



## MEMORANDUM

### Highway Department

Jason, Benson, P.E.  
County Engineer

Tomas B. Soucy, P.E.  
Deputy County Engineer

Blaine Laaveg  
Superintendent

TO: Cass County Board of Commissioners

FROM: Grace Puppe, Cass County Planner  
Jason Benson, Cass County Engineer

DATE: April 5, 2022

SUBJECT: Budget Adjustment for FY2022

Adjustment to the FY2022 budget is requested in order to complete the Subdivision Ordinance update.

Funds were directed in FY2021 to complete the update to the Ordinance. However, Covid19 among other complications caused delays to progress resulting in the completion date to be adjusted to FY2022.

In 2021, \$58,172.00 in funds were budgeted for the contract services. A remainder of \$10,246.20 was returned to the general fund as a result of the delays.

At present, we anticipate total 2022 expenses of approximately \$12,750.

Account	Description	2021 Budget	2021 Final/Actual	Difference 2021 Unspent
101-4002-417.33-09	Consulting /GIS	\$58,172.00	\$47,925.80	(-\$10,246.20)
Account	Description	2022 Budget	2022 New Estimate	2022 Requested Adjustment
101-4002-417.33-09	Consulting/GIS	\$5,000	\$12,750	+\$15,246

### SUGGESTED MOTION:

Move to authorize the County Finance Director to make the necessary budget adjustments to account 101-4002-417.33-09 from \$5,000 to \$15,246.

1201 Main Ave West  
West Fargo, North Dakota  
58078-1301

701-298-2370  
Fax: 701-298-2395



## VETERANS SERVICE

Christopher J Deery  
Service Officer

Solmayra Price  
Service Representative

Shelia Hoffer  
Service Representative

Anthony Baker  
Service Representative

Administrative Assistant

Christopher J Deery, MSW  
Veteran Service Officer  
Cass County Veteran Service  
211 9th Street South  
Fargo, ND 58108  
701-241-5746

4/4/2022

RE: 2022 Budget Amended

Dear Commission,

I would like to take this time, to discuss a budget related item or proposed item for your consideration.

At this time, the Veteran Service Office is not fully staffed as we had a departure and is seeking a new admin for hire resulting in coming up short on our goal of going completely digital. Enclosed is an estimate to complete the rest of our files to digital while we try to hire a new admin.

Metro has quoted this task to completion at \$3,040.00 to finish the last scanning of our veteran's paper files. This process will assist with helping our office focus on training and a new hire. I did reach out to another company however they have yet to get back to me regarding a quote.

Thank you for your considerations.

Sincerely,

Christopher J Deery

**SUGGESTED MOTION:**

Move to approve the scanning project and a budget adjustment in the amount of 3,040.00.

Cass County Courthouse  
211 9<sup>th</sup> Street South  
Box 2806  
Fargo, North Dakota 58108

701-241-5756  
Fax 701-239-6751  
[www.casscountynd.gov](http://www.casscountynd.gov)

# METRO SALES INC.

## Cass County Veterans Services

*Confidential Proposal:  
March 15, 2022*

### **Scope of Project:**

Client has approximately 20 (15") Banker's Boxes containing various files.

The files will be scanned in B&W as shown in the test files at 300 dpi. The project will be processed with OCR software. The end result is, each file will become a multi-page text searchable pdf file as found in the testing sample that Metro provided. Metro will create a Master Directory that lists all files in Alphabetical / Numerical order. All files will be named with the information as found on the folder tab. Any writing found on the folder itself will be scanned as part of the file contents.

The project will be completed at Metro's secure production facility located in Burnsville MN. The facility is a non-retail, business-to-business production center. The property is protected by a 24-hour monitored alarm system, fire suppression systems, etc. All staff involved in the project will be Metro employees and they are bonded and insured. Metro is willing to sign an additional confidentiality agreement upon review of the document. Metro Sales routinely handles other highly confidential projects such as financial, legal, and medical records. Client has the option to inspect and visit the production center prior to and during the scanning project by appointment. No part of the project will be "vended" to a third-party at any time for any reason, with the exception of confidential shredding services (see shredding on next page).

Based on the test files that we processed for you, and the additional detailed information you have provided, we can provide the scanning services for your project for:

**\*\$3,040.00 (\*\$152.00 per box)**

\*Billing for services rendered will be handled with an un-bundled approach based on the following pricing:

\$.0305 per impression with OCR processing

\$16.00 per hour for file prep

\$.05 for copies needed

\$.30 for naming and QC of each file created

\$4.00 per box for shredding (if requested) adds \$80.00 to the project

Shipping boxes to Metro via Metro Dock Truck (if requested) adds \$50.00 to the project

Normal taxes added as required by law.

Scanning services includes the following:

File prep: remove all staples, clips, post-it notes, bindings, copies, etc. to ready the documents for high-speed scanning. Scanning of the documents with blank sides omitted. On-line QC to ensure no feeding issues or skewing issues, monitor image quality. Proper naming of the files. Final QC at the naming stage to ensure quality and no "blank back sides" images. Transfer results to digital storage appliance. Monthly results are provided for inspection and up-load, includes "file requests" processed, if needed, during the project. All originals will be shredded ONLY upon written approval; therefore, no re-binding or clipping will be required. Client has the option to have original photographs saved and returned.

#### **Shredding:**

Metro Sales will hold the scanned files until completion of the project. Once the project is completed, Metro Sales can arrange for destruction of the files if that is desired. Files will not be removed or destroyed until a release authorizing the removal or destruction has been signed and submitted to Metro Sales. \*File storage fees may be assessed for files stored beyond 30 days after completion of the project.

**If shredding is needed, the cost for shredding of scanned documents will be \$80.00 (\$4.00 per box). Total shredding service will include a certificate of destruction.**

#### **Flash Drive Storage**

Images will be saved to a flash drive. Metro recommends up-loading the data from the drive for testing and inspection purposes. **\$10.00 per drive + UPS fee to deliver it.**

#### **Billing Method:**

The quoted pricing reflects the pricing method to be used for the scanning project; it should not be considered a "not-to-exceed firm quote" for the project. Final billing will be based on the actual volume of work, actual number of impressions scanned, labor hours to prep, etc. We have used our industry knowledge and experience, along with the results from the test files to provide the best solution for your project.

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for the opportunity to quote this project.  
If you should have any questions or comments, please feel free to contact me.

Bryce Pruszinske

612-798-1220

[bpruszinski@metrosales.com](mailto:bpruszinski@metrosales.com)

*Prices subject to change due to changing requirements of quote.*

*Pricing valid for 60 days*