

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

Grand Marais, Minnesota
August 9, 2016

The Board met in regular session this 9th day of August, 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, Storlie, and Sivertson. Absent: None. 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 presented.

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. Commissioner Gamble requested pulling items # D.

- A. Claims
- B. Cook County Board Minutes for July 12, 19 & 26, 2016
- C. Travel Authorization for Planning Commission

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

RESOLUTION # 2016-58

BE IT RESOLVED, that the following claims totaling \$52399.80 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

Arrowhead Regional Corrections	24,007.67
Booth/Diane	366.88
Citi Lites	54.00
Cook County Food Shelf	3,172.00
Dalco	370.26
Danielson/Candace	320.00
Essentia Health	144.93
G & G Septic LLC	480.00
Galls Incorporated	429.15
Good Measure Media	600.00
Gopher State One Call	5.40
Grand Marais Auto Parts	373.91
Grand Marais Motors Inc	196.66
Isbell/Rebecca	231.66
Johnsons Foods	239.49
Lawson Products Inc	96.81
M R Sign Co Inc	910.69
MN D A R E Officers Assn	200.00
MN Dept Of Labor & Industry	50.00

MN Police & Peace Officers Assn	200.00
Moe/Frank	129.60
Monson/Jeanne	143.00
My Brothers Place Auto Repair LLC	696.02
North Shore Waste	23.40
Phil's Garage Door Service	1,869.75
RELX Inc DBA Lexis Nexis	1,586.20
RT Vision Inc	4,788.00
Second Harvest Northern Lakes Food Bank	3,432.44
Skillssoft	4,749.90
Smith/Todd	306.48
Stark Rainwater Harvesting	1,038.36
Storlie/Virginia	374.76
T A S C	220.35
Tire And Auto Lodge	63.96
Watkins/Rowan	528.07

Commissioner Gamble asked for clarification on consent Item #D, RLF Loan Bergeron: Agreements & Note. Motion was made by Gamble, seconded by Moe, and carried by unanimous vote to authorize execution of a Revolving Loan Fund Loan Agreement between Cook County, Basecamp Bungalows LLC, and its guarantor and approve form of promissory note and guaranty agreement related to the revolving loan fund loan to Basecamp Bungalows LLC in the amount of \$50,000.

Braidy Powers, Auditor-Treasurer, appeared before the Board to review the three funding sources of 2016 Federal State-In-Lieu annual payments.

Powers presented the 2nd Quarter 2016 General Fund Budget Report. Motion was made by Gamble, seconded by Storlie, and carried by unanimous vote to approve the 2nd Quarter 2016 General Fund Budget Report.

Powers presented a resolution for the 2017 Cook County Veterans Service Officer Grant in the amount of \$7,500.00. Commissioner Moe moved the adoption of the following resolution and upon seconding by Commissioner Sivertson was adopted by unanimous yeas vote of all members present:

RESOLUTION #2016-59

2017 Cook County Veterans Service Officer Grant

BE IT RESOLVED by the Cook County Board of Commissioners that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program.

The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; reduce homelessness among veterans; and to enhance operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the County Board that Braidy Powers, the Cook County Auditor-Treasurer, and Heidi Doo-Kirk, the Cook County Board Chair, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

Powers requested a Commissioner volunteer for the Canvassing Board on Thursday, August 11, 2016, at 1:00 p.m. in the Commissioners Room. Motion was made by Gamble, seconded by Storlie, and carried to by unanimous vote to approve Commissioner Moe to participate in the Election Canvassing Board.

Jeff Cadwell, County Administrator, appeared before the Board to explain the Personnel Policy related to split class employment, saying he recommends that language be added that specifies that

employees working more than one part time job with the County, who are regularly scheduled to work full time hours, would accrue steps on each of the jobs annually rather than hourly. Pat Strand who has been working for three years at 20 hours a week in Public Health and Human Services and 20 hours a week as a Veteran's Service Officer, has been accruing at an hourly rate. Cadwell explained that Strand is not considered a part time employee and should have received her step increases on an annual and not hourly basis. Motion was made by Moe, seconded by Gamble, and carried to by unanimous vote to approve the payroll change for Pat Strand to C41-1 Step 5 effective August 5, 2016.

Cadwell along with Tim Nelson, Planning Director/Solid Waste Officer, recommended supporting a change in the name of the Planning & Zoning Department to the Land Services Department. Cadwell explained that this change would reflect the fact that this office currently provides services beyond the scope of Planning & Zoning, and by doing the proposed change would also include a Land Commissioner/Parks Director position be included into the department. Nelson presented a Cook County potential Land Services Department functional areas organizational chart, which showed the functional rolls of each of the department sections: Environmental Health; Solid Waste and Recycling; Secretary; Planning & Zoning; and Land Commissioner. Nelson stated the change would also reflect an international shift away from the regulation and permitting of Planning & Zoning to a more customer service orientated work model. Cadwell stated that to budget the position would included terminating a position in the Assessor's Office, which has to date been on office of four, would instead become an office of three.

Cadwell then recommended the Board approve the job description for Land Commissioner/Parks and Trail Director. Motion was made by Moe, seconded by Gamble, and carried to by unanimous vote to approve the job description for Land Commissioner/Parks and Trail Director at the classification C42-2 and the Board authorize the posting of a vacancy to be filled for this position, including terminating a position in the Assessor's Office.

Cadwell introduced EDA President Howard Hedstrom and EDA Director Mary Somnis. Hedstrom presented a letter directed to Cliff Knettel, Deputy Director of One Roof Community Housing which states the workforce housing has been identified as the number one challenge to economic development in Cook County. Discussion centered around the \$175,000 in local matching funds between the County, City of Grand Marais and Economic Development Authority, that is needed as part of the financing package for an owner occupied housing project in Grand Marais. Motion was made by Doo-Kirk, seconded by Sivertson, and carried by the following vote to approve a letter of support for up to \$175,000 in local matching funds for the One Roof Housing project. Ayes: Doo-Kirk, Sivertson, and Storlie. Nays: Gamble and Moe.

Cadwell presented a resolution in support of US Bike Route 41. Commissioner Doo-Kirk moved the adoption of the following resolution and upon seconding by Commissioner Moe was adopted by unanimous yea vote of all members present:

RESOLUTION #2016-60

To Develop and Implement U.S. Bicycle Route 41

WHEREAS, bicycle tourism is a growing industry in North America, presently contributing approximately \$47 billion dollars a year nationally to the economies of communities that provide facilities for said tourism; and

WHEREAS, the American Association of State Highway and Transportation Officials (AASHTO) has designated a corridor connecting Saint Paul, to Grand Portage State Park, via Duluth, to be developed as United States Bike Route 41; and

WHEREAS, the Minnesota Department of Transportation has convened several public open houses and offered online public comment opportunities throughout the corridor to gather information and review route alternatives; and

WHEREAS, the Minnesota Department of Transportation in cooperation with road and trail authorities have proposed a specific route to be designated as United States Bike Route 41, a map of which is herein incorporated into this resolution by reference; and

WHEREAS, the proposed United States Bike Route 41 traverses through Cook County and is expected to provide a benefit to local residents and businesses; and

WHEREAS, the Minnesota Department of Transportation will continue to maintain statewide mapping and information regarding United States Bike Route 41, convene meetings and facilitate resolving issues and future alignment revisions within the State,

WHEREAS, the County has duly considered said proposed route and determined it to be a suitable route through the County and desire that the route be formally designated so that it can be appropriately mapped and signed, thereby promoting bicycle tourism locally and throughout Minnesota along the corridor.

NOW THEREFORE IT IS HEREBY RESOLVED that Cook County hereby expresses its approval and support for the development of United States Bike Route 41 and requests that the appropriate government officials take action to officially designate the route accordingly as soon as possible.

Cadwell recommended an out of class appointed for Lisa Sorlie, Highway Department Accountant as she has been picking up the office slack in the absence of Russell Klegstad, Maintenance Supervisor, and the vacancy of the Assistant Engineer position. Motion was made by Moe, seconded by Doo-Kirk, and carried to by unanimous vote to approve the out of class appointed for Lisa Sorlie, Highway Department Accountant, from C42-1 Step 5 to C43-1 Step 5, retroactive to the beginning of Russell Klegstad's Leave of Absence.

Jim Wiinanen, Emergency Management Director, and Molly Hicken, County Attorney, appeared before the Board to discuss a new Memorandum of Agreement that will be need to be executed when the new Director of Emergency management begins employment, because the Memorandum of Agreement specifically names the employee to act as a liaison. Motion was made by Moe, seconded by Gamble, and carried to by unanimous vote to authorize execution of the State of Minnesota Joint Powers Agreement and a Memorandum of Agreement in which the County agrees to provide an employee to act as a liaison between MN DNR and the County for purposes of managing major forest fires incidents, in exchange for compensation to the County for each week of assignment and the Memorandum of Agreement with the MN DNR in which the County agrees to provide an employee to act as a liaison between the County and the MN Incident Command System.

Commissioner Sivertson expressed concern regarding the July 26, 2016, Interim Use Permit motion approving Cazier Properties LLC leasing land to Positive Energy Outdoors, a 501©3 corporation whose goal is to establish a recreational facility for youth at risk. Sivertson's concern is the FAR 1 zoning and how it is designated regarding the number of sled dogs allowed. Doo-Kirk is going to request the Planning Commission review the FAR 1 zoning.

Commissioner Moe stated for the camera that he would like constituents to communicate with their Commissioners regarding the Transportation Tax Public Hearing on August 15, 2016, at 6:00 p.m..

Commissioner Gamble reported that he would attend the WTIP interview on August 10, 2016.

Correspondence – Memos:

- A. Thank you from Birch Grove Community School
- B. MCIT Announcement.
- C. Letter from MN State Demographic Center.
- D. Cook County Historical Society Meeting Materials.
- E. Cook County/Grand Marais Joint EDA meeting Materials.
- F. Flyer - Fall Policy Conference.
- G. Save the Date. AMC Annual Conference Dec. 5 - 6, 2016

County Attorney Molly Hicken requested the Board close the regular session, to review the Lock Down procedure. Commissioner Gamble made a motion, seconded by Commissioner Storlie, to close the regular session and to open a closed session to review the Lock Down procedure.

Commissioner Gamble made a motion, seconded by Commissioner Sivertson, to close the closed session at 11:20 a.m. and to re-open the regular session. Motion was approved unanimously. No action was taken.

There being no further business, motion was made and carried that the meeting be adjourned at 11:20 a.m.

HEIDI DOO-KIRK, Chair

Cook County Board of Commissioners

ATTEST: **BRAIDY POWERS**
Auditor-Treasurer