilities or fees for those facilities interrupted or forced to shut down incurred after March 1, 2020.

**The categories outlined above are intended to be general guidance. Final grant decisions will be made in consultation with the County’s Administrator after a thorough review of all application factors. After the initial funding round, County reserves the right to amend any criteria for eligibility as needed to best address the impact of the current pandemic.**



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

ADMINISTRATION

ACTION REQUESTED	Recommend approval for reimbursement from the Cares Act funds in the amount of \$65,221 for construction and card readers related to the 7 <sup>th</sup> floor administration security project.
BACKGROUND	The 7 <sup>th</sup> floor door into County administration and the services desk was remodeled to allow for greater security and COVID-19 social distancing protection, and was not part of the 2020 Budget. Having the additional door has enabled administration to have less direct contact with staff from other departments and/or members of the public. In addition, a glass reception window was installed with an intercom for communication and a tray to receive documents.
SOLUTIONS	The project has been completed and paid for. It included \$57,000 in construction, with \$8,221 related to two additional card readers added to secure the area. In our analysis of Cares Act requirements, it was determined that this project meets the criteria for Cares Act related under Local Government Category – Facility Modifications.
CONCLUSION	Recommend approval for reimbursement from the CARES Act funds in the amount of \$65,221 for construction and card readers related to the 7 <sup>th</sup> floor administration security project.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Facility Modification



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

## FINANCE & CENTRAL SERVICES DIVISION

ACTION REQUESTED	Recommend approval of procurement and purchase cleaning equipment not to exceed \$40,000 for various departments.
BACKGROUND	The COVID-19 pandemic emergency orders as well as health and safety measures around it have required the need for cleaning and disinfecting public spaces throughout the County. Departments, such as Facilities, Parks and Sheriff need additional equipment such as backpack sprayers, vacuums and other surface cleaners, and restroom cleaners in order to accomplish this task.
SOLUTIONS	This will allow us to keep our public spaces and certain institutional spaces (jail) properly disinfected, maintaining the health and safety of our citizens and employees.  The equipment was not in the 2020 Adopted Budget.
CONCLUSION	Recommend approval of procurement and purchase cleaning equipment not to exceed \$40,000 for various departments.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Public Health



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

## EMERGENCY MANAGEMENT DEPARTMENT

ACTION REQUESTED	Recommend approval of procurement and purchase of a mobile command post not to exceed \$500,000 plus tax, title and license fees (\$32,000 estimated) from LDV Custom Specialty Vehicles out of Burlington WI. This will be purchased through the HGAC cooperative, a local government purchasing cooperative out of Galveston Texas.
BACKGROUND	<p>Due to COVID-19, we have seen and experienced the need to have a mobile command center with field capabilities for COVID-19 testing, future vaccination campaigns, and additional community outreach that is essential for our citizens.</p> <p>The County does not have a mobile command post that is available and has been limited to using a specialized medium cargo trailers that are public safety marked units requiring a separate tow vehicle, making use by other county departments, such as public health difficult due to the type of equipment and their dedicated nature.</p> <p>The mobile command post is planned to be used by Emergency Management, Public Health, Sheriff, and other County departments as needed.</p>
SOLUTIONS	<p>A 36 ft mobile command site with support and equipment to support Community Outreach, Command Post, Disaster Response and Recovery, Mobile Clinics, Field Disease Testing, Point Of Distribution support, Mobile Dispatch Center, Crisis Negotiations, Staff Rehabilitation and Support, IT Support, Radio Services, support to local community outreach events, and more.</p> <p>These self-propelled community outreach vehicles - command posts - can transport staff and equipment and be used as a safe, sanitize-able work platform to perform these and other mission critical tasks in our communities. The mobile command center was not part of the 2020 Adopted Budget.</p>
CONCLUSION	Recommend approval of procurement and purchase of a mobile command post not to exceed \$500,000 plus tax, title and license fees (\$32,000 estimated) from LDV Custom Specialty Vehicles out of Burlington WI.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Other



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

HUMAN SERVICES DIVISION

ACTION REQUESTED	Recommend approval of procurement and purchase of two vans (one for Social Services and one for Corrections) from Dodge of Burnsville in the amount of \$46,716 plus any tax, title, and license fee, and up to \$5,000 for the purchase and installation of a cage on the Corrections van from Emergency Automotive Technologies, Inc.
BACKGROUND	Corrections utilizes van in their fleet to transport adults and minors. Social Services and Public Health traditionally have used personal vehicles. Due to Covid-19, and the requirement to social distance, we cannot transport the same number of adults and minors in one van. In addition, the use of personal vehicles and the disinfection of those vehicles is now longer viable.
SOLUTIONS	<p>Two vehicles will be added to address limited ability to keep distance during transports and provide a safe environment for clients and employees.</p> <p>The additional vehicles, used for transporting clients, will allowing for proper Covid-19 social distancing, as well as necessary time needed to clean and disinfect vehicles between trips - to ensure enough vehicles are in service with less disruption.</p> <p>The Request was not part of the 2020 Adopted Budget.</p>
CONCLUSION	Recommend approval of procurement and purchase of two vans (one for Social Services and one for Corrections) in the amount of \$46,716 from Dodge of Burnsville plus any tax, title, and license fee, and up to \$5,000 for the purchase and installation of a cage for the Corrections van from Emergency Automotive Technologies, Inc.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Other



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

LIBRARY

ACTION REQUESTED	Recommend approval of procurement and purchase of new reference desks for our Rum River and Northtown Libraries in an amount not to exceed \$50,000.
BACKGROUND	These two libraries are our busiest and largest branches. With the current desks, we can only follow public health guidelines and serve 2 patrons at a time which causes long lines of patrons during busy times. The current desks are not positioned for social distancing lines of patrons. We also must use carts to block the desk openings so that the public can't come behind the desk and stand next to staff.
SOLUTIONS	We recommend working with Facilities to design and rebuild desks to allow for social distancing for staff and patrons. Glass would be designed to ensure proper distance but allow for adequate customer service. We would place these desks with the ability to mark lines for customers waiting and be able to call more staff to the desk during our busiest times. Equipment would be set up so that staff are not sharing phones, keyboards, etc. Space would also be designed so that when staff are moving from behind desk there is adequate space to allow for social distance to get to another location in the library. Currently, staff must step away while others are exiting.
CONCLUSION	Recommend approval for procurement and purchase of two reference desks for Rum River and Northtown with an amount not to exceed \$50,000 for two desks. The request was not part of the 2020 Adopted Budget.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Facility Modification



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

LIBRARY

ACTION REQUESTED	Recommend approval of procurement and purchase of additional e-books due to increased demand during the Covid-19 Pandemic up to \$160,000.
BACKGROUND	<p>Demand for e-books has been steadily increasing- with the Covid-19 the demand sky-rocketed. Even categories that had previously been low usage have grown by 30%- i.e. children's books. With school being taught at home many parents are depending on e-books to help with education. Also, our requests for foreign language books are in higher demand. The Library has already shifted a significant portion of their physical book budget (\$300,000) to e-books, but we still are not meeting demand.</p> <p>The Funding for the additional E-books was not in the 2020 Adopted Budget, and the additional E-books costs are serving the social and mental well-being of our citizens during the pandemic as well as providing a resource for distance learning.</p>
SOLUTIONS	<p>More funding would allow the library to purchase e-books under 5 categories:</p> <ol style="list-style-type: none"><li>1. Children's and Young Adult digital collection</li><li>2. Popular fiction (goal is to reduce hold time from 8 patrons waiting in line for a title to 3.)</li><li>3. Complete selections for popular series such as James Patterson and Janet Evanovich. Books expire leaving readers frustrated that want to read books in order they were intended.</li><li>4. Expand purchase of foreign language titles.</li><li>5. Activate back catalog of metered popular titles that have been used up already giving patrons 12,000 more titles of books that are in high demand.</li></ol>
CONCLUSION	Recommend approval for procurement and purchase of additional e-books high demand.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Other



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

PARKS DIVISION

ACTION REQUESTED	Recommend approval of the purchase and installation of six pay stations with an amount not to exceed \$59,990 with VenTek International and \$10,986 with Vinco Inc. for the Anoka County Parks system
BACKGROUND	The impact of Covid-19 has created difficulties accepting payments face to face and difficulties accepting cash payments for daily and annual park permits. This item was not included in the 2020 Adopted Budget.
SOLUTIONS	<p>The addition of pay stations would allow credit card transactions at park entrances which would reduce person to person interaction between employees and the public and limit cash handling and accepting materials from the public.</p> <p>Six pay stations would be installed at current park entrance gatehouses to allow for point of entry credit card transactions to buy vehicle entry permits to the regional parks. Due to the increased recommendation of cash-less transactions and to limit person to person transactions, pay stations would allow for guests to purchase the daily entrance fees in a way that limits exposure to guests and staff while increasing options. The reduction in cash handling also provides a safer environment for staff along with more convenience for park guests.</p> <p>Pay stations will require the installation of dedicated electrical connections and cabling but will utilize existing internet service already in place at the gatehouses for processing secure transactions.</p>
CONCLUSION	Recommend approval of the purchase and installation of six pay stations with an amount not to exceed \$59,990 with VenTek International and \$10,986 with Vinco Inc. for the Anoka County Parks system
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Facility Modification



# ANOKA COUNTY BOARD CARES ACT

JULY 28,2020

## FINANCE & CENTRAL SERVICES DIVISION

ACTION REQUESTED	Recommend approval of procurement and purchase of Personal Protective Equipment (PPE) up to \$450,000.
BACKGROUND	The COVID-19 pandemic emergency orders as well as health and safety measures around it have required the need for PPE. The County provides PPE for County staff, public health, correctional and law enforcement, and other entities in need. Items included are N95 respirator masks, washable cloth masks, ear loop masks, face shields, protective barriers, gloves, gloves, thermometers, and hand sanitizer. With several sectors returning to work and research to find quality vendors and product being difficult, we anticipate a greater need for PPE.
SOLUTIONS	<p>Purchasing is working closely with Emergency Management and Risk Management to identify needs and procure personal protective equipment (PPE) for those who require it both County staff, public health, correctional and law enforcement, and other entities requiring our aid for PPE. Since the emergency status of COVID-19 pandemic, Purchasing has found that obtaining PPE has been difficult since the customer market is saturated and the vendor market is also saturated with faulty and fraudulent product and solicitation. The further ahead of this we can get, the better, given the market. The stock will be inventoried and allocated where need exists or kept in inventory as long as the COVID pandemic exists.</p> <p>The County has recently issued purchase orders for roughly ~\$370,000 thus far for PPE and anticipates additional purchases prior to yearend as fall nears. This request is to cover the expenses already in process and adds \$80,000 for additional foreseen expenses to prepare for fall/winter anticipated to be purchased and received prior to 12/1.</p>
CONCLUSION	Recommend approval for procurement and purchase of Personal Protective Equipment up to \$450,000
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Public Health



## ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

SHERIFF

ACTION REQUESTED	Recommend approval for the procurement and installation of equipment not to exceed \$20,419 from Dataworks Plus, \$490 for cabling from All State Communication and \$1,800 laptop purchase from Dell for the purpose of establishing a booking station in the Courthouse building.
BACKGROUND	There is no way to currently book and release a person without having them go into the jail facility which adds to the potential of the contracting and spreading of COVID-19 to those persons and to the staff and inmates in the facility. this will reduce potential unnecessary contact.
SOLUTIONS	<p>Adding a booking station in the Courthouse will allow persons to be booked and released in the courthouse area in a separate room allowing social distancing instead of having to go into the Jail Facility Secure Booking area. This will reduce potential unnecessary contact.</p> <p>A booking station with an FBI certified printer \$1,200, Fingerprint machine, laptop (\$1,800) will be installed into a designated courthouse area. The room needs to be cabled (\$490) to safely accommodate the required location. In addition, this unit needs to interface with the jail system (\$2,160) so records are combined and sent accurately to the State thus reducing the number of suspense files.</p> <p>The Purchase was not included within the 2020 Adopted Budget.</p>
CONCLUSION	Recommend approval for the procurement and installation of equipment not to exceed \$20,419 from Dataworks Plus, \$490 for cabling from All State Communication and \$1,800 laptop purchase from Dell for the purpose of establishing a booking station in the Courthouse building.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Facility Modification



# ANOKA COUNTY BOARD CARES ACT

JULY 28, 2020

COUNTYWIDE

ACTION REQUESTED	Recommend approval of procurement and purchase of county-wide telework equipment not to exceed \$500,000.
BACKGROUND	<p>Telework equipment was not included in the 2020 Budget as the activity of teleworking was not foreseen.</p> <p>County employees in various areas are teleworking in order to maintain social distancing efforts, protecting both employees and the citizens we serve. Teleworking employees require various telework equipment such as laptops, keyboard/mice, monitors, webcams, microphones, and headsets.</p> <p>Finance, Purchasing and IT are working together to coordinate the purchase and distribution of telework equipment to better track and streamline the equipment.</p>
SOLUTIONS	The funding will be used to allow employees to have the equipment necessary to maintain engagement and work productivity at-home-work spaces.
CONCLUSION	Recommend approval of procurement and purchase of county-wide telework equipment not to exceed \$500,000 as requests are approved through the CARES Act Committee.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Telework



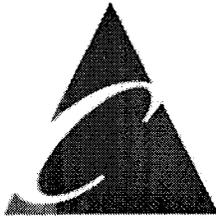
# ANOKA COUNTY BOARD CARES ACT

## ACTION ITEM

JULY 28, 2020

### PARKS & RECREATION DEPARTMENT

ACTION REQUESTED	Recommend approval of the purchase of Three ½ Ton Pickup Trucks for the Parks & Recreation Department from Midway Ford in an amount not to exceed \$148,000 plus any tax and license fees.
BACKGROUND	<p>During COVID-19, Parks have become essential for our citizens and we have seen patronage of the park system increase substantially.</p> <p>Three trucks are needed for effective social distancing (1 person per vehicle) and ability to carry out mission critical COVID sanitary procedures. The Maintenance Superintendent, North Division Supervisor, and South Division Supervisor are on call 24/7 to respond to all maintenance and operational deficiencies. These trucks serve as roving offices with laptops and a full complement of tools and supplies needed for urgent repairs. These trucks are often used 7 days per week to serve over 5 million annual visitors in a clean and safe manner. We are accountable to maintain over 150 miles of trails, 100 buildings and pavilions, 50 parking lots, 30 miles of roadways, 14 playgrounds, and 12 boat launches. On average, these trucks travel over 400 miles per week and cover the entire county.</p>
SOLUTIONS	<p>Adding the 3 vehicles, will allow us to maintain social distancing and effectively manage all areas of the parks system for the public health and welfare of our patrons.</p> <p>We expect this purchase to represent a temporary increase in our vehicle fleet, which will gradually be returned to pre-pandemic levels over the next several years.</p>
CONCLUSION	Recommend approval of the purchase of Three ½ Ton Pickup Trucks for the Parks & Recreation Department from Midway Ford in an amount not to exceed \$148,000 plus any tax and license fees.
FUNDING	This purchase qualifies for CARES Act Funding as part of the Local Government Category – Other.



# ANOKA COUNTY BOARD CARES ACT

## ACTION ITEM

JULY 28, 2020

Finance & Central Services

ACTION REQUESTED	Recommend approval of the Purchase of a postage machine from Pitney Bowes in an amount not to exceed \$35,000.
BACKGROUND	<p>During COVID-19, we have seen an increase in outgoing mail related to Absentee Ballots and mailings related the public health and safety of our citizens. This includes activity related to increased requests for aid and support, both financial and other types of services.</p> <p>During the last few weeks, our current postage machine has decided to quit functioning and appears to be at end of life for the equipment.</p>
SOLUTIONS	<p>With the need for working postage machine essential, we requested quotes off the State Contract with two services.</p> <p>Currently, we use Pitney Bowes, and have had good service. Their quote came in the lowest at \$29,307. We are requesting a not to exceed \$35,000 to cover any unknown installation or small add-on piece of equipment that has not been identified. We are planning to have Pitney Bowes come on site and make sure we are set up optimally.</p> <p>The Equipment is not budgeted for 2020 but is essential for us to provide services to people affected by COVID-19.</p>
CONCLUSION	Recommend approval of the Purchase of a postage machine from Pitney Bowes in an amount not to exceed \$35,000.
FUNDING	This purchase qualifies for CARES Act Funding as part of the Local Government Category – Other.



## ANOKA COUNTY BOARD CARES ACT

JULY 28,2020

County Attorney

ACTION REQUESTED	Recommend approval for the procurement and installation of a Multi-Media Room from Tierney Brothers Inc., St. Paul, MN in the County Attorney's Office in an amount not to exceed \$120,000
BACKGROUND	Because of the pandemic, most court proceedings are now held remotely. There are limitations to the technology and options we currently have.
SOLUTIONS	<p>We are planning to equip an existing conference room for remote court hearings, emergency hearings, civil-commitment ITV hearings, depositions, remote meetings with victims, witnesses, child-support participants and others.</p> <p>We have explored several options and have chosen the one that is reasonably necessary to meet our needs. With input from all divisions – and with the benefit of their experience with remote court hearings -- we have designed the project to give us what we need technologically to do our work. We have weighed several options and have gone with the one that meets our needs at a reasonable cost.</p> <p>The County Attorney's Office is planning to modify an existing conference room to facilitate remote court hearings, civil-commitment ITV hearings, and case-related meetings. Specific items needed include an integrated audio-visual system, a mounted display screen, teleconferencing equipment, and soundproofing to ensure confidentiality. This properly equipped conference room will give our attorneys, legal assistants, and victim/witness staff the tools and space they need for remote court hearings and case-related meetings.</p> <p>This project also includes the cost of room kits and other minor electronic adapters for the two small conference rooms in the non secure part of the office. It will provide spaces for child-support litigants and other participants to meet remotely with our attorneys and legal assistants to prepare for cases.</p>
CONCLUSION	Recommend approval for the procurement and installation of a Multi-Media Room from Tierney Brothers Inc., St. Paul, MN in the County Attorney's Office in an amount not to exceed \$120,000
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Telework and Technology



# ANOKA COUNTY BOARD CARES ACT

JULY 28,2020

## COMMUNICATIONS DEPARTMENT

ACTION REQUESTED	Recommend approval for the procurement and installation of Multi-media audio/ video equipment for video conferencing in the County Government Center in an amount not to exceed \$250,000 from Tierney Brothers Inc., St. Paul MN
BACKGROUND	<p>The pandemic has forced Anoka County to hold committee meetings in rooms without adequate sound or presentation systems.</p> <p>Social distancing guidelines mean in order to maintain the recommended 6-foot space, attendees and members of the public are spread out, making it difficult for everyone to hear what is being said or see what is presented.</p>
SOLUTIONS	<p>Update the Committee Meeting room Audio Visual equipment. This would include installing microphones, public address, hearing assistance, and presentation equipment systems in meeting rooms 710, 715 and 772 in the Government Center, and a meeting room at the Bunker Hills Activity Center.</p> <p>This project is designed to ensure all who attend meetings in these rooms can hear, see, and understand the presenter and all other speakers in the room, including members of the public</p>
CONCLUSION	Recommend approval for the procurement and installation of Multi-media audio/ video equipment for video conferencing in the County Government Center in an amount not to exceed \$250,000 from Tierney Brothers Inc., St. Paul MN
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Telework and Technology



## ANOKA COUNTY BOARD CARES ACT

JULY 28,2020

SHERIFF

ACTION REQUESTED	Recommend approval for the purchase of a UV Light Disinfecting System for the Jail not to exceed \$100,000.
BACKGROUND	<p>Due to COVID-19, we need to sanitize the jail facility more often and in a much more thorough manner than prior to COVID-19. We need to reach all surfaces and items within the jail that could contain the COVID-19 virus that staff and inmates may come in contact with.</p> <p>We are currently researching multiple vendors.</p>
SOLUTIONS	<p>The UV Light Disinfecting System is a piece of equipment that is left in an area and using UV light disinfects all the areas within the room. This will be more effective in ensuring surfaces are COVID free and reduce staff time in the cleaning process as well as allow for areas to be cleaned faster i.e. cell turnover.</p> <p>There are different types and levels of UV cleaners, and Purchasing is working with the Sheriff's Office to determine the right piece of equipment that shows a reasonable effectiveness to killing COVID-19.</p> <p>The purchase of the equipment was not included in the 2020 Adopted Budget.</p>
CONCLUSION	Recommend approval for the purchase of a UV Light Disinfecting System for the Jail not to exceed \$100,000.
FUNDING	The purchase qualifies for CARES Act Funding as part of the Local Government Category – Public Health