

# ANOKA COUNTY JOINT COMMITTEE AGENDA

## FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE

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

Commissioners Look (Chair), Braastad, Reinert

AND

## INFORMATION TECHNOLOGY COMMITTEE

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

Commissioners Gamache (Chair), Reinert, Schulte

January 17, 2023 - 1:00 P.M.

Anoka County Government Center – Room 710

2100 3<sup>rd</sup> Avenue N

Anoka, MN 55303

1. Public comments: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. The Chief Financial Officer and Chief Information Officer are requesting that the Finance and IT Committees consider for recommendation to the county board, approval to enter into Contract #C0009659 with Workday, 6230 Stoneridge Mall Road, Pleasanton, CA 94558, in the amount of \$5,730,615, for the purchase of Finance software (10-year term), training and delivery assurance – **See attached** action worksheet.
3. The Chief Financial Officer and Chief Information Officer are requesting that the Finance and IT Committees consider for recommendation to the county board, approval to enter into Amendment 4 under Contract #C0008463 with Collaborative Solutions LLC, 11190 Sunrise Valley Drive, Suite 110, Teston, VA 20191, in an amount not to exceed \$4,022,596 (\$3,622,596 + \$400,000 contingency) for the implementation of Workday financial modules and E-procurement integration – **See attached** action worksheet.
4. Consider recommending the county board approve the following Master Construction Contracts – **See attached** action worksheet.
  - C0009683: Crew2, 2650 Minnehaha Ave, Minneapolis, MN 55406
  - C0009684: Donlar Construction, 550 Shoreview Park Road, Shoreview, MN 55126
  - C0009685: Forest Lake Contracting, 14777 Lake Drive, Forest Lake, MN 55025
  - C0009686: Jorgenson Construction, 9255 East River Road NW, Minneapolis, MN 55433
  - C0009687: Morcon Construction Company, 5151 Industrial Boulevard NE, Fridley, MN 55421.
  - C0009688: Peterson Companies, 8326 Wyoming Trail, Chisago City, MN 55013
  - C0009689: RAK Construction Inc, 21435 Johnson Street Northeast, East Bethel, MN 55011

5. Consider recommending the county board approve the annual designation of depositories to US Bank NA, Wells Fargo Bank NA, J.P. Morgan Chase NA, and BMO Harris Bank NA; and delegate the authority to make Electronic Funds Transfers to the Chief Financial Officer and their designees within the Finance & Central Services Division – **See attached** action item worksheet.
6. Consider recommending the county board approve an addendum to Contract #C0007021, the Agreement between the University of Minnesota and Anoka County for providing Extension programs locally and employing Extension Staff - **See attached** action worksheet.

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will not vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*



## FINANCE & IT COMMITTEE

January 17, 2023

Finance & Central Services and Information Technology

ACTION REQUESTED	The Chief Financial Officer and Chief Information Officer are requesting that the Finance and IT Committees consider for recommendation to the county board, approval to enter into Contract #C0009659 with Workday, 6230 Stoneridge Mall Road, Pleasanton Ridge Mall Road, Pleasanton, CA, 94558, in the amount of \$5,730,615 for the purchase of Finance software (10-year term), training and delivery assurance.
BACKGROUND	<p>Since 2014, The County has utilized a combination of its' existing financial system with other 3<sup>rd</sup> party products and in-house developed systems to manage the financial transactions and services we provide. Throughout the course of our ownership of the primary system, we have struggled with the functionality, reliability, and technology on which the system resides</p> <p>Spring 2020 - Anoka County engaged with consultants to assess the state of the existing financial and procurement systems.</p> <p>Summer 2021 – Anoka County engaged with consultants to prepare and issue a Request for Proposal (RFP) for new financial and procurement systems</p> <p>Spring 2022 – RFP issued</p> <p>Fall 2022 – Review of RFP responses and multiple vendor demos resulted in a vendor selection and subsequent statement of work and pricing negotiations.</p>
SOLUTIONS	<p>Workday is already live with the County in HR and Payroll and has been selected through this competitive evaluation process to provide the County a Finance system solution.</p> <p>The software modules being purchased are: Core Financials, Banking, Revenue Management, Supplier Accounts, Assets, Grants, Projects, Budget/Planning, Employee Expenses, Analytics, and Additional Utility modules. Payments will be annualized on a subscription basis, with a 2% annual increase through 2032.</p> <p>The training includes the purchase of a learn on demand library for two years in addition to training credits that can be used for various specialized Workday classes.</p> <p>The contract includes delivery assurance by which Workday ensures the configuration of the system by the implementor is up to Workday standards.</p>
CONCLUSION	The Finance solution is included as an approved Capital Equipment Project (CEP). The Workday contract is a 10-year contract with a capped 2% increase year over year.
FUNDING	Funding will be provided within the Project CEP for \$1,379,621, with the remainder of \$4,350,994 being paid for through annual subscription fees within the annual operating budget.



## FINANCE & IT COMMITTEE

January 17, 2023

Finance & Central Services and Information Technology

ACTION REQUESTED	The Chief Financial Officer and Chief Information Officer are requesting that the Finance and IT Committees consider for recommendation to the county board, approval to enter into Amendment 4 under Contract # C0008463 with Collaborative Solutions LLC, 11190 Sunrise Valley Drive, Suite 110, Reston, VA 20191, in an amount not to exceed \$4,022,596 (\$3,622,596 + \$400,000 contingency) for the implementation of Workday financial modules and E-procurement integration.
BACKGROUND	<p>Since 2014, The County has utilized a combination of its' existing financial system with other 3<sup>rd</sup> party products and in-house developed systems to manage the financial transactions and services we provide. Throughout the course of our ownership of the primary system, we have struggled with the functionality, reliability, and technology on which the system resides</p> <p>Spring 2020 - Anoka County engaged with consultants to assess the state of the existing financial and procurement systems.</p> <p>Summer 2021 – Anoka County engaged with consultants to prepare and issue a Request for Proposal (RFP) for new financial and procurement systems</p> <p>Spring 2022 – RFP issued</p> <p>Fall 2022 – Review of RFP responses and multiple vendor demos resulted in a vendor selection and subsequent statement of work and pricing negotiations.</p>
SOLUTIONS	<p>The contract is milestone achievement based, and through an extensive review, the County has agreed upon the following implementation plan/phases.</p> <p>Phase 1 – May 2023 to Sep 2024 - Core Financials</p> <p>Phase 2 – Sep 2024 to Mar 2025 - Budget and Planning</p> <p>Phase 3 – Mar 2025 to Sep 2025 - Employee Expense/Analytics</p>
CONCLUSION	The implementation is included as an approved Capital Equipment Project (CEP).
FUNDING	Funding for the Implementation of the Finance System is planned within the approved CEP, with the main sources being a \$2 million previous allocation set aside within the IT Customer Fund and allocation within the Asset Preservation Fund for the remaining balance.



## FINANCE & CAPITAL IMPROVEMENTS COMMITTEE

### ACTION ITEM

January 17, 2023

FM&C

<b>ACTION REQUESTED</b>	<p>Consider recommending the county board approve the following Master Construction Contracts:</p> <ul style="list-style-type: none"><li>• C0009683: Crew2 2650 Minnehaha Ave, Minneapolis, MN 55406</li><li>• C0009684: Donlar Construction 550 Shoreview Park Road, Shoreview, MN 55126</li><li>• C0009685: Forest Lake Contracting 14777 Lake Drive, Forest Lake, MN 55025</li><li>• C0009686: Jorgenson Construction 9255 East River Road NW, Minneapolis MN 55433</li><li>• C0009687: Morcon Construction Company 5151 Industrial Boulevard NE, Fridley, MN 55421.</li><li>• C0009688: Peterson Companies 8326 Wyoming Trail, Chisago City, MN 55013</li><li>• C0009689: RAK Construction Inc 21435 Johnson Street Northeast, East Bethel, MN 55011.</li></ul>
<b>BACKGROUND</b>	<p>Master construction contracts helps county-wide as all departments can obtain construction and construction related services more efficiently reducing the need for competitive bids.</p> <p>State and municipal law definition (to be interpreted narrowly) of construction and projects within construction is the following:</p> <ul style="list-style-type: none"><li>• Construction – means building construction, alteration improvements, or repair.</li><li>• Construction contract means a contract or subcontract of any tier for work on a project.</li><li>• Project means building, erection, construction, alteration, remodeling, demolition, or repair of buildings, real property, highways, roads, bridges, or other construction work performed pursuant to a construction contract.</li></ul> <p>We successfully completed our pilot of master construction contracts these past three years.</p> <p>Previously, the County entered into multiple singular contracts or used cooperative agreements negotiated by other entities.</p> <p>By entering into our own master contracts, we can ensure the County is protected while creating similar efficiencies. The County will continue to meet competitive requirements under law by reaching out to one or more contract vendors using a simple statement of work process.</p> <p>Anoka County Purchasing issued competitive request for proposals (RFP) for master contracts for construction and construction related work up to \$175,000 on September 30, 2022.</p>

	<p>The RFP resulted in 10 submissions by proposers:</p> <ul style="list-style-type: none"> <li>• Crew2</li> <li>• Donlar Construction</li> <li>• Forest Lake Contracting</li> <li>• Green Construction</li> <li>• Jorgenson Construction</li> <li>• Morcon Construction Company, Inc</li> <li>• Peterson Companies</li> <li>• RAK Construction, Inc</li> <li>• Terra Construction</li> <li>• Wood Crest Builders</li> </ul> <p>The submissions were reviewed by Purchasing and evaluated by a team of County employees from two departments, Facilities and Parks to determine the most responsive and responsible proposers.</p> <p>The selected qualified proposers meeting the County's requirements would be offered a Master Contract. To determine who would be selected as a qualified contractor, the County considered the overall experience and reputation of the proposer, quality and presentation of the proposal, and references provided</p> <p>The selection process for this RFP was necessarily subjective, and the County selected the Contractors who, in the County's best judgment, are most responsible and suitable to perform the services required. The County requires various construction and construction related work to be performed under various needs and funding sources each with their own unique requirements.</p>
<p>FUNDING SOURCE</p>	<p>Various operating budgets/building fund.</p>
<p>RECOMMENDATIONS</p>	<p>Recommend approval of seven Master Construction Contracts whom each offer great value to the various needs of the County.</p>



## ANOKA COUNTY BOARD

### ACTION ITEM

January 17, 2023

#### FINANCE & CENTRAL SERVICES

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



# ANOKA COUNTY BOARD ACTION ITEM

January 17, 2023

Finance & Central Services

ACTION REQUESTED	Consider recommending that the County Board approve Addendum to Contract #C0007021, the Agreement between the University of Minnesota and Anoka County for providing Extension programs locally and employing Extension Staff.
BACKGROUND	<p>Anoka County has had one full-time and one part-time (.6) county positions that serve U of M Extension Services going back many years. Other counties contract with the U of M Extension Services with the positions being U of M Extension positions rather than county positions.</p> <p>Because it is a county position, we have had to have parks be the entity that approves time off, approves time sheets, provides county information, etc. even though there is no real relationship. As attrition occurs, we would like to transition these to U of M contracted positions.</p>
SOLUTIONS	<p>The .6 position is currently vacant so moving it to be a U of M Extension position rather than a county position would remove the county oversight and liability as well as supervision requirement. The U of M hourly rate for this 24 hour per week position is \$30.02 for 2023 and \$30.77 for 2024.</p> <p>The county salary range for the position is \$23.08 per hour up to \$31.16 per hour which does not include other related costs such as mileage, training, supervision, PERA, prorated vacation and EMB, etc.</p>
FUNDING SOURCE (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	Funding for the Extension Services is provided by an annual Levy and allocations for programming from Ag Preserve Funds. This shift in responsibility for the position from an employee to a contracted position will have minimal impact on the current cost of the Extension Services supported by the County.
CONCLUSION	The Addendum shifts the Administrative Support Specialist position from an Anoka County Employee to an Extension Employee, with funding provided through the Agreement.
RECOMMENDATIONS	Consider recommending that the County Board Approve Addendum to Contract #C0007021A, the Agreement between the University of Minnesota and Anoka County for Providing Extension programs locally and employing Extension Staff.



**ADDENDUM T0**  
**Agreement between the University of Minnesota and Anoka County**  
**For providing Extension programs locally and employing Extension Staff**

This Addendum is made to the Memorandum of Agreement (“MOA”) for providing Extension programs locally and employing Extension staff between the County of Anoka, Minnesota and Regents of the University of Minnesota, through Extension. The Addendum will remain in place for the term of the Memorandum of Agreement and will be effective as of January 24, 2023 or upon approval.

**Administrative Support Staff**

County agrees to provide the funds identified below to support a University employed Administrative Support Staff in the Anoka County Extension Office. This table is in addition to Table A in the Memorandum of Agreement.

<b>Admin Support Specialist</b>	<b>2022 Price</b>	<b>2023 Price</b>	<b>2024 Price</b>
Rate per Hour	N/A	\$30.02	\$30.77
Hours (1248) or 24 hrs/week			
Total	N/A	\$37,465	\$38,401

This Addendum may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Addendum may be delivered by electronic means, such as email and/or facsimile, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

The parties by their respective authorized agents or officers have executed this addendum.

COUNTY of ANOKA

Regents of the University of Minnesota

BY \_\_\_\_\_  
 Rhonda Sivarajah  
 County Administrator

By \_\_\_\_\_  
 Dean

DATE \_\_\_\_\_

DATE \_\_\_\_\_

Approved as to Form & Execution

BY \_\_\_\_\_  
 Nancy Norman Sommer  
 Assistant Anoka County Attorney

DATE \_\_\_\_\_