

**MINUTES OF THE REGULAR MEETING OF THE COOK COUNTY BOARD OF
COMMISSIONERS**

Grand Marais, Minnesota
September 13, 2016

The Board met in regular session this 13th day of September, 2016, at the Courthouse in Grand Marais, Minnesota.

The meeting was called to order at 8:30 a.m. with the following members present: Commissioners Doo-Kirk, Gamble, Moe, and Storlie. Absent: Commissioner Sivertson.

Also present were, County Administrator Jeff Cadwell, Auditor-Treasurer Braidy Powers, County Attorney Molly Hicken, and Office Support Specialist Bev Wolke.

County Board Chair Doo-Kirk led the Commissioners in reciting the Pledge of Allegiance.

Motion was made by Gamble, seconded by Storlie, and carried by unanimous vote to approve the agenda for the meeting as amended.

No citizens appeared for the Public Comment portion of the meeting.

The Board considered the consent agenda consisting of numerous items that the Board may approve as a whole. County Board Chair Doo-Kirk asked if any Commissioner wanted to remove any items from the consent agenda. Auditor-Treasurer Braidy Powers requested pulling item #D.

A. Claims

B. Cook County Board Minutes for August 9 & 16, 2016

C. Network Switch Replacement. Rena Rogers

E. Authorization to advertise for winter maintenance for Service Districts. David Betts

F. Community Center Board of Trustees. Diane Booth

Motion was made by Gamble, seconded by Storlie, and approved to accept the consent agenda, including the adoption of the following resolution:

RESOLUTION # 2016-67

BE IT RESOLVED, that the following claims totaling \$4,616,182.18 having been audited and found to be true and correct claims against Cook County, are approved and the Auditor-Treasurer is hereby authorized to draw warrants in payment of said claims:

Revenue Fund

AmeriPride Services	42.44
Bucks Hardware Hank	426.49
Centurylink	46.75
Citi Lites	140.00
Cook County News Herald Inc	1,817.88
Cook County Visitors Bureau or L.T.T.A.	200.00
D J Smith Trucking	4,760.00
D S C Communications	701.00
Dalco	635.03
Danielson/Candace	320.00
Dell Marketing L P	7,999.60
Dex Media	266.50
E S C Systems	1,353.00
Ekstrom/Leah C	190.55
Election Systems & Software Inc	1,599.62
Electronic Design Company	36,457.30
G & G Septic LLC	95.00

Goettl/Amity	500.00
Gopher State One Call	18.90
Government Management Group Inc	3,600.00
Grand Marais Auto Parts	199.20
Grand Marais Pharmacy	268.38
Hallberg/Benjamin	177.80
Isak Hansen True Value	320.00
Keller Fence Co	11,950.00
Keystone Compensation Group LLC	17,145.00
M R Sign Co Inc	399.67
MN D N R	500.00
Moe/Frank	285.12
Monson/Jeanne	80.00
Motorola Solutions, Inc	1,251.00
My Brothers Place Auto Repair LLC	689.56
Nelson Machine Products LLC	888.00
Newegg Inc	542.17
Nordic Electric Of Gm Inc	1,092.91
North Shore Superior Pest Management	1,800.00
North Shore Waste	2,007.60
Northern Wilds Media Inc	501.40
Oberg/Kirk	463.28
Pace Analytical Services Inc	106.95
RELX Inc DBA Lexis Nexis	1,006.31
Retrofit Companies Inc	2,000.00
Routh/Joseph	90.72
RT Vision Inc	14,760.00
Shirt Outfitters/The	201.00
Sivertson/Jan	159.96
Sivertson/Judy	324.48
Sonju Two Harbors LLC	449.16
St Louis County Sheriff	50.00
Storlie/Virginia	80.46
Tire And Auto Lodge	866.39
Watkins/Rowan	25.74
Weitz/Timothy	75.00
Wiinanen/James	222.00
<u>Road & Bridge</u>	
Dell Marketing L P	2,367.79
<u>Airport</u>	
Back Office Services LLC	90.00
Bucks Hardware Hank	4.96
Cook County Home Center	11.76
G & G Septic LLC	125.00
K G M Contractors Inc	1,561,305.20
Ziegler Inc	491.13
<u>YMCA</u>	
Goodin Company	406.49
<u>Soil & Water</u>	
Bucks Hardware Hank	13.52
<u>EARLY PAYABLES</u>	
Armbruster/Paul	1,545.00
Armbruster/Todd	1,896.83
Boissenin/William	50.00

Cook County ATV Club	790.68
Dex Media	20.00
Jackson's Motor Vehicle Licensing Inc	20.00
Lockport Inc	1,000.00
Nesgoda Services LLP	4,712.00
Office Depot	121.77
Office of MN.IT Services	2,455.12
Pearson/Diane	48.00
Public Utilities Commission	2,572.58
Tri-State Business Systems Inc	12.99
Edwards Oil	14,813.80
Office of MN.IT Services	173.63
Public Utilities Commission	863.55
Office of MN.IT Services	88.84
Dermco La Vine Construction Co	75,000.00
Streeter/Kevin	100.00
A T & T Mobility	888.24
Arrowhead Electric Cooperative	2,235.20
Brooks Sr/Robert	134.62
Centurylink	81.82
Igoe/Peter	480.00
Konlee LLC	5,000.00
Northeast Service Cooperative	131,075.50
Northern Wilds Media Inc	160.35
Public Utilities Commission	2,912.81
Quill Corp	69.18
Red Pebble Web Design	1,250.00
Toshiba Business Solutions USA	16,785.78
True North Broadband	149.97
Quill Corp	374.22
Arrowhead Electric Cooperative	670.60
Cook County Events & Visitors Bureau	-11,085.00
Cook County News Herald Inc	128.00
R M B Environmental Laboratories	445.00
SpeeDee Delivery Service Inc.	184.36
Cook County Events & Visitors Bureau	86,847.47
Ely Area Joint Powers Lodging Tax Brd	44,284.70
Grand Marais/City Of	35,644.16
Schroeder/Town Of	3,458.64
Silver Bay Area Tourism Assn	4,653.44
Tofte/Town Of	28,330.17
MN Comm Of Mmb - Treas Div	609.00
Armbruster/Todd	1,622.50
Centurylink-Seattle	761.50
Election Systems & Software Inc	41.10
First Int Bank & Trust/Visa	
Site Ground	47.87
Go Daddy	109.02
Amazon.com	197.37
Country Inn	198.71
PMI MN Registration	450.00
USPS	24.13
TLO Transunion	75.00
Country Inn & Suites	95.12

PayPal	50.00
Office Supply.com	64.85
Holiday	22.90
Smartsign	57.25
Holiday Inn - St Cloud	100.02
Dan's Feed Bin	675.00
Full Source LLC	30.93
Credit Global Industrial	-29.54
Macs Worldwide	20.00
Fitchett/Casey	106.40
HealthPartners	2,842.23
Holiday	274.55
Igoe/Peter	960.00
Jays Heating & Plumbing	5,188.48
MN Sheriff's Assn	185.00
Nesgoda Services LLP	5,136.00
Ottis/John & Linda	250.00
Petty Cash/Aluminum Redemption	384.60
Petty Cash/Auditor Office	65.64
Quill Corp	250.39
RABOLD/FRANK	186.43
Sonju Two Harbors LLC	2,940.06
Toshiba Business Solutions USA	242.51
Verizon Wireless	25.20
Arrowhead Electric Cooperative	239.58
Centurylink-Seattle	33.50
Como Oil Co	38.00
Edwards Oil	13,465.15
Holiday	69.89
K G M Contractors Inc	152,250.30
Northland Constructors Of Duluth LLC	1,565,201.40
Verizon Wireless	250.37
Petty Cash/Auditor Office	1.82
Quill Corp	63.99
Benson/Tracy	185.40
First Int Bank & Trust/Visa	
Americinn - Grand Rapids	97.79
Amazon.com	282.61
MN Assoc of Assessors	100.00
Best Western - St Cloud	186.54
Appraisal Institute	45.00
Verilux	52.21
Courtyard - St Cloud	138.23
Holiday Inn - Duluth	193.58
Superior Shores	89.00
Stand Against Child Abuse	150.00
Battered Women Conference	50.00
MNCASA	599.00
UWS Education Outreach	35.00
Menards West Duluth	681.09
Forss/Len	1,110.00
Igoe/Peter	450.00
Konlee LLC	2,100.00
MN Life Ins Co	73.20

Nesgoda Services LLP	1,960.00
Office of MN.IT Services	982.50
Quill Corp	538.54
Mid-America Golf & Landscape Inc.	427,981.59
Grand Marais/City Of	2,945.00
Lutsen/Town Of	13,755.00
Schroeder/Town Of	34,308.00
Tofte/Town Of	7,376.00
I S D 166	164,699.00
<u>Manual Checks</u>	
North Shore Title	50,000.00
Strand/Pat	150.49
U S Postmaster	141.00
<u>Sales Use Tax</u>	
MN Comm of Revenue	443.00

Auditor-Treasurer Powers gave a brief synopsis of item #D, the Airport Grant Agreement for the Arrival/Departure Building. Motion was made by Moe, seconded by Storlie, and carried by unanimous vote to approve the Airport Grant Agreement for the Arrival/Departure Building, authorizing the Board Chair and County Auditor to sign the agreements.

Kathy Sullivan appeared before the Board and requested the County Commissioners join in support of the United Nations' designated International Day of Peace on September 21, 2016. Sullivan explained that the theme for 2016 is "The Sustainable Development Goals: Building Blocks for Peace." Motion was made by Moe, seconded by Doo-Kirk, and carried by unanimous vote to approve designating September 21, 2016, as the United Nations' designated International Day of Peace.

Rowan Watkins, IT/Radio Support Technician, appeared before the Board. Watkins presented a final version of the Tower Facilities Request Policy to manage radio tower requests. The purpose of the policy is to provide valuable tower service, while limiting negative aesthetic impacts. Motion was made by Doo-Kirk, seconded by Moe, and carried by unanimous vote to approve the Tower Facilities Request Policy.

Mary Somnis, EDA Director, appeared before the Board. Somnis requested purchasing from the County five County owned tax forfeit lots in the City of Grand Marais that the EDA plans to use as part of their workforce housing project development in the Woodland Addition. Powers explained that the County Assessor has determined that reasonable sales values for the parcels are the assessed values which equal \$8,400.00 in total. Somnis stated the sales prices of the houses built on the property will range from \$140,000 to \$215,000. Motion was made by Gamble, seconded by Storlie, to approve the sale of the five County owned tax forfeit lots in the Woodland Addition, for cash at the total assessed valuation of \$8,400. Attorney Hicken requested amending the motion to include as allowed per MS 282.01 and Powers requested adding pending attorney review to the amended motion. Commissioner Gamble moved to amend the motion with Storlie seconding. The motion carried by unanimous vote to approve.

Jim Wiinanen, Emergency Management Director, appeared before the Board to introduce Valerie Marasco as our new Emergency Management Director. Wiinanen then requested requiring every event organizer to include an Emergency Action Plan for events throughout Cook County. The Board would direct any County Departments that issue permits for events to change their permit application form to include an Emergency Action Plan. Motion was made by Gamble, seconded by Storlie, and carried by unanimous vote to approve requiring every event organizer to include an Emergency Action Plan for events throughout Cook County and to form a committee to expedite the process as recommended by Administrator Cadwell.

Commissioner Moe described public concerns concerning the 1/2% proposed sales tax increase resolution for projects by the highway department. Moe stated his constituents want to make sure the funds go to the County roads and not a new highway department facility.

Jeff Cadwell, County Administrator, appeared before the Board. Cadwell requested the hiring of Valerie Marasco to replace Jim Wiinanen as the new Emergency Management Director. Marasco is the Public Information Officer for the city of Thunder Bay and has worked with Cook County Emergency Services on training in the past. Motion was made by Doo-Kirk, seconded by Gamble, and carried by unanimous vote to approve the hiring of Valerie Marasco as the new Emergency Management Director at a C42-1 Step 15.

David Betts, County Highway Engineer, appeared before the Board. Betts recommended final payment of 3,218.54 on the SP 016-070-013 Intersection Lighting Improvements. Motion was made by Storlie, seconded by Gamble, and carried by unanimous vote to approve the Intersection Lighting Improvements and authorize final payment of 3,218.54 to Parsons Electric.

Cadwell requested the Board approve an extension of the 90 day period to appoint a new County Assessor. The Personnel Committee recommends the hiring of the current Assistant Assessor, Todd Smith for the position, however, Smith needs to complete his Accredited Minnesota Assessor credentialing to be eligible to be appointed Cook County Assessor. Smith will also meet the requirement of Senior Accredited Minnesota Assessor certification within two years of being appointed assessor. Motion was made by Moe, seconded by Doo-Kirk, and carried by unanimous vote to approve an extension of the 90 day period to appoint a new County Assessor.

Cadwell recommended the Board approve an extension of the out of class appointments for both Charlie Sawyer and Lisa Sorlie for another six month period or until key positions in the Highway Department are filled. The appointments are the result of disability leave of the Highway Maintenance Supervisor and the vacancy in the Assistant Highway Engineer. Motion was made by Storlie, seconded by Gamble, and carried by unanimous vote to approve an extension of the out of class appointments for both Charlie Sawyer and Lisa Sorlie for another six month period or until key positions in the highway department are filled.

Cadwell gave an update on the Class Comp Study, stating it is on time and on budget, with job descriptions revised and will be made available to Department Heads and staff this week. Formats have been revised to be consistent including content related to Minimum qualifications, experience and education requirements, working relationships, working conditions and ADA considerations. Consultants are working on the preliminary job evaluations and will provide the County with job hierarchies by the end of September. The Board will need to determine a compensation strategy to determine what type of wage scale the County will use; who the County will compete with for talent in the marketplace; where the County positions the program relative to the competition; and how to deliver the pay (steps, merit pay or COLA).

Cadwell gave an update on the Conservation Partners Legacy Grant Application to purchase the Scheef 80 acre parcel at a purchase price of \$200,000 with an owner discount toward a grant match of 10%. Grant will only support purchases up to 110% of appraised value.

Cadwell then presented a draft resolution and a revised project list for the proposed transportation sales tax increase in Cook County to be used for projects by the highway department. Moe described his and public concerns that a new Highway Department facility is listed on the project list. After much discussion, the Board felt that with Commissioner Sivertson out of town, it would be best to have all districts represented on the vote to increase the sales tax. Cadwell suggested discussion and review of the resolution with Dave Betts, Lisa Sorlie and Braidy Powers and with the highway advisory committee and then bringing it forward to the County Board during their regularly scheduled Tuesday, September 27, 2016 meeting.

Cadwell reviewed the work of the Budget Committee to date, and the preliminary levy requests that are at a 26% increase over 2016. Cadwell explained that the increase is largely comprised of commitments that the County made with respect to staff, union contracts, the Highway Capital Equipment Replacement Policy, and other increases in the PHHS budget. Cadwell explained that savings from the ½% transportation tax, eliminating several new requests in the general fund, and deferring non-highway capital requests could reduce the levy to under 20% but that to make significant further reductions would require changes to the County service levels.

Correspondence – Memos:

- A. Arrowhead Library Board letter re: Appointee. Motion was made by Moe, seconded by Gamble, and carried by unanimous vote to approve appointing Audrey Stattelman for another full three year term.
- B. Cook County Tennis Assoc. Letter re: Thank you.
- C. Notice of Commission Meeting Sept. 15, 2016.
- D. Housing & Community Dialogue meeting Sept., 19, 2016.
- E. Overlook Cook County Historical Society flyer.
- F. Cook County Historical Society Board materials.
- G. Letter from County Attorney to Mr. Fitzpatrick.

Doo-Kirk reminded the Board that on Monday, Sept. 19th there will be an open-house forum held at North House Folk School focusing on specific affordable housing needs in communities in Cook County and along the North Shore. That event begins at 10 a.m. and goes to 3 p.m. in the Red building at North House Folk School. This is not a formal meeting of the Cook County Board of Commissioners; however, a quorum of the Cook County Commissioners may possibly be in attendance.

Commissioner Doo-Kirk reported that she would attend the WTIP interview on September 13, 2016.

There being no further business, the Board adjourned at 11:13 a.m.

HEIDI DOO-KIRK, Chair
Cook County Board of Commissioners

ATTEST: **BRAIDY POWERS**
Auditor-Treasurer