

A G E N D A

COOK COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING COURT HOUSE, GRAND MARAIS, MN NOVEMBER 15, 2016

Please note that all times are estimated and changes of times could occur during the meeting.

- 8:30 a.m. HUMAN SERVICES BOARD
- 10:30 a.m. B R E A K
- 10:45 a.m. 1. Call meeting to order
Pledge of Allegiance
Make adjustment to agenda
2. PUBLIC COMMENT PERIOD: Opportunity for citizens to appear before the County Board.
3. Consent Agenda items: Action as a whole.
A. Claims
B. Sheriff Donation/Search and Rescue Trailer
C. Donation/Project Lifesaver equipment
D. Liquor License Application/Skyport Lodge
E. Special Event Permit/Grand Marais Christmas Parade
F. Special Event Permit/Superior Fall Trail Race
G. Special Event Permit/ Superior Spring Trail Race
H. Special Event Permit/Gunflint Mail Run
I. RLF Loan - Chmelik
- 11:00 a.m. 4. Todd Smith, Assessor
A. Two Abatements. Action
- 11:10 a.m. 5. Ilena Berg, SWCD Manager
A. New Hire. Action
- 11:15 a.m. 6. Tim Nelson, Land Services Director
A. New Baler Purchase for Recycling Center at a cost of \$11,485.00.
Action.
B. Authorization of a Parks & Trails Commission. Action
C. 2017 Workplan for Land Commissioner/Parks & Trails. Information
- 12:15p.m. L U N C H
- 1:15 p.m. 7. Johns Niefhoff
Braidy Powers, Auditor-Treasurer
A. Subordinate Service District Request. Action
- 1:25 p.m. 8. Steve Ortmann
Braidy Powers, Auditor-Treasurer
A. Maple Hill Joining the PERA Retirement Plan. Action

- 1:30 p.m. 9. Molly Hicken, Attorney
A. Data Practices Related Policies. Action
- 1:40 p.m. 10. Jeff Cadwell, Administrator
A. CCEA Grievance. Action
B. Budget updates
C. Highway Budget review
11. David Betts, Engineer/Ag Inspector
A. Priority project list. Action
12. Employee Concerns
Commissioner Concerns
A. Commissioner Reports
B. Meetings to note
C. Meeting updates
D. WTIP interview on 11/16/2016: Commissioner Gamble
13. Correspondence – Memos:
A. Letter from County Attorney, re: Trespass from Clearwater Lake Landing. Information.
B. Cook County Historical Society meeting materials. Information.
C. Letter from North Shore Management Board. Information.
D. National Assoc. of Counties Benefits Report. Information
E. EDA meeting materials. Information

A D J O U R N

* * * *

NOTE: There is a meeting on Nov. 17, 2016 at 9:00 a.m. “Building Bridges” Lake County Sex Trafficking Task Force. This is not a formal meeting of the Cook County Board of Commissioners. However, a quorum of the Cook County Commissioner may possible be in attendance.

November Anniversaries:		
Name:	Years:	Department:
Wallner, James	2	Custodian
Routh, Joseph	8	P&Z
Booth, Diane	28	Com Cen/Ext.
Gale, Douglas	14	LEC
Johnson, Jesse	2	LEC
Collman, Julie	12	LEC
Monson, Jeanne	5	Attorneys
Sturm, Rick	21	Recycle
Anderson, James	7	Recycle
Maruska, Tyler	3	Recycle
Pernat, Joe	2	R&B
Bloomquist, Clark	6	R&B
Backstrom, Jesse	3	R&B
Klegstad, Norris	3	R&B

Cook County

e-mail form

Request for Time

3.0.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Donation	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting Pat Eliassen/Braidy Powers	b. Phone: 218-387-3030	c. Email: pat.eliasen@co.cook.mn.us
3.	a. Departments affected: Sheriff's Office	b. Department Head: Pat Eliassen	c. Dept been contacted? n/a
4.	a. Has the Board addressed this before? No	b. If so, When?	c. What was the result?
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? n/a		
6.	<p>BOARD ACTION REQUESTED(detail what you seek from the board, including motion/vote):</p> <p>Approve the following donation to the Sheriff's Office toward the purchase of Project Lifesaver supplies/equipment:</p> <p>\$6,000 from Janice Hoffman</p> <p>We will using this entire donation for the purchase of new Project Lifesaver equipment, we've received a quote for \$5,423 which will cover 3 new transmitters and 3 receivers. The remaining funds will be used to purchase extra bracelets, batteries, and other smaller supplies needed to get this program up and running. No other donations are being used to purchase this equipment.</p>		
7.	<p>BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>The Project Lifesaver program is a program the Sheriff's Office is apart of that applies tracking technology for the search and rescue of individuals with cognitive disorders. The Sheriff's Office equipment is obsolete and needs to be replaced so we can offer this program to the public.</p>		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? No		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Request for Time

Before the Board of Commissioners

3.D.

1.	a. Topic or Issue: (As should be listed on agenda) Liquor License Application	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting Rachelle Christianson	b. Phone:	c. Email:
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve a liquor license application for RCCR, LLC DBA: Skyport Lodge for on sale liquor and Sunday sales.		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached memo from Rebecca Isbell		
8.	How will this request affect the County Budget?		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

MEMO

DATE: November 8, 2016
TO: Cook County Board of Commissioners
FROM: Rebecca Isbell
Deputy Auditor-Treasurer
SUBJECT: New Liquor License Application

Please approve the following liquor license application, subject to liquor liability insurance, worker's compensation compliance, town board approval and County Attorney and County Sheriff approval:

New On Sale Intoxicating Liquor Applications:

RCCR, LLC DBA: Skyport Lodge on sale liquor + Sunday sales

**Cook County
Request for Time**

e-mail form

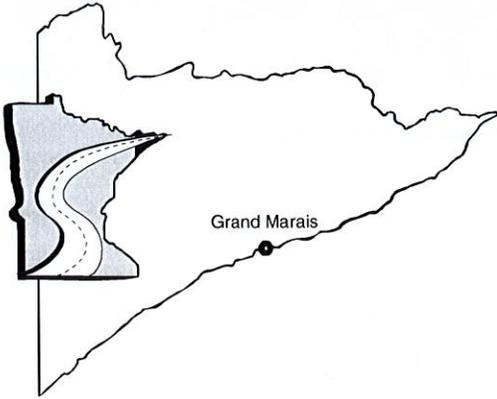
Before the Board of Commissioners

3.E.

1.	a. Topic or Issue: (As should be listed on agenda) Special Event Permit, Grand Marais Christmas Parade	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Only
2.	a. Person requesting/presenting David Betts	b. Phone: 218-387-3695	c. Email: david.betts@co.cook.mn.us
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? Yes	b. If so, When? 2015	c. What was the result? Approved
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Sheriff's Office will be copied.		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): This event has gone well in the past. Therefore, despite minor inconveniences to the traveling public and the businesses on this route, we recommend that the permit move forward contingent upon the following: 1. Formal approval of event routes and closures by the Cook County Sheriff 2. Agreement by event sponsors to pay all costs associated with traffic control		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Please see attached paperwork.		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): n/a		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



Cook County Highway Department

609 East 4th Ave
Grand Marais, Minnesota 55604-2308
Phone (218) 387-3014 Fax (218) 387-3012

MEMO

TO: Cook County Board of Commissioners

FROM: David L. Betts, P.E.
Highway Engineer *DLB*

DATE: Nov 2, 2016

RE: Special Event Permit
Grand Marais Christmas Parade

On October 31, 2016, the Cook County Highway Department received a special event permit application from the Greater Grand Marais Chamber of Commerce for the Grand Marais Christmas Parade on November 25, 2016. A map and description are attached.

This event requires the closure of CSAH 9 (Broadway) and CSAH 10 (Wisconsin Street) from 5:30 to 5:50 p.m.

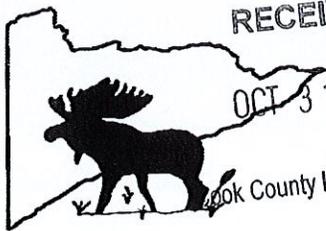
This event has gone well in the past. Therefore, despite minor inconveniences to the traveling public and the businesses on this route, we recommend that the permit move forward contingent upon the following:

1. Formal approval of event routes and closures by the Cook County Sheriff
2. Agreement by event sponsors to pay all costs associated with traffic control

If you have any questions or comments, please feel free to contact me.

enclosures

/nya



RECEIVED

OCT 31 2016

Cook County Highway Department

609 East Fourth Avenue
Grand Marais, MN 55604
(218) 387-3014
(218) 387-3012 (Fax)

Cook County Highway Dept.

OFFICE USE ONLY
Permit No.
County Road
Permit Fee \$ 100.00 pd

APPLICATION FOR DETOUR OR EVENT PERMIT
ON COUNTY HIGHWAY RIGHT OF WAY

I. Application is hereby made for permission to place/hold a (an) Christmas Parade
On County Highway No. 61 from 5:30 pm to 5:45 pm
Description of Detour or Event: Stop traffic from entering Broadway @ 61
Description of Route (per attached map): Senior Center lot -> South on Broadway -> West on Wisconsin -> North on 1st Ave to Broadway

II. Event or Detour to start at 5:30 a.m. (p.m.) November 25, 2016, and to be completed before 5:50 a.m. (p.m.) November 25, 2016.

III. Estimated number of participants: 100

IV. Attach traffic and safety control plan and schematic. Include all signs, flaggers and volunteers. If a detour or lane closure is planned, include a drawing of the detour route or lane closure plan.

V. The applicant shall conform with the terms of this permit, the regulations of Cook County, and any Special Provisions which are attached to the permit. The applicant shall comply with all applicable laws and ordinances, codes and regulations. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including all appendices. The event shall be in no way detrimental to the highway or the safety of the public.

VI. The County recommends the sponsor have a professional prepare a Traffic Control Plan specific for that event. If the Highway Department prepares a Traffic Control Plan at the request of the sponsor, the sponsor acknowledges that the plan is taken from a regulatory source established for work zone safety and as such may not fully encapsulate all the safety needs of the event, and that all provisions of Paragraph VII apply and are agreed to.

VII. The applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property arising out of, resulting from or in any manner connected with the operation of the event. The applicant agrees to indemnify the County, its agents and employees from all such claims, including, without limiting the generality of the foregoing claims, for which the Department may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph. The applicant further agrees to obtain, maintain and pay for such general liability coverage as will ensure the provision of this paragraph.

VIII. The applicant shall provide insurance which will indemnify Cook County and its employees in amounts of at least \$200,000.00 per injury and \$600,000.00 per occurrence.

Insurance Company West Bend Policy Number 1443764 Liability Limits 2,000,000.00

Dated this April day of 06, 2016.

Name of organization making application Visit Cook County, Katie Krantz

Signature [Signature] Title Events Resource Mgr

Address PO Box 1330, 116 W. Hwy 61 Phone 387-2788

City/State/Zip Grand Marais, MN 55604 Fax

Email Katie@visitcookcounty.com



Cook County Highway Department

609 East Fourth Avenue
Grand Marais, MN 55604
(218) 387-3014
(218) 387-3012 (Fax)

COOK COUNTY SPECIAL ROAD USE PERMIT APPLICATION

Requirements:

1. The Cook County Special Road Use Policy, in its entirety, shall apply to each application and should be consulted for guidance when planning your application. The policy is available at <http://www.co.cook.mn.us/index.php/highway-policies>. Questions should be directed to the Highway Engineer at 218-387-3695.
2. The applicant should submit a permit to the Cook County Highway Department a minimum of two months prior to the event.
3. A map showing the highway routes to be used shall be included with the permit application.
4. Application fee per County Fee Schedule needs to be submitted with the application.
5. **APPLICANT SHALL LIST ALL SAFETY AND TRAFFIC CONTROL PROCEDURES AND PERSONNEL FOR THE EVENT.**
6. Off-street parking facilities must be provided for at the start and finish locations. Temporary waste facilities may also be required.
7. All participants shall obey all traffic laws and any county employees or law enforcement officers who may be assisting in traffic control for the event.
8. Organizers will be responsible for all costs involved in or as a result of the event.
9. Failure to abide by the regulations of the permit and the Cook Count Special Event Policy will be cause for denial of future applications.

Do not write below this line

DETOUR OR EVENT PERMIT AUTHORIZATION PERFORMANCE REQUIREMENT

In accordance with this application, an Event Permit is granted to the applicant to hold said event on the right of way of said County highway(s) in the location on the sketch which is a part of this application, or in a location or manner specified by the County Engineer in the attached Special Provisions.

Special Provisions _____

Copies: Applicant County Engineer Sheriff's Department	Approved _____	Cook County Board Chair	Date _____
	Approved _____	Cook County Highway Department	Date _____

Permit Fee Received? Yes No Date Paid 10/31/16 CR # 6801



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Otis-Magle Insurance Agency 332 W Superior St Ste 700 P.O. Box 137 Duluth, MN 55801-0137 Mike Reagan	CONTACT NAME: Mike Reagan	PHONE (A/C, No, Ext): 218-722-7753	FAX (A/C, No): 218-722-7756
	E-MAIL ADDRESS:		
INSURED Cook County Visitors Bureau Linda Kratt PO Box 1330 Grand Marais, MN 55604	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: West Bend Mutual Insurance Co.		
	INSURER B: Employers Preferred Ins Co		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:			1443764	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ excl PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			1443764	05/01/2016	05/01/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	EIG133455005	05/01/2016	05/01/2017	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CHRISTMAS PARADE

CERTIFICATE HOLDER

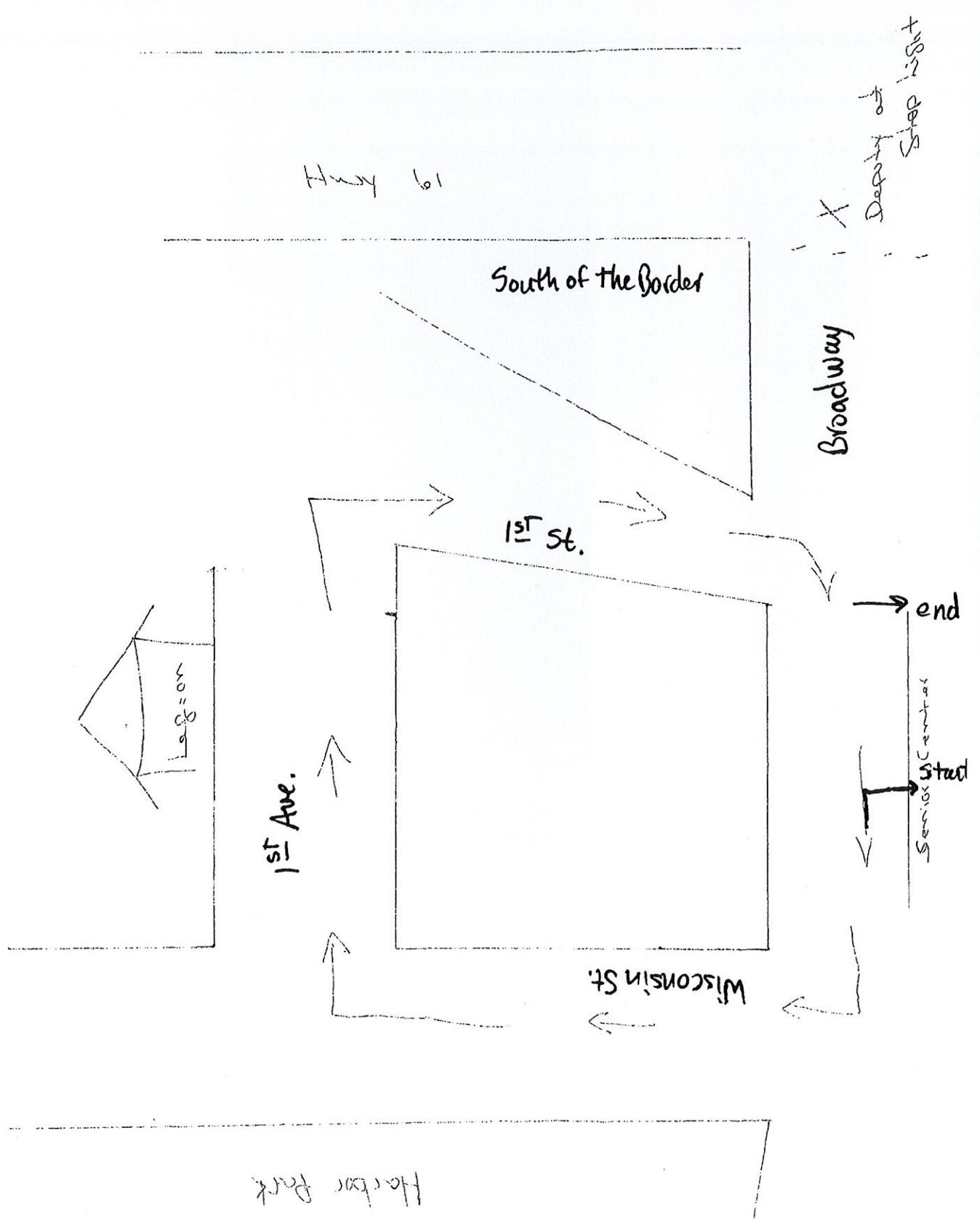
CANCELLATION

COOK COUNTY HIGHWAY DEPT
 609 EAST 4TH
 GRAND MARAIS, MN 55604

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Reagan



**Cook County
Request for Time**

e-mail form

3.F.

Before the Board of Commissioners

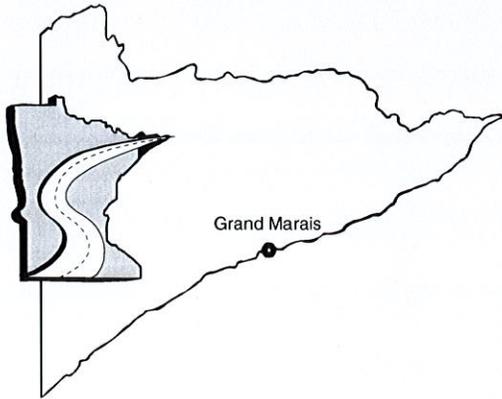
1.	a. Topic or Issue: (As should be listed on agenda) Special Event Permit, Superior Fall Trail Race	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Only
2.	a. Person requesting/presenting David Betts	b. Phone: 218-387-3695	c. Email: david.betts@co.cook.mn.us
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? Yes	b. If so, When? 2015	c. What was the result? Approved
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Sheriff's Office will be copied.		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): This event was held successfully in previous years, therefore, we recommend that the permit be approved contingent upon the following: 1. Formal approval of event routes and closures by the Cook County Sheriff 2. All appropriate traffic signing and safety equipment must be provided at all county roadway crossings 3. Agreement by event sponsors to pay all costs associated with traffic control		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Please see attached paperwork.		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): n/a		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County Highway Department

609 East 4th Ave
Grand Marais, Minnesota 55604-2308
Phone (218) 387-3014 Fax (218) 387-3012



MEMO

TO: Cook County Board of Commissioners

FROM: David L. Betts, P.E. *DLB*
Highway Engineer

DATE: November 2, 2016

RE: Special Event Permit
Superior "Fall" Trail Races

On October 20, 2016 the Cook County Highway Department received a special event permit application from Rocksteady Running, for the September 8 & 9, 2017 Superior "Fall" Trail Races. Maps and descriptions for the event are attached.

This event requires crossing CSAH 1 (Cramer Road), CR 30 (Dyers Lake Road), CSAH 2 (Sawbill Trail), and CR 36/CSAH 5 (Ski Hill Road). Runners will be racing alongside Dyers Lake Road and Ski Hill Road as well.

This event was held successfully in previous years, therefore, we recommend that the permit be approved contingent upon the following:

1. Formal approval of event routes and closures by the Cook County Sheriff
2. All appropriate traffic signing and safety equipment must be provided at all county roadway crossings
3. Agreement by event sponsors to pay all costs associated with traffic control

If you have any questions or comments, please feel free to contact me. Thank you.

enclosures

/nya



RECEIVED Cook County Highway Department

609 East Fourth Avenue
Grand Marais, MN 55604
(218) 387-3014
(218) 387-3012 (Fax)

OCT 20 2016

Cook County Highway Dept.

OFFICE USE ONLY

Permit No. _____

County Road _____

Permit Fee \$ _____

**APPLICATION FOR DETOUR OR EVENT PERMIT
ON COUNTY HIGHWAY RIGHT OF WAY**

I. Application is hereby made for permission to place/hold a (an) Trail running race on the Superior Hiking Trail
On County Highway No. MISC from Friday Sept. 8th, 2017 to Saturday Sept. 9th, 2017
Description of Detour or Event: No detour necessary, see attached information for details
Description of Route (per attached map): Trail race taking place on the Superior Hiking Trail and crossing Cook County Roads

II. Event or Detour to start at 9:00 PM a.m./p.m. Fri 9/8, 20 17, and to be completed before 10:00 PM
a.m./p.m. Sat 9/9, 20 17.

III. Estimated number of participants: 590

IV. Attach traffic and safety control plan and schematic. Include all signs, flaggers and volunteers. If a detour or lane closure is planned, include a drawing of the detour route or lane closure plan.

V. The applicant shall conform with the terms of this permit, the regulations of Cook County, and any Special Provisions which are attached to the permit. The applicant shall comply with all applicable laws and ordinances, codes and regulations. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including all appendices. The event shall be in no way detrimental to the highway or the safety of the public.

VI. The County recommends the sponsor have a professional prepare a Traffic Control Plan specific for that event. If the Highway Department prepares a Traffic Control Plan at the request of the sponsor, the sponsor acknowledges that the plan is taken from a regulatory source established for work zone safety and as such may not fully encapsulate all the safety needs of the event, and that all provisions of Paragraph VII apply and are agreed to.

VII. The applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property arising out of, resulting from or in any manner connected with the operation of the event. The applicant agrees to indemnify the County, its agents and employees from all such claims, including, without limiting the generality of the foregoing claims, for which the Department may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph. The applicant further agrees to obtain, maintain and pay for such general liability coverage as will ensure the provision of this paragraph.

VIII. The applicant shall provide insurance which will indemnify Cook County and its employees in amounts of at least \$200,000.00 per injury and \$600,000.00 per occurrence.

Insurance Company West Bend Mutual Policy Number 181407204 Liability Limits See attached

Dated this 18th day of October, 20 16.

Name of organization making application Rocksteady Running LLC DBA Superior "Fall" Trail Races

Signature _____

Title Event Director

Address 1215 1st Street West

Phone 651-336-3841

City/State/Zip Hastings, MN 55033

Fax NA

Email racedirector@superiortrailrace.com

Cook County Special Use Permit Application, Supporting Documents, Insurance Certificate Naming Cook County as Additional Insured and Associated Permit Fee

Event:

2017 Superior Fall Trail Race 100MI, 50MI & 26.2MI (Running Races)

Friday September 8th and Saturday September 9th, 2017

Location: Superior Hiking Trail

Organizer:

Rocksteady Running LLC DBA Superior Fall Trail Races

John Storkamp - Event / Race Director

1215 1st Street West

Hastings, MN 55033

Phone: 651-336-3841

Email: racedirector@superiortailrace.com

Web: www.superiorfalltrailrace.com

Superior "Fall" Trail Races - 100MI, 50MI & 26.2MI

General Race Information & List of Road Crossings in Cook County Listed, Race Course South To North

See attached maps for further information

General Race Description:

The Superior "Fall" Trail (Running) Races 100 Mile, 50 Mile and 26.2 Mile were founded in 1990 and take place on the Superior Hiking Trail between Gooseberry Falls State Park, MN and Caribou Highlands Resort in Lutsen, MN and are held annually the first weekend after Labor Day. Races are sanctioned by the United States Track and Field Association and are held under special use permit by the Superior Hiking Trail Association, Minnesota Department of Natural Resources and the United States Forest Service. The 100 mile event starts on Friday Morning in Gooseberry Falls State Park at 8:00 AM. The first expected runner in the 100 mile event will not reach Cook County until approximately 9:00 PM on Friday night. Only a handful of competitors will reach Cook County prior to Saturday. The 50 mile event starts on Saturday at the Finland Recreation Center in Finland, MN at 6:00 AM and the Marathon starts at the Superior Hiking Trail trailhead off of Cramer Road (Cook County) at 8:00 AM on Saturday. All events are done by 10:00 PM on Saturday night with the last runner arriving by 10:00 PM at Caribou Highlands Resort at Lutsen. Runners are supported and tracked throughout the event by a series of 13 "aid stations" manned by volunteers (about 100 volunteers in total help to support the event) and Armature (HAM) Radio Operators who are in touch with each other, the race organization and have direct contact to local authorities should an emergency occur. In addition to the AHJ's listed above, the Lake and Cook County Sherriff(s), Hospital(s) and Ambulance Service(s) are notified prior to each years event so they are aware of its happening. Additionally, medical staff are available at the race finish.

Cook County Road Crossings:

Sugarloaf Road (Schroder TWP Road):

Runners come off of the Superior Hiking Trail on the South side of Sugarloaf Road, cross Sugarloaf Road and re-enter the Superior Hiking Trail on the North Side of the Road. This road crossing is monitored by the aid station personnel that are located at the Superior Hiking Trail trailhead / parking lot at this location.

**Road Notes: Sugarloaf Road is a remote gravel "country road" with very little traffic.*

Cramer Road:

For the 100 Mile and the 50 Mile races, runners come off of the Superior Hiking Trail on the South side of Cramer Road, cross Cramer Road and get back on the Superior Hiking Trail on the North Side of the Road. This is an unmanned road crossing. Runners are asked to exercise caution when crossing this road just as any other runner or hiker on the trail would have to when using the trail.

Marathon start on Cramer Road: Runners congregate and check in at the "Cramer Road" Superior Hiking Trail trailhead parking lot. Runners start the marathon on Cramer Road and generally Run West about 1/4 mile to Dyers Lake Road where they take a hard left turn heading approximately Southwest, runners proceed approximately 1/8 mile then take a hard left onto the Superior Hiking Trail just prior to the train tracks. Runners follow a lead

car to this intersection and then are flagged onto the trail. Volunteers are there to control in the event that a car / local traffic needs to get through during the start of the marathon race.

**Road Notes: Sugarloaf Road and Dyers Lake Road are remote gravel "country roads" with very little traffic. Runners are bussed to location so no long-term parking is required. Total duration that road is in use for the marathon start is about 10 minutes but is never blocked to the extent where a car, local traffic or emergency vehicles cannot pass.*

Temperance River Road (United States Forest Service Road - USFS):

Runners come off of the Superior Hiking Trail on the South side of Temperance River Road, cross Temperance River Road and get back on the Superior Hiking Trail on the North Side of the Road. This road crossing is monitored by the aid station personnel that are located at the Superior Hiking Trail trailhead / parking lot at this location.

**Road Note: Temperance River Road is a remote gravel "country road" with very little traffic.*

Sawbill Trail / Cook County Road 2:

Runners come off of the Superior Hiking Trail on the South side of Sawbill Trail / Cook County Road 2, cross Sawbill Trail / Cook County Road 2 and get back on the Superior Hiking Trail on the North Side of the Road. This road crossing is manned by a dedicated flagger by the aid station personnel that is located at the Superior Hiking Trail trailhead / parking lot at this location.

**Road Note: Sawbill Trail / Cook County Road 2 is paved road and drivers tend to drive at a High Rate of speed.*

Onion River Road (United States Forsest Service Road - USFS):

Runners come off of the Superior Hiking Trail on the south side of the Superior Hiking Trail trailhead / parking lot at the top of Onion River Road. Runners proceed generally North Through the gravel parking lot and visit the aid station at this location. Runners then proceed North through the lot and intersect Onion River Road - take a slight right and connect back up with the Superior Hiking Trail. Workers from the aid station monitor the parking lot and the crossing.

**Road Note: This crossing is by all practical purposes the end of Onion River Road and this portion of the road is very low speed as it is the entrance to the parking lot at Oberg Mountain.*

Ski Hill Road:

Runners come off of the Superior Hiking Trail Spur Trail which leads to Ski Hill Road. Runners follow Ski Hill Road, following the races course markings to just the other side of Papa Charlie's at Lutsen taking a hard right onto some ATV trails on Caribou Highlands Property. Runners are asked to exercise caution when running this section as a small portion of this road is traveled although it is worth noting that this is in Lutsen's off season and traffic is minimal at this time.

** Road Note: The section of Ski Hill Road that we run is well within Lutsen's property and is a low-speed area with the road essentially ending in Lutsen parking lots. The time of the year the race is held is Lutsen's off season and there is very little traffic.*

Additional Notes:

Flaggers are equipped with a fluorescent / reflective safety vest and an orange flag. Additionally, "Caution, Runner On Road" Signs will be placed on either side of the crossing at Sawbill Trail / Cook County Road 2 as traffic on this road travels at a high rate of speed.

Runners are briefed at the pre-race meeting(s) and are reminded to exercise caution and look both ways when coming off of the trail and crossing roads. This is standard procedure for all hikers, backpackers and runners that may be using the Superior Hiking Trail as part of an event or otherwise.

Our field limit is relatively small and runners and get spread-out over a great distance and time. Other than at the very beginning of an event, runners will mostly be in ones and twos not bunched into large groups.



100M > 50M > 26.2M

MAP 5: Sugarloaf - Cramer - Temperance



Aid Station 

Race Course 

Crew & Volunteer Parking 

Road to Aid Station 



FALL RACES

SUPERIOR 100 MILE TRAIL RACE

100 MILE @ 50 MILE @ 26.2 MILE

RUGGED | RELENTLESS | RESILIENT | www.superior100.com



100M > 50M > 26.2M
 MAP 6: Sawbill, Oberg, Lutsen (Finish)



-  Aid Station
-  Race Course
-  Crew & Volunteer Parking
-  Road to Aid Station



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Minnesota 2361 Highway 36 West St. Paul MN 55113 INSURED Rocksteady Running LLC DBA: Superior "Fall" Trail Races 1215 1st Street West Hastings MN 55033	CONTACT NAME: Patty Mahowald PHONE (A/C, No, Ext): (651) 644-7200 E-MAIL ADDRESS: pmahowald@apminnesota.com FAX (A/C, No): (651) 644-9137 INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual NAIC # 15350 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
---	--

COVERAGES **CERTIFICATE NUMBER: 2016-17** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR' INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000
A	CLAIMS-MADE X OCCUR	X	181487204	11/19/2016	11/19/2017	
	GEN'L AGGREGATE LIMIT APPLIES PER					
X	POLICY	PRO-JECT	LOC			
	OTHER:					
A	X ANY AUTO ALL OWNED AUTOS	SCHEDULED AUTOS NON-OWNED AUTOS	181487204	11/19/2016	11/19/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 20,000
X	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$ 1,000,000
A	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$ 1,000,000
	DED	RETENTIONS	181487204	11/19/2016	11/19/2017	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: September 8th-9th, 2017, Superior Fall Trail Races The certificate holder is included as an additional insured with regard to the above-mentioned event and the signed contract with the named insured.

CERTIFICATE HOLDER Cook County 411 West 2nd Street Grand Marais, MN 55604	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Patty Mahowald/PATTY <i>Patty Mahowald</i>
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**Cook County
Request for Time**

e-mail form

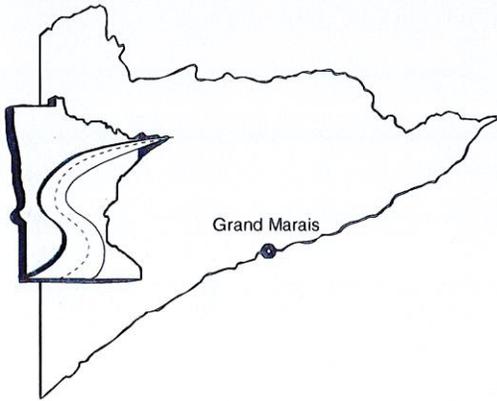
Before the Board of Commissioners

3. G.

1.	a. Topic or Issue: (As should be listed on agenda) Special Event Permit, Superior Spring Trail Race	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Only
2.	a. Person requesting/presenting David Betts	b. Phone: 218-387-3695	c. Email: david.betts@co.cook.mn.us
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? Yes	b. If so, When? 2015	c. What was the result? Approved
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Sheriff's Office will be copied.		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): This event was held successfully in previous years, therefore, we recommend that the permit be approved contingent upon the following: 1. Formal approval of event routes and closures by the Cook County Sheriff 2. All appropriate traffic signing and safety equipment must be provided at all county roadway crossings 3. Agreement by event sponsors to pay all costs associated with traffic control		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Please see attached paperwork.		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): n/a		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



Cook County Highway Department

609 East 4th Ave
Grand Marais, Minnesota 55604-2308
Phone (218) 387-3014 Fax (218) 387-3012

MEMO

TO: Cook County Board of Commissioners

FROM: David L. Betts, P.E. 
Highway Engineer

DATE: November 2, 2016

RE: Special Event Permit
Superior "Spring" Trail Races

On October 20, 2016, the Cook County Highway Department received a special event permit application from Rocksteady Running, LLC for the May 20, 2017 Superior "Spring" Trail Races. Maps and descriptions for the event are attached.

This event requires crossing of CR 36/CSAH 5 (Ski Hill Road), and CSAH 2 (Sawbill Trail). Runners will be racing alongside the Sawbill Trail and Ski Hill Road as well.

This event was held successfully in previous years, therefore, we recommend that the permit be approved contingent upon the following:

1. Formal approval of event routes and closures by the Cook County Sheriff
2. All appropriate traffic signing and safety equipment must be provided at all county roadway crossings
3. Agreement by event sponsors to pay all costs associated with traffic control

If you have any questions or comments, please feel free to contact me. Thank you.

enclosures

/nya



RECEIVED

OCT 20 2016

Cook County Highway Dept.

Cook County Highway Department

609 East Fourth Avenue
Grand Marais, MN 55604
(218) 387-3014
(218) 387-3012 (Fax)

OFFICE USE ONLY	
Permit No.	_____
County Road	_____
Permit Fee \$	_____

**APPLICATION FOR DETOUR OR EVENT PERMIT
ON COUNTY HIGHWAY RIGHT OF WAY**

I. Application is hereby made for permission to place/hold a (an) Trail running race on the Superior Hiking Trail
 On County Highway No. MISC from Saturday May 20, 2017 to Saturday May 20, 2017
 Description of Detour or Event: No detour necessary, see attached information for details
 Description of Route (per attached map): Trail race taking place on the Superior Hiking Trail and crossing Cook County Roads

II. Event or Detour to start at 7:00 AM a.m./p.m. Sat 5/20, 2017, and to be completed before 3:00 PM
 a.m./p.m. Sat 5/20, 2017.

III. Estimated number of participants: 590

IV. Attach traffic and safety control plan and schematic. Include all signs, flaggers and volunteers. If a detour or lane closure is planned, include a drawing of the detour route or lane closure plan.

V. The applicant shall conform with the terms of this permit, the regulations of Cook County, and any Special Provisions which are attached to the permit. The applicant shall comply with all applicable laws and ordinances, codes and regulations. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including all appendices. The event shall be in no way detrimental to the highway or the safety of the public.

VI. The County recommends the sponsor have a professional prepare a Traffic Control Plan specific for that event. If the Highway Department prepares a Traffic Control Plan at the request of the sponsor, the sponsor acknowledges that the plan is taken from a regulatory source established for work zone safety and as such may not fully encapsulate all the safety needs of the event, and that all provisions of Paragraph VII apply and are agreed to.

VII. The applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property arising out of, resulting from or in any manner connected with the operation of the event. The applicant agrees to indemnify the County, its agents and employees from all such claims, including, without limiting the generality of the foregoing claims, for which the Department may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph. The applicant further agrees to obtain, maintain and pay for such general liability coverage as will ensure the provision of this paragraph.

VIII. The applicant shall provide insurance which will indemnify Cook County and its employees in amounts of at least \$200,000.00 per injury and \$600,000.00 per occurrence.

Insurance Company West Bend Mutual Policy Number 181487204 Liability Limits See attached

Dated this 18 day of October, 2016.

Name of organization making application Rocksteady Running LLC DBA Superior Spring Trail Races

Signature [Signature]

Title Event Director

Address 1215 1st Street West

Phone 651-336-3841

City/State/Zip Hastings, MN 55033

Fax NA

Email racedirector@superiortrailrace.com

Cook County Special Use Permit Application, Supporting Documents, Insurance Certificate Naming Cook County as Additional Insured and Associated Permit Fee

Event:

2017 Superior Spring Trail Race 25KM and 50KM (Running Races)

Saturday May 20, 2017

Location: Superior Hiking Trail

Organizer:

Rocksteady Running LLC DBA Superior Spring Trail Race

John Storkamp - Event / Race Director

1215 1st Street West

Hastings, MN 55033

Phone: 651-336-3841

Email: racedirector@superiortrailrace.com

Web: www.superiorspringtrailrace.com

Superior Spring Trail Races 25KM and 50KM

General Race Information & List of Road Crossings in Cook County - Race Course North to South to North (Out & Back Course)

See attached maps and diagrams for further information

General Race Description:

The Superior "Spring" Trail (Running) Races 25KM and 50KM were founded in 2003 and take place on the Superior Hiking Trail. Both distances start and finish at the Caribou Highlands Resort (Lutsen) - the 25KM turns around at the Oberg Mountain / Superior Hiking Trail parking lot (at the end of Onion River Road) and the 50KM turns around at Carlton Peak. The races are held annually the weekend before Memorial Day weekend. Races are sanctioned by the United States Track and Field Association and are held under special use permit by the Superior Hiking Trail Association, Minnesota Department of Natural Resources and the United States Forest Service. The 50KM event starts on Saturday morning at Caribou Highlands at 7:00 AM and the 25KM starts at 9:00 AM. All runners are expected to finish by 3:00 PM on Saturday at Caribou Highlands. Runners are supported and tracked throughout the event by aid stations at the Oberg Mountain / Superior Hiking Trail Parking Lot and at the Sawbill / Britton Peak and Carlton Peak parking lot / Superior Hiking Trail trailhead. Aid stations are manned by volunteers (about 45 volunteers in total help to support the event) and Amateur (HAM) Radio Operators who are in touch with each other, the race organization and have direct contact to local authorities should an emergency occur. In addition to the AHJ's listed above, the Cook County Sheriff, Hospital and Ambulance Service are notified prior to each years event so they are aware of its happening. Additionally, medical staff are available at the race finish.

Cook County Road Crossings:

Ski Hill Road:

Runners start the race(s) on Ski Hill Road just to the east of Lutsen's ski run overpass / bridge (runners are brought onto the road from Caribou Highlands parking lot just prior to the start of the each distance). Runners follow Ski Hill Road generally heading Northwest, following the races course markings through Lutsen to the Superior Hiking Trail Trailhead and parking area at the end of Ski Hill Road where they connect with the Spur Trail, to the Superior Hiking Trail. Runners are led out by a lead car to the trailhead. The back of the race is monitored by volunteers. Upon the runners return, they will follow this same route (in reverse) to just before (Northwest) of Lutsen's ski hill overpass / bridge and take a right onto an ATV trail on Caribou Highlands property and finish behind Caribou Highlands resort.

** Road Note: The section of Ski Hill Road that we run is well within Lutsen's property and is a low-speed area with the road essentially ending in Lutsen parking lots. The time of the year the race is held is Lutsen's off season and there is very little traffic.*

Onion River Road (United States Forest Service Road - USFS):

25KM and 50KM Runners come off of the Superior Hiking Trail on the North side (outbound) side of the Superior Hiking Trail trailhead / parking lot at the top of Onion River Road. Runners proceed generally South through the gravel parking lot and visit the aid station at this location. 50KM runners then proceed South to get back onto the Superior Hiking Trail. 25KM Runners turn-around at this location and go back the way they just

came. Reverse for the 50KM runners inbound.

**Road Note: This crossing is by all practical purposes the end of Onion River Road and this portion of the road is very low speed as it is the entrance to the parking lot at Oberg Mountain.*

Sawbill Trail / Cook County Road 2:

50KM Runners come off of the Superior Hiking Trail from the North into the Sawbill / Britton Peak / Superior Hiking Trail trailhead parking lot, visit an aid station and exit the parking lot to the south, reconnecting with the Superior Hiking Trail. Shortly after leaving (about 1/8 mile) runners cross Sawbill Trail / Cook County Road 2, and get back on the Superior Hiking Trail on the South Side of the Road. This road crossing is manned by a dedicated flagger by the aid station personnel that is located at the Superior Hiking Trail trailhead / parking lot at this location. "Caution, Runner On Road Signs" are placed both to the East and West of this road crossing on Sawbill Trail / Cook County Road 2. Reverse on the way back / inbound after turning around at Carlton Peak.

**Road Note: Sawbill Trail / Cook County Road 2 is paved road and drivers tend to drive at a High Rate of speed.*

Additional Notes:

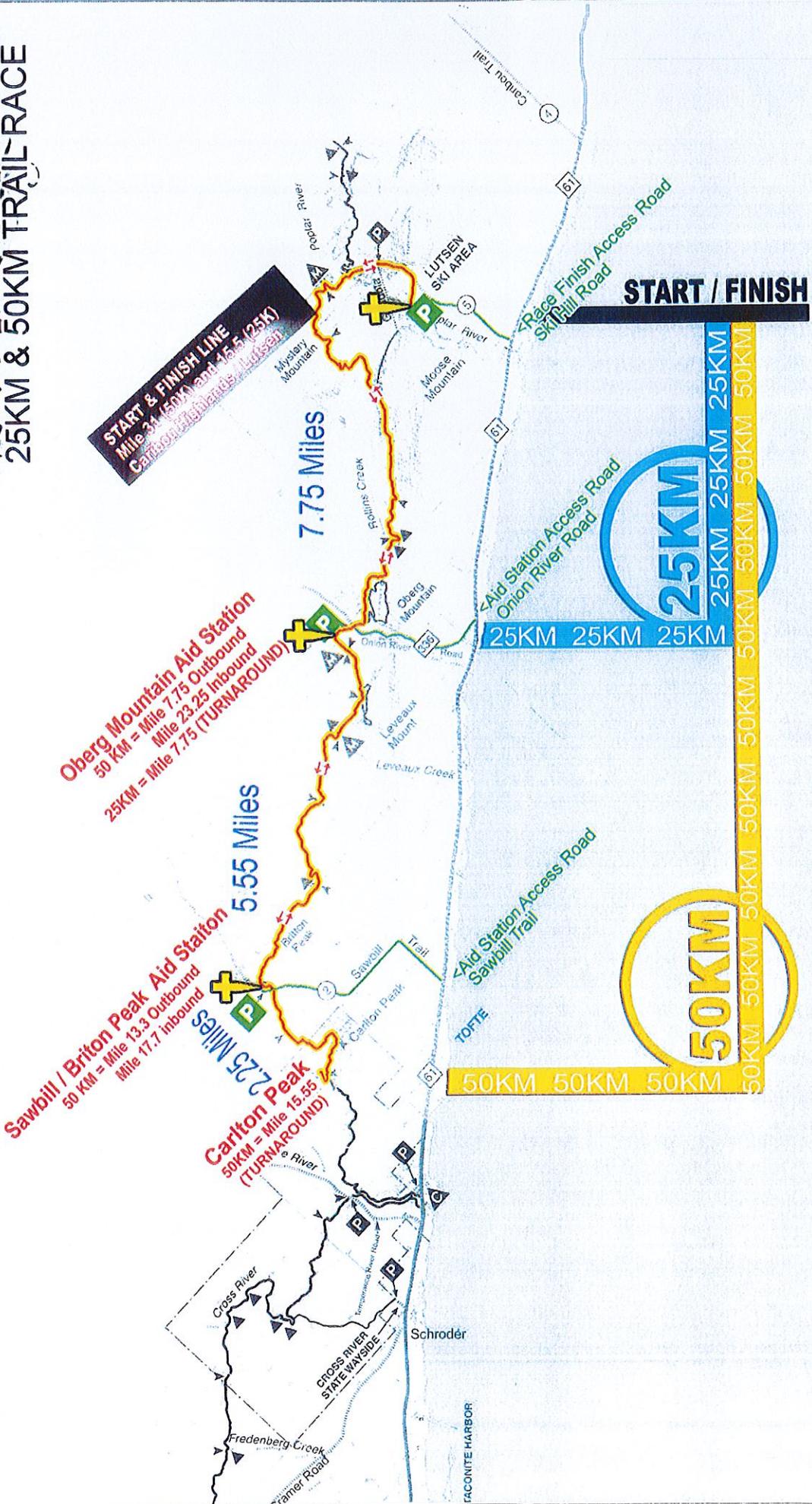
Flaggers are equipped with a fluorescent / reflective safety vest and an orange flag. Additionally, "Caution, Runner On Road" Signs will be placed on either side of the crossing at Sawbill Trail / Cook County Road 2 as traffic on this road travels at a high rate of speed.

Runners are briefed at the pre-race meeting(s) and are reminded to exercise caution and look both ways when coming off of the trail and crossing roads. This is standard procedure for all hikers, backpackers and runners that may be using the Superior Hiking Trail as part of an event or otherwise.

Our field limit is relatively small and runners get spread-out over the distance. Other than at the very beginning of an event, runners will mostly be in ones and twos not bunched into large groups.

Superior

25KM & 50KM TRAIL RACE



LAKESUPERIOR

SUPERIOR SPRING TRAIL RACE 25KM AND 50KM COURSE MAP - MORE INFORMATION AT SPRING.SUPERIORTRAILRACE.COM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Minnesota 2361 Highway 36 West St. Paul MN 55113 INSURED Rocksteady Running LLC DBA: Superior "Spring" Trail Races 1215 1st Street West Hastings MN 55033	CONTACT NAME: Patty Mahowald PHONE (A/C, No, Ext): (651) 644-7200 E-MAIL ADDRESS: pmahowald@apminnesota.com FAX (A/C, No): (651) 644-9137 INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 15350
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COVERAGES	CERTIFICATE NUMBER: 2016-17	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
X	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000	
A	CLAIMS-MADE X OCCUR	X	181487204	11/19/2016	11/19/2017	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER						
X	POLICY	PRO-JECT	LOC			OTHER \$	
X	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
A	ANY AUTO ALL OWNED AUTOS HIRED AUTOS	SCHEDULED AUTOS NON-OWNED AUTOS	181487204	11/19/2016	11/19/2017	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 20,000	
X	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$ 1,000,000	
A	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$ 1,000,000	
	DED	RETENTION \$	181487204	11/19/2016	11/19/2017		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					Y/N	N/A
						E.L. EACH ACCIDENT \$	
						E.L. DISEASE - EA EMPLOYEE \$	
						E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: May 20th, 2017, Superior Spring Trail Races, The certificate holder is included as an additional insured with regard to the above-mentioned event and the signed contract with the named insured.

CERTIFICATE HOLDER Cook County 411 West 2nd Street Grand Marais, MN 55604	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Patty Mahowald/PATTY <i>Patty Mahowald</i>
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**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

3. H.

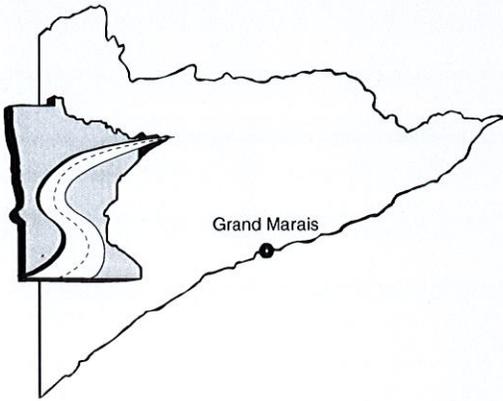
1.	a. Topic or Issue: (As should be listed on agenda) Special Event Permit, Gunflint Mail Run	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Only
2.	a. Person requesting/presenting David Betts	b. Phone: 218-387-3695	c. Email: david.betts@co.cook.mn.us
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? Yes	b. If so, When? 2015	c. What was the result? Approved
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Sheriff's Office will be copied.		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): We feel this event would be beneficial to the county and, despite minor inconveniences to the traveling public, should move forward contingent on the following: 1. Formal approval of event routes and closures by the Cook County Sheriff 2. Race sponsors agree to pay all costs associated with traffic control		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Please see attached paperwork.		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): n/a		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County Highway Department

609 East 4th Ave
Grand Marais, Minnesota 55604-2308
Phone (218) 387-3014 Fax (218) 387-3012



MEMO

TO: Cook County Board of Commissioners

FROM: David L. Betts, P.E. 
Cook County Highway Engineer

DATE: November 2, 2016

RE: Special Event Permit
Gunflint Mail Run Sled Dog Race

On October 26, 2016, the Cook County Highway Department received a special event permit application for the Gunflint Mail Run Sled Dog Race on January 7-8, 2017. A description and route map are included in the attached permit application.

We feel this event would be beneficial to the county and, despite minor inconveniences to the traveling public, should move forward contingent on the following:

1. Formal approval of event routes and closures by the Cook County Sheriff
2. Race sponsors agree to pay all costs associated with traffic control

If you have any questions or comments, please feel free to contact me.

enclosures

/nya



RECEIVED
OCT 26 2016
Cook County Highway Dept.

Cook County Highway Department
609 East Fourth Avenue
Grand Marais, MN 55604
(218) 387-3014
(218) 387-3012 (Fax)

OFFICE USE ONLY	
Permit No.	_____
County Road	_____
Permit Fee \$	100.00 pd

**APPLICATION FOR DETOUR OR EVENT PERMIT
ON COUNTY HIGHWAY RIGHT OF WAY**

I. Application is hereby made for permission to place/hold a (an) sled dog race
 On County Highway No. 12 from Trail Ctr. to Blankenberg pit
 Description of Detour or Event: race run on CC Forest Svc & snowmobile trails
 Description of Route (per attached map): see attached

II. Event or Detour to start at 8:00 a.m./~~p.m.~~ Jan. 7, 2017, and to be completed before 10:00
~~a.m.~~/p.m. Jan. 8, 2017.

III. Estimated number of participants: 30 mushers

IV. Attach traffic and safety control plan and schematic. Include all signs, flaggers and volunteers. If a detour or lane closure is planned, include a drawing of the detour route or lane closure plan.

V. The applicant shall conform with the terms of this permit, the regulations of Cook County, and any Special Provisions which are attached to the permit. The applicant shall comply with all applicable laws and ordinances, codes and regulations. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices, including all appendices. The event shall be in no way detrimental to the highway or the safety of the public.

VI. The County recommends the sponsor have a professional prepare a Traffic Control Plan specific for that event. If the Highway Department prepares a Traffic Control Plan at the request of the sponsor, the sponsor acknowledges that the plan is taken from a regulatory source established for work zone safety and as such may not fully encapsulate all the safety needs of the event, and that all provisions of Paragraph VII apply and are agreed to.

VII. The applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise, and to all property arising out of, resulting from or in any manner connected with the operation of the event. The applicant agrees to indemnify the County, its agents and employees from all such claims, including, without limiting the generality of the foregoing claims, for which the Department may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions of this paragraph. The applicant further agrees to obtain, maintain and pay for such general liability coverage as will ensure the provision of this paragraph.

VIII. The applicant shall provide insurance which will indemnify Cook County and its employees in amounts of at least \$200,000.00 per injury and \$600,000.00 per occurrence.

Insurance Company _____ Policy Number _____ Liability Limits _____

Dated this _____ day of _____, 20____.

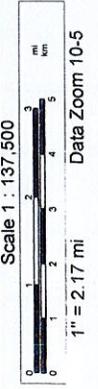
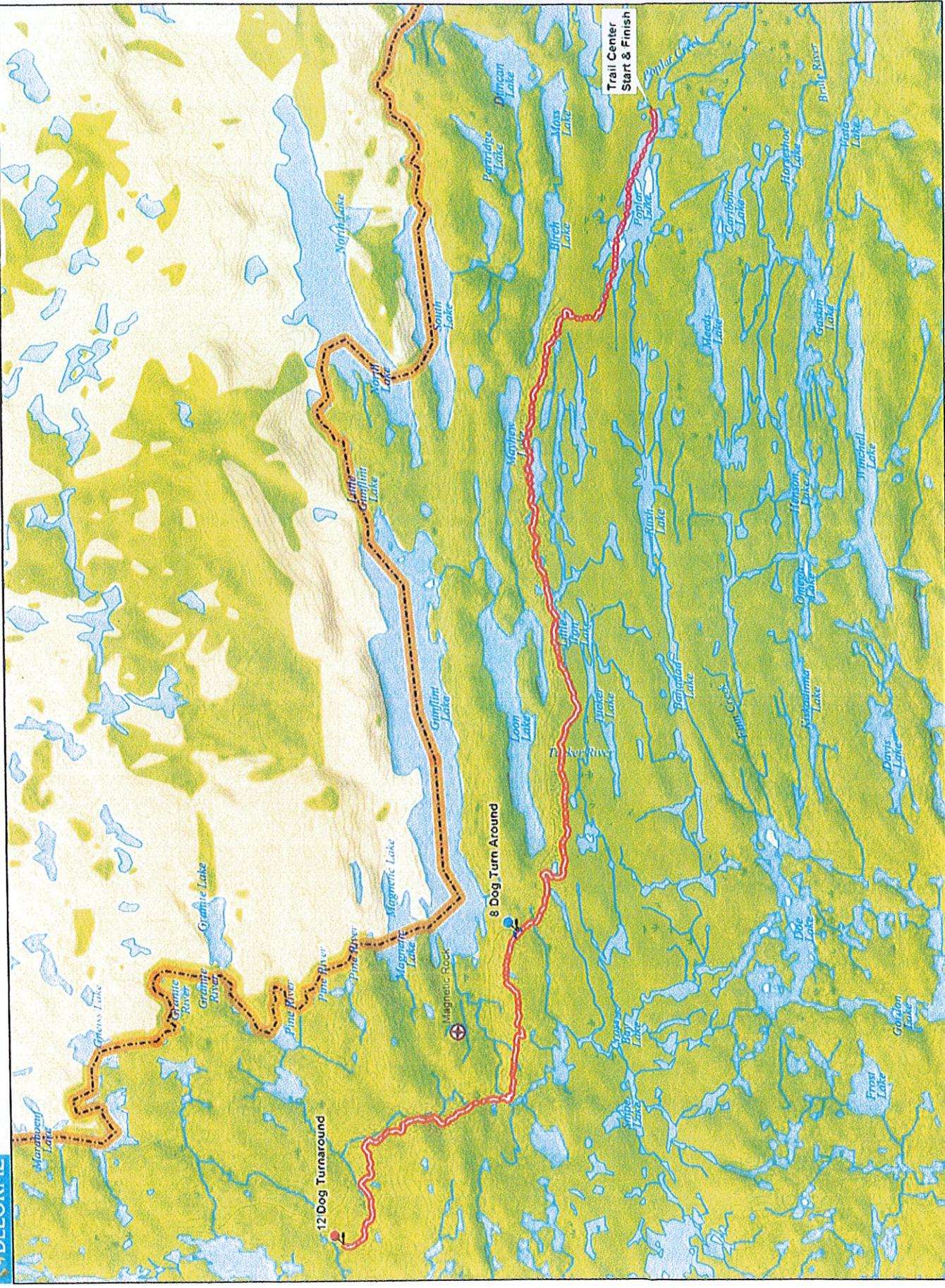
Name of organization making application Gunflint Mail Run, Inc.

Signature Beth Ambrosen Title Treasurer

Address P.O. Box 1346 Phone 218. 475. 2664

City/State/Zip Grand Marais, MN 55604 Fax _____

Email ambrosen@boreal.org



Scale 1 : 137,500

1" = 2.17 mi Data Zoom 10-5

MEDICAL PLAN (ICS 206)

1. Incident Name: Gunflint Mail Run	2. Operational Period:	Date From: 1/7/2017 Time From: 0600	Date To: 1/8/2017 Time To: 1800
---	-------------------------------	--	------------------------------------

3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
none			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
Gunflint Vol. Fire Dept.	7401 Gunflint Trail	911 to Page	<input type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS
Cook County Ambulance	501 Fifth Ave. West – Grand Marais	911 to Page	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS

5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Cook County North Shore Hospital	501 Fifth Ave. West Grand Marais, MN 55604	911 to Page (218)387-3040		1 hour	<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Special Medical Emergency Procedures:	
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	

7. Prepared by (Medical Unit Leader):	Name: Beth Ambrosen	Signature:
--	---------------------	------------

8. Approved by (Safety Officer):	Name: _____	Signature: _____
---	-------------	------------------

ICS 206	IAP Page	Date/Time: Date
---------	----------	-----------------

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/19/2016

PRODUCER Norshor Agency, Inc.
1910 W. Hwy 61
P.O. Box 308
Grand Marais, Minnesota 55604
(218) 387-9139

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED Gunflint Mail Run

PO Box 1346
Grand Marais, MN 55604

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: West Bond Mutual-NSI	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	A205500 00	1/7/2017	1/9/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Gunflint Mail Run sled dog 2 day race. Gunflint Trail Cook County, MN

Cook County highway department are listed as additional insureds's.

CERTIFICATE HOLDER

Cook County
411 West 2nd Street
Grand marais, MN 55604

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Smith
[Signature]

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

3.I.

1.	a. Topic or Issue: (As should be listed on agenda) RLF Loan - Chmelik	b. Requested Date: 11/15/16	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting Mike Chmelik/Braidy Powers	b. Phone:	c. Email:
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve a 20 year revolving loan for up to \$75,000 to Mike and Teresa Chmelik for the Croftville Road Cottages, to be paid in increments based upon benchmarks developed by the RLF Committee, with the first benchmark being the opening of two units by end of 2016, at an interest rate of 1% over the ten year treasury bond with 2nd position mortgage on the building as collateral and authorizing the Board Chair and Auditor-Treasurer to sign all loan documents.		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached revolving loan fund committee minutes from October 26, 2016 that affirmed approval of the loan.		
8.	How will this request affect the County Budget?		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Revolving Loan Fund

Minutes

October 26, 2016

ITV Room

Members present: Braidy Powers, Karen Blackburn, Hal Greenwood, Bruce Kerfoot, Gene Erickson, Pat Campanaro, and Garry Gamble

Members absent: John Lindell, Molly Hicken Scott Harrison

Chair Hal Greenwood called the meeting to order at 8:39 AM.

Gene Erickson began the meeting by informing the committee that John Lindell passed away on Saturday October 22nd. John was an active, intelligent, gentle contributor to the Revolving Loan Fund Committee.

Discussion occurred around the motion made at the last meeting concerning Croftville Road Cottages.

A new motion was made to support the project as follows:

Motion made by Gene Erickson seconded by Hal Greenwood to loan the Chmelik's up to \$75,000 in increments. The increment loans will be made when certain benchmarks have been reached. The first benchmark is completion of the first 2 units in the lodge. The first amount is \$35,000. Pat Campanaro will work with the Chmelik's to set the other benchmarks. Ally ayes, motion passed.

Minutes from October 3, 2016 were reviewed and approved. Motion made by Garry Gamble, seconded by Bruce Kerfoot to approve the minutes.

Meeting adjourned at 9:30 AM – motion made by Gamble and seconded by Bruce Kerfoot.

Cook County
Request for Time
Before the Board of Commissioners

e-mail form

4.A.

1.	a. Topic or Issue: (As should be listed on agenda) Abatement	b. Requested Date: 11/15/2016	c. Amount of time with Board 10 minutes
2.	a. Person requesting/presenting Todd Smith	b. Phone: 387-3652	c. Email: todd.smith@co.cook.mn.us
3.	a. Departments affected: Assessor / Auditor	b. Department Head: Todd Smith / Braidy Powers	c. Dept been contacted? Yes
4.	a. Has the Board addressed this before? No	b. If so, When? n/a	c. What was the result? n/a
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): 1) Abatement of parcel #52-123-1300 from 50% hst in 2016 to 100% hst in 2016 2) Abatement of parcel #56-220-1115. Clerical error in lake frontage measurement in 2014 for the 2015 assessment for taxes payable in 2016.		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). 1) Changed to 50% hst in error during 2015 office work based on divorce and hst documentation. Found statutes that allow for change to 100%. 2) Lake frontage was measured correctly but entered into CAMA system incorrectly. from 417' to 317'.		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Cook County
Request for Time**

e-mail form

5.A.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Cook SWCD new hire	b. Requested Date: 11/15/2016	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Ilana Berg	b. Phone: 387-3648	c. Email: ilana.berg@co.cook.mn.us	
3.	a. Departments affected: Cook SWCD	b. Department Head: Ilana Berg	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? no	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? no			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Cook SWCD would like to hire a full time conservation technician.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). At the November 3, 2016, Cook SWCD Board meeting, a motion was approved for Cook SWCD to hire a conservation technician. The SWCD board would like to do an internal posting for the position. The technician will assist with conservation projects and other work within the district.			
8.	How will this request affect the County Budget? No			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Cook SWCD budget has been adjusted for this increase in staffing.			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County

e-mail form

Request for Time

B.A.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) New Baler Purchase for Recycling Center	b. Requested Date: 11/15/2016	c. Amount of time with Board 10 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Timothy Nelson	b. Phone: 387-3633	c. Email: tim.nelson@co.cook.mn.us	
3.	a. Departments affected: Land Services/Recycling	b. Department Head: Tim Nelson	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? Yes	b. If so, When? Fall of 2016	c. What was the result? Removed from budget 394 to take out of 396.	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): To authorize the purchase of a new vertical baler for the Recycling Center at the cost of \$11,485.00 the funds of which will be drawn from the future landfill development account (396).			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). During the budget discussions for 2016 there were two pieces of equipment listed for capital purchases that we decided to pull from the Recycling Center budget (393) and pay for the equipment out of the future landfill development fund (396). We have already purchased the green recycling trailer, and so I am requesting authorization to move ahead with the purchase of the vertical baler. There are sufficient funds in the future landfill development account.			
8.	How will this request affect the County Budget? This request will not impact the County Budget.			
9.	Have funds been budgeted/allocated for this request? Yes,			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): out of the Future Landfill Fund 396			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



DMH Companies- American Services Corp. & DMH Equipment
 4932 Highway 169 North
 New Hope, MN 55428

QUOTE

DMH Companies **Phone: 763-789-3705** **Fax: 763-789-3740** **www.dmhcompanies.com**

Date: Thursday, May 5, 2016 **Quote Valid:** 30 Days
Quote #: 16109 **Terms:** NET 30

Prepared For:
 RICK STURM
 COOK COUNTY
 218-370-9239
Location:

From:
 MATT DVORSAK
 DMH COMPANIES
 763-789-3705

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1		60" ACE VERTICAL BALER MODEL 6030 60" X 30" X 42" BALES 6" CYLINDER, 48" STROKE, 10HP MOTOR	\$10,085.00	\$10,085.00
			Subtotal	\$ 10,085.00
			Installation	\$ 700.00
			Shipping & Handling	\$ 700.00
			Total	\$ 11,485.00

Additional Information:

Warranty: 1 Years Parts & Labor

Lead Time: 2-3 Weeks

Forklift: Customer to provide 8,000 lb. forklift for installation. DMH can provide at additional cost.

Electrical Power: No charges are included in this quote for any additional electrical work to be performed. We request your electrician provide the electrical connection and disconnect prior to arrival of the equipment.

Taxes: Quoted sales price does not include any applicable state or local taxes.

Thank you for the opportunity to provide a quote

Request for Time

6.B.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Authorization of a Parks and Trails Commission	b. Requested Date: November 15, 2016	c. Amount of time with Board 10 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Timothy Nelson	b. Phone: 387-3633	c. Email: tim.nelson@co.cook.mn.us	
3.	a. Departments affected: Land Services/Land Commissioner/Parks & Trails	b. Department Head: Timothy Nelson	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? Yes	b. If so, When? September 2016	c. What was the result? Creation of Land Commissioner/Parks & Trails Position	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): To authorize the establishment of a Cook County Parks and Trails Commission to begin meeting after the first of the year in 2017, and to adopt the proposed set of by-laws for its operation.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Through actions of this Board the Comprehensive Trails Plan that had been in development since 2014 was adopted, and the Board created the position of Land Commissioner/Parks and Trails Director. Since the trails plan has been adopted, the committees that had been established in the development of the plan have run their course and we are in need of transitioning from the plan development committees to a more permanent Parks and Trails Commission. It is proposed that a Parks and Trails Commission be established to be able to advise the County Board of Commissioners on all matters relating to parks and trails, and to provide recommendations. I have attached a set of by-laws for your review and consideration.			
8.	How will this request affect the County Budget? There are the usual reimbursement costs afforded to the volunteer members of the Commission if authorized.			
9.	Have funds been budgeted/allocated for this request? Any funds for the administration of the Commission would come from the Land Commissioner/Parks & Trails budget (391)			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Land Commissioner/Parks and Trails budget - 391.			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County Parks and Trails Commission

BY-LAWS

ARTICLE 1 – PURPOSE

Sec. 1 The “Cook County Parks and Trails Commission”, hereinafter referred to as the Commission, is established to advise and provide recommendations to the Cook County Board of Commissioners on all matters relating to the planning, development, implementation and maintenance of parks, trails, recreational programs and facilities on public lands within Cook County in cooperation with other local, state and federal public entities for the benefit and enjoyment of the residents and visitors of Cook County.

ARTICLE 2 – MEMBERSHIP AND APPOINTMENTS

Sec. 1 The Commission shall be composed of eight regular voting members who shall be appointed by the Cook County Board of Commissioners. One member shall be appointed from each of the Board of Commissioner Districts, one member shall represent the City of Grand Marais, one member shall represent Grand Portage, and one Member At-Large shall be appointed by the full Board.

Sec. 2 A standing member of the Board of Commissioners and an alternate shall be designated as non-voting Ex-Officio members each year for a period of one calendar year.

Sec. 3 Other Ex-Officio members include: The Land Commissioner/Parks and Trails Director; one member of the Minnesota Department of Natural Resources; and one member of the United States Forest Service.

Sec. 4 Appointments for regular voting members shall be made at the Board of Commissioners first organizational meeting of the year and except as provided below shall be effective for two calendar year periods with the initial appointments made such that the terms shall revolve on a staggered basis.

Sec. 5 Vacancies

A. Appointments shall be made by the County Board to fill any vacancy for the unexpired duration of the term at the earliest possible convenience of the Board under the following conditions:

1. Resignation or death of a member; and
2. The County Board may declare a position to be vacant if a regular member fails to attend three regular meetings in succession without notifying the Chair, or who does not attend at least one-third of the regularly scheduled meetings within a 12-month period, or is unable to effectively carry out the duties of the Commission due to a conflict of interest.

ARTICLE 3 – ORGANIZATION

Sec. 1 Officers

A. Election of Officers

The Commission shall elect from its members a Chair and Vice-Chair from among its regular members, and each officer shall hold office for one year or until replaced by a simple majority vote of the Commission. The Commission shall elect a secretary from among its regular members or County Land Services staff.

B. Duties of the Chair

The duties of the Chair include: presiding over all meetings; sets the agenda for the meetings; call any special meetings; and shall perform other duties ordinarily performed by that officer.

C. Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all of the duties of the Chair of the Commission. In the absence of the both the Chair and Vice-Chair, the Commission shall elect a Chair Pro Tem who shall perform the duties of the Chair.

D. Duties of the Parks and Trails Director

The Parks and Trails Director shall attend all regular and special meetings of the Commission as staff support Ex-Officio, but shall not be considered a voting member. The Director shall assist the Chair in the preparation of the agenda and notifications of the Commission members, and shall provide information to the Commission as requested.

Sec. 2 Meetings

A. The Commission shall hold six regular meetings per calendar year on a date, time and place to be determined by the Commission and at the call of the Chair to be set at the beginning of each year.

B. Special meetings shall be held only after reasonable notification to all members, at the call of the Chair, or upon the written request of a majority of the members of the Commission.

C. The schedule and the agenda of each meeting shall be posted in the Land Services Department office and other public locations as required by law, and shall be available on the Cook County website.

D. All meetings of the Commission shall be open to the public pursuant to Minnesota Statutes.

E. Meeting agendas and supporting materials shall be distributed to all Commission members at least 48 hours prior to regularly scheduled meetings and as soon as practicable for special meetings. Upon request, meeting agendas and supporting materials shall be provided to citizens in advance of the scheduled meetings. The Department or any member of the Commission may request that the Chair place any item for consideration of the Commission on the agenda by advising the Chair within 72-hours preceding the meeting.

- F. A quorum shall consist of a majority of the regular members appointed and serving on the Commission and shall be required for the purpose of transacting business.
- G. Order of Business
 - 1. Call to Order
 - 2. Updates, presentations and recognitions
 - 3. Citizen Comments
 - 4. Consideration and approval of minutes from any previous meetings
 - 5. Discussion and Action Items
 - 6. Director's Report
 - 7. Commissioner's Comments
 - 8. Adjournment

ARTICLE 4 – FUNCTIONS AND RESPONSIBILITIES

- Sec. 1. The Commission shall act in an advisory role to the Cook County Board of Commissioners on matters pertaining to parks & trails.
- Sec. 2. The Commission shall recommend broad policies and long-range programs for the acquisition, planning, development, maintenance and operation for the County parks and trails consistent with the adopted Comprehensive Trails Plan and other County adopted plans and ordinances.
- Sec. 3. The Commission shall recommend reasonable rules and regulations for the proper use, management, government and protection of, and maintenance for good order in, all County recreational facilities.
- Sec. 4. The Commission shall prescribe for approval by the Board of Commissioners a schedule of any fees for any recreational programs and facility uses.
- Sec. 5. The Commission shall serve as a forum for the general public to discuss issues relating to parks, trails, landings and any other related county recreational programs or facilities. The Commission shall assist in fostering increased public understanding and support for County parks and trails programs and facilities.
- Sec. 6. The Commission shall assist in developing and maintaining good relationships among the various governmental and private recreational entities and associations.

Article 5 – Compensation

- Sec. 1. The voting members of the Parks and Trails Commission may be compensated in an amount determined by the County Board. All voting members of the Parks and Trails Commission, including the member of the County Board, may be paid their necessary expenses in attending meetings of the Parks and Trails Commission and in the conduct of business of the Commission. Nothing in this subdivision shall be construed to prohibit the payment of a per diem to the County Board member pursuant to Minnesota Statutes, Chapter 375.055, Subd. 1.

ARTICLE 6 – AMENDMENTS

Sec. 1. Proposals to amend the By-Laws may be made at any official meeting of the Commission. The Commission shall vote on such proposals at its next regular meeting. Any amendments to the By-Laws shall require a two-thirds vote of approval among the Commissioner. Amendments approved by the Commission will be presented to the Board of Commissioners for final approval.

Motion by _____ to adopt this ____ day of _____, in the year 2016.

Seconded By: _____

Ayes: _____ Nays: _____

Carried: _____

Heidi Doo-Kirk, Board Chair

Denied: _____

Attested By: _____

Date: _____

**Cook County
Request for Time
Before the Board of Commissioners**

e-mail form

6. C.

1.	a. Topic or Issue: (As should be listed on agenda) 2017 Workplan for Land Commissioner/Parks & Trails	b. Requested Date: November 15, 2016	c. Amount of time with Board 10 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Timothy Nelson	b. Phone: 387-3633	c. Email: tim.nelson@co.cook.mn.us	
3.	a. Departments affected: Land Services/Land Commissioner/Parks & Trails	b. Department Head: Timothy Nelson	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? Yes	b. If so, When? September 2016	c. What was the result? Creation of Land Commissioner/Parks & Trails Position	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No			
6.	BOARD ACTION REQUESTED(detail what you seek from the board, including motion/vote): No Board action necessary, informational only.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Several weeks ago, the Board of Commissioners created the position of Land Commissioner/Parks and Trails Director and changed the name of the Planning and Zoning Department to Land Services. Since then we have hired Lisa Kerr to fill the Land Commissioner/Parks and Trails Director position and I have sat down with Lisa to develop a general work plan for next year to focus on in the development of that division of the Land Services Department. I have attached the general workplan for discussion at the Board Meeting			
8.	How will this request affect the County Budget? N/A			
9.	Have funds been budgeted/allocated for this request? N/A			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): N/A			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County Land Services Department
Land Commissioner/Parks and Trails Director
Proposed 2017 Program Development

Summary:

In the summer of 2016, the Cook County Board of Commissioners decided to remove the Land Commissioner duties from the Assessor's position, and subsequently combined those Land Commissioner duties with Parks and Trails resulting in the creation of the position of Land Commissioner/Parks and Trails Director, which was placed into the Land Services Department. Since this is a newly created position with a freshly drafted job description, much of the functioning of this position will be developing over time as the programs evolves. The main focus of the new Land Commissioner/Parks and Trails Director will be to organize all of the physical assets, financial resources and obligations and our various programs related to both tax forfeited lands as Land Commissioner and Parks & Trails. The general workplan for the Land Commissioner/Parks and Trails Director for 2017 is represented as follows:

Land Commissioner

- Develop a full catalog of all tax forfeit lands to include the initiation of an analysis of all the tax forfeit lands to determine a recommend list of best uses for the properties.
- Complete all current land exchange processes, and look for other possible exchange possibilities.
- Consolidate and develop standardized easements for all towers on County lands.
- Develop a Land Disposition Ordinance to detail out the processes for the differing types of ways that County Lands may either be sold, leased or traded.
- Address issues on County Landings
- Attend position-related educational opportunities.

Parks and Trails Director

- Develop a consolidated list of County parks, trails, landings and other recreational activities and programs that the County has some type of involvement with.
- Assist the Land Services Director in the development of a plan and budget for the management of county parks and trails resources.
- Identify all potential avenues of possible grants specific for the development and maintenance of a county parks and trails system.
- Participate in the legislative initiative for the development of a border-to-border OHV/4X4 trail system alignment, that doesn't include the construction of any new trails.
- Maintain a connection with all related recreational groups within the County.

**Cook County
Request for Time**

e-mail form

7.A.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Subordinate Service District Request	b. Requested Date: 11/15/16	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting John Niehoff/Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected: Auditor/Highway	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve by motion setting a date to consider creation of a subordinate service district for 3 miles of the Murmur Creek Road for the Pike Lake Property Owner's Road Association.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached explanation of the proposal. A petition of the owners will be presented at the meeting.			
8.	How will this request affect the County Budget? NA			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>



Murmur Creek Road

Considerations for Its future Maintenance

presented by

John Niehoff, PLPORA President

September 3, 2016

Disclaimer: The information and views expressed in this presentation are exclusively those of the author and should not be construed in any way as commitments from referenced organizations



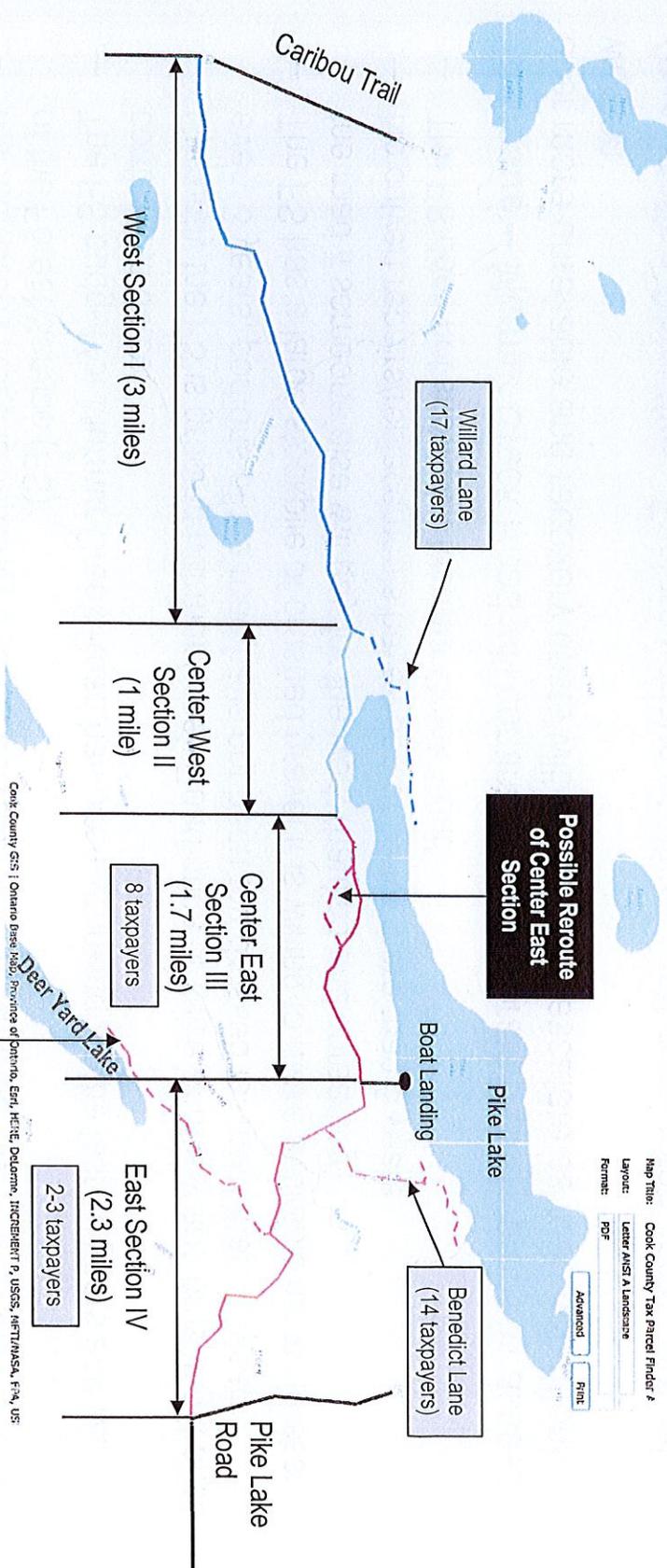
Overview

- **Murmur Creek Road Maintenance**
 - Murmur Creek Road is currently a forest service road (#3332) which falls under the jurisdiction of the Forest Service (FS)
 - The FS budget for Murmur Creek Road has been shrinking for the last 10 years and will continue to do so
 - Currently the FS is grading Murmur Creek Road once or twice annually and brushing it once every 3 years; portions of the road have not been top-dressed for more than 10 years
 - The FS has a large stockpile of crushed gravel it is willing to make available for top-dressing the road if someone else will pay for the work (hauling and spreading)
 - No culvert repairs/replacements have been done for more than 5 years
 - The FS does not snowplow Murmur Creek Road
- **The Issue** – Murmur Creek Road will continue to deteriorate making property access ever more unreliable and recovery costs will continue to escalate as road conditions worsen
- **Presentation Objective** – Explore various solutions (and associated costs) that will restore Murmur Creek Road to acceptable condition and stabilize its future maintenance



Agenda

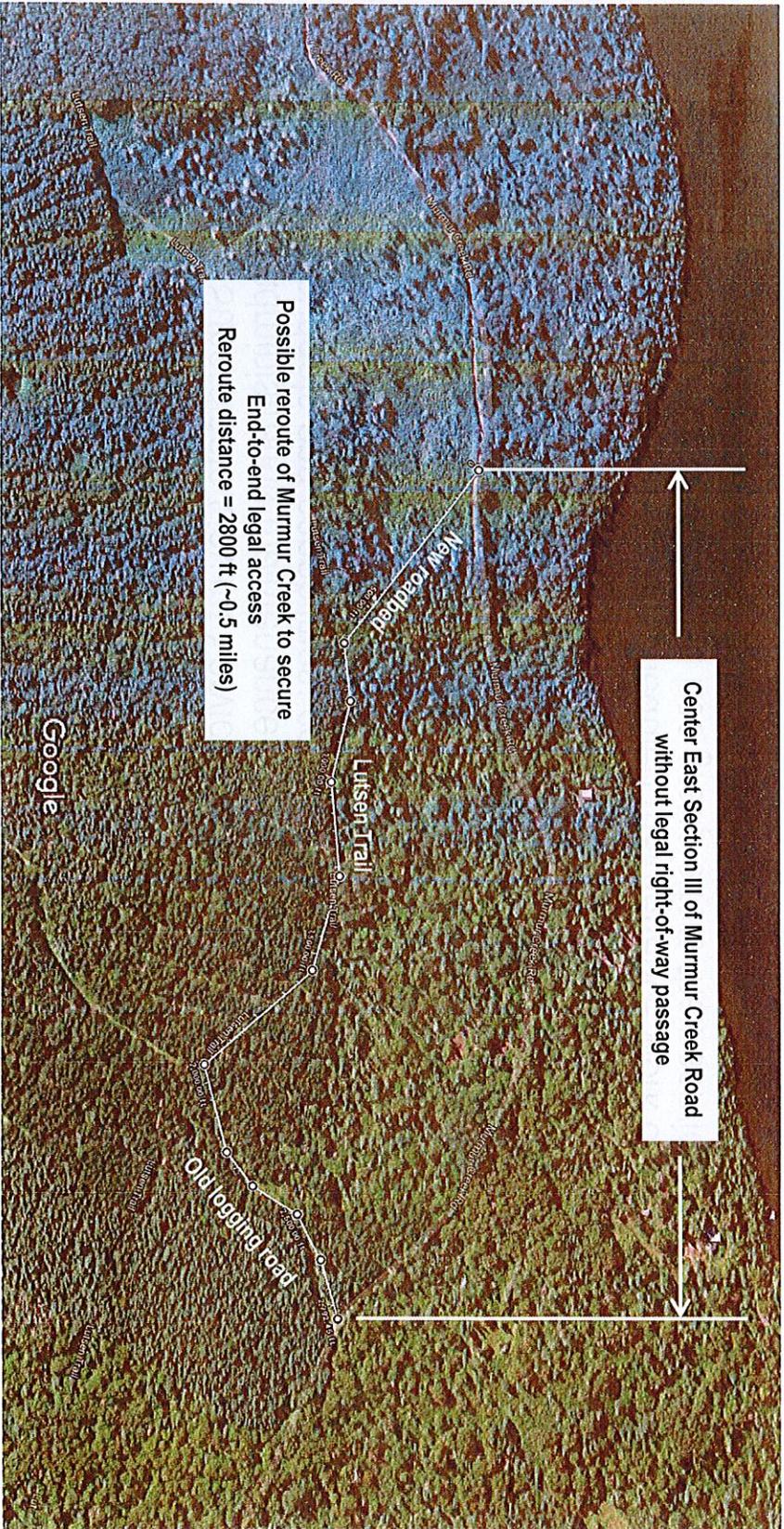
- Overview
- Murrur Creek Details
- Murrur Creek Right-of-way Reroute
- Possible Murrur Creek Caretakers
- Subordinate Governmental Service Districts (SGSDs)
- Murrur Creek Repair/Maintenance Cost Estimates
- Caretaker Scenarios (Options)
- Cost Comparison of Scenarios
- Summary



Murmur Creek Road Details

- Length (Caribou to Pike Lake Rd) = 8 miles
- ~ 61 Property Owners Served
- Center East Section III in poor condition

Scale: 0 to 0.5 Miles



Measure distance
Total distance: 2,792.45 ft (851.14 m)



Possible Murrum Creek Road Caretakers

- **Forest Service** - The FS is the current caretaker of Murrum Creek, it being a designated forest service road; the FS, however, has an on-going policy to transfer ownership of and responsibility for forest service roads that evolve from logging roads to property access roads since they never intended to support that purpose; their shrinking budgets have exacerbated this situation.
- **SGSDs** - Subordinate Gov't Service Districts are available to Cook County as a means of administering maintenance of designated roads without encumbering the Hwy Dept budgets and capabilities; cost is passed back to designated property owners via annual real estate tax charges.
- **Cook County Hwy Dept** – While the CCHD has the capabilities to maintain Murrum Creek, they have neither the budget nor capacity to take on such a responsibility; if they did manage it they would also insist on making significant upgrades to the road (wider road and shoulders, more culverts, improved surface, etc.).
- **Ad Hoc** - There is the possibility of ad hoc maintenance of Murrum Creek; this would take the form of performing unscheduled maintenance work on the road with FS approval, paid for by whatever ad hoc group offers their service, e.g., a concerned group of property owners; the FS has even indicated that they might consider cost-and/or material-sharing with such groups on a case-by-case basis.



Subordinate Gov't Service Districts (SGSDs)

- **Purpose** - SGSDs have been created by Cook County under Minnesota Statute #375 as a means of providing designated road maintenance to specific property owners without encumbering the Hwy Dept budget; costs are borne by the named property owners as an annual real estate tax charge.
- **Seasonal** - SGSDs are divided into Summer and Winter parts, each with separate budgets; it is possible to have a Summer SGSD and not a Winter SGSD.
- **Creation/Termination** - SGSDs are created by filing a petition (from 10% of property owners) with the County Board who must then approve by passing a resolution; SGSDs can be terminated by filing a petition (again from 10% of the property owners) for either a special election (requires a majority) or to the County Board for resolution.
- **Administration** - The County charges an annual fee of 15% of that year's budget to administer an SGSD.



Murmur Creek Repair/Maintenance Cost Estimates

- **Road Maintenance Costs Estimates**
 - Grading: \$100/mile
 - Brushing: \$300/mile (single pass); \$600/mile (double pass)
 - Culvert Replacement: \$1000/unit; \$750/unit w/FS culverts
 - Debris Clearing: \$250/mile (summer only)
 - Top-Dressing
 - 4" uncompacted layer, 14' wide roadway
 - 913 yards/mile
 - Material Cost: \$15/yard
 - Loading/Hauling Cost: \$20/yard
 - Spreading Cost: \$15/yard
 - Overall Cost: \$45,650/mile; \$32,000/mile with FS-provided gravel

- **Relocation of 0.5 miles of Center East Section of Murmur Creek**
 - FS Rough Estimate: \$175,000 +/- \$25,000
 - Would require an environmental impact assessment and design engineering
 - FS might be convinced to do this in exchange for relief from future maintenance
 - This would probably require some guarantee of relief, e.g. 10-year depreciation of cost recovery (an SGSD would be liable for cost recovery if terminated before 10 years).



Caretaker Scenarios (Options)*

- **Scenario 1** – The entire length of Murrmur Creek Road (8 miles) becomes a Summer SGSD (snow plowing remains as is).**
- **Scenario 2** - The length of Murrmur Creek from the Caribou Trail to the Boat Landing (5.7 miles) becomes a Summer SGSD (snow plowing remains as is).
- **Scenario 3** – The length of Murrmur Creek from the Caribou Trail to Willard Lane (3 miles) becomes a Summer SGSD (snow plowing remains as is).
- **Scenario 4** – Same as Scenario 3 except the SGSD is managed by the FS instead of the CCHD; enables cost sharing and removes admin fee (snow plowing remains as is).
- **Scenario 5** – The length of Murrmur Creek from the Caribou Trail to Willard Lane (3 miles) is maintained in an **ad hoc** relationship between the FS and PLPORA.

* While maintaining the status quo is also an option, no Scenario was created because the cost is obvious.

** Snow plowing benefits far fewer owners and works well using the current subscription approach.



Scenario Cost Comparisons

Scenario Parameters	Unit Cost	Scenarios									
		One***		Two***		Three		Four		Five	
		Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost
Annual Budget:											
Grading Twice	\$100	16	\$1,600	11.4	\$1,140	6	\$600	6	FS	1	FS
Brushing Once*	\$300	8	\$1,900	5.7	\$1,210	3	\$400	3	\$400	3	\$400
Culvert Replacement	\$1,000	4	\$4,000	3	\$3,000	1	\$1,000	0	\$0	0	-
Culvert Replmnt w/FS clvrts	\$750	0	\$0	0	\$0	0	\$0	1	FS	1	FS
Debris Clearing	\$250	8	\$2,000	5.7	\$1,425	3	\$750	3	FS	3	FS
Top Dressing***	\$45,650	0.8	\$36,520	0.57	\$26,021	0.3	\$13,695	0	\$0	0	-
Top Dressing w/FS Gravel**	\$32,000	0	\$0	0	\$0	0	\$0	0.30	\$4,800	0.30	\$9,600
Total Annual Cost			\$46,020		\$32,796		\$16,445		\$5,200		\$10,000
SGSD Administration Fee	15%		\$6,903		\$4,919		\$2,467		\$500		\$
Total Annual Cost			\$52,923		\$37,715		\$18,912		\$5,700		\$10,000
Number of Owners Served			61		25		17		17		9
Annual SGSD Tax or Dues per Owner			\$868		\$1,509		\$1,112		\$335		\$1,111
Total Annual PLPORA Member Road Costs			\$1,018		\$1,659		\$1,262		\$485		\$1,261

* Assume Firewise contibutes \$500/year; first year brushing may require two passes at 2X cost.
 ** Annual amount sufficient to completely top-dress maintained road every 10 years.
 *** These Scenarios assume FS pays \$175,000 for Center East Rerouting and Upgrades; SGSD termination payback would be after:
 Yr 2) \$157,500, Yr 3) \$140,000, Yr 4) \$122,500, Yr 5) \$105,000, Yr 6) \$87,500, Yr 7) \$70,000, Yr 8) \$52,500, Yr 9) \$35,000, Yr 10) \$17,500.



Summary

- **Scenario One** (the entire length of Murrur Creek) would cost PLPORA members an additional ~\$850 per year, would require the support of both the Benedict and East Deer Yard folks, and assumes a large investment from the FS, i.e., a tough sell.
- **Scenario Two** (from the Caribou to the Boat Landing) is probably a non-starter; it's the most expensive option in addition to assuming a large investment from the FS.
- **Scenario Three** is also problematical even though it just addresses the needs for the Willard Lane properties; the added cost to each PLPORA member is more than \$1000 per year due to the fewer number of properties sharing the cost, no FS cost sharing, and the SGSD admin fee.
- **Scenario Four** is by far the most attractive; working directly with the FS has the benefits of cost sharing, less expensive contract costs, and much reduced SGSD admin fees.
- **Scenario Five** (no SGSD) again adds over \$1000/year even though some cost sharing with the FS is assumed; this is because participation is voluntary and only 50% participation is assumed.

The Willard Lane property owners should give serious consideration to petitioning the Cook County Board for a "West-End" Murrur Creek SGSD managed by the Forest Service.

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

8.A.

1.	a. Topic or Issue: (As should be listed on agenda) Maple Hill Joining the PERA Retirement Plan	b. Requested Date: 11/15/16	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Steve Ortmann/Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Approve by Resolution joining the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by PERA for the Maple Hill Fire Relief Association.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached Resolution.			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	County Attorney Contacted: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Voluntary Statewide Lump-Sum
Volunteer Firefighter Retirement Plan**

Resolution of the County of Cook RESOLUTION No. _____

**A RESOLUTION OPTING TO JOIN THE VOLUNTARY STATEWIDE LUMP-SUM
VOLUNTEER FIREFIGHTER RETIREMENT PLAN**

The County of Cook in the state of Minnesota, does ordain:

WHEREAS: The County is authorized to join the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The County and the Maple Hill Fire Relief Association have jointly consented to and obtained a cost analysis for joining the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan from PERA not more than 120 days ago; and

WHEREAS: The County highly values the contributions Maple Hill Volunteer Community Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF THE COUNTY OF COOK, MINNESOTA:

1) The County hereby approves coverage by and requests participation in the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by PERA under the terms provided in the PERA cost analysis at the \$_____ benefit level per year of service with an **effective date of January 1, 2017**; and

2) The County Auditor and County Board Chair are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by County Commissioner _____ and was duly seconded by County Commissioner _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the County Board of the County of Cook, on _____, 20__.

BY:

ATTEST:

Board Chair

Auditor-Treasurer

**Cook County
Request for Time**

e-mail form

9.A.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Data Practices Related Policies	b. Requested Date: 11/15/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Molly Hicken, County Attorney	b. Phone: 218-387-3670	c. Email: molly.hicken@co.cook.mn.us	
3.	a. Departments affected: All	b. Department Head: All	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? No	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): 1) Approve the following attached policies: a) Cook County Minnesota Data Practices Policy for Data Subjects, and b) Cook County Minnesota Data Practices Policy for Members of the Public. 2) Designate Molly Hicken the Responsible Authority for Data Administered through the Cook County Attorney's Office. 3) Designate Pat Eliassen the Responsible Authority for Data Administered through the Cook County Sheriff's Office. 4) Designate Braidy Powers the Responsible Authority for Data Administered through the Cook County Auditor's Office. 5) Designate Dusty Nelms the Responsible Authority for Data Administered through the Cook County Recorder's Office. 6) Designate Josh Beck the Responsible Authority for Data Administered through the Cook County Public Health and Human Services Department. 7) Designate Jeff Cadwell the Responsible Authority for Data Administered through the commissioners and outside the offices of any elected officials. 8) Designate Jeff Cadwell the Data Practices Compliance Official.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). The policies, attached in draft form, comply with the statutory requirements set out in Minn. Stat. sec. 13.025 and 13.03 (also attached). The draft policies were sent to each department head for their review and comment and were also addressed at the MAT meeting November 7, 2016. It is the responsibility of the Data Practices Compliance Official that these policies are updated annually (specifically the names and contact information of responsible authorities).			
8.	How will this request affect the County Budget? N/A			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County Minnesota Data Practices Policy for Data Subjects

DRAFT

Data about you

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of data about you

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data

We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data about you: Your name on an application for a variance from zoning regulations.

Private data

We cannot give private data to the general public, but you can have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of private data about you: your social security number.

Confidential data

Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data. The following is an example of confidential data about you: criminal investigative data while the investigation is active.

Your rights under the Government Data Practices Act

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

Access to your data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

When we collect data from you

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent

Protecting your data

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your data are inaccurate and/or incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to make a request for your data

You can look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 6.

Make your request for data in writing by using Cook County's online "Public Data Request Form" which can be found on the "e-services" menu of the Cook County website at <http://co.cook.mn.us/>.

Alternatively, you may use the data request form attached to this policy on page 8 and submit your request by mail, fax, or email.

If you choose not use to use the data request form, your request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.

- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 9.

How we respond to a data request

Once you make your request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
 - If your public data request produces a large amount of data, Cook County may provide the data to you by use of a Microsoft Outlook Sharepoint Site for which you will be assigned a unique username and password. This site will be active for a time period of 30 days during which you may access, view, and print the data at your discretion (without editing permissions). After the time period expires the Sharepoint site will become inactive and you will no longer be able to access it. A mailed disk containing the data is available as an alternative, by request.

Information about copy charges is on page 8.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

DRAFT

Data Practices Contacts

Responsible Authority for Commissioner Data
and Data Administered Outside the Offices of Elected Officials

Jeff Cadwell, County Administrator
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3687
Fax: (218) 387-3043
Email: jeff.cadwell@co.cook.mn.us

Data Practices Compliance Official
Jeff Cadwell, County Administrator
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3687
Fax: (218) 387-3043
Email: jeff.cadwell@co.cook.mn.us

Data Practices Designee(s)

Name

Address

Phone number/fax number/email address

Responsible Authority for the Cook County Sheriff's Office
Pat Eliassen, Sheriff
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3030
Fax: (218) 387-3032
Email: pat.eliasen@co.cook.mn.us

Responsible Authority for the Cook County Attorney's Office
Molly Hicken, County Attorney
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3670
Fax: (218) 387-3072
Email: molly.hicken@co.cook.mn.us

Responsible Authority for the Cook County Auditor's Office
Braidy Powers, Auditor-Treasurer

411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3646
Fax: (218) 387-3043
Email: braidy.powers@co.cook.mn.us

Responsible Authority for the Cook County Recorder's Office

Dusty Nelms, Recorder
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3646
Fax: (218) 387-3043
Email: dusty.nelms@co.cook.mn.us

Responsible Authority for Cook County Public Health and Human Services

Joshua Beck, Director
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3620
Fax: (218) 387-3020
Email: dusty.nelms@co.cook.mn.us

Copy Costs – Data Subjects

This government entity charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$10.00.

For 100 or fewer pages of paper copies – 25 cents per page
100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email or setting up a Sharepoint site).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Data Subjects

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

Staff verification

Request date:

Identification provided:

Request type:

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free but we charge for copies when the cost is over \$10.00.

We will respond to your request as soon as reasonably possible.

Contact information

Name:

Address:

Phone number:

Email address:

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Cook County Minnesota Data Practices Policy for Members of the Public

Right to access public data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to make a data request

You can look at data, or request copies of data that this government entity keeps. Make your request for data by written request to the appropriate individual listed in the Data Practices Contacts on page 5.

Make your request for data in writing by using Cook County's online "Public Data Request Form" which can be found on the "e-services" menu of the Cook County website at <http://co.cook.mn.us/>. Alternatively, you may use the data request form attached to this policy on page 7 and submit your request by mail, fax, or email.

If you choose not use to use the data request form, your request should include:

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How we respond to a data request

Upon receiving your request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:

- Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- If your public data request produces a large amount of data, Cook County may provide the data to you by use of a Microsoft Outlook Sharepoint Site for which you will be assigned a unique username and password. This site will be active for a time period of 30 days during which you may access, view, and print the data at your discretion (without editing permissions). After the time period expires the Sharepoint site will become inactive and you will no longer be able to access it. A mailed disk containing the data is available as an alternative, by request.

Information about copy charges is on page 6.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Requests for summary data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data.

We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data.

Upon receiving your written request – you may use the data request form on page 7 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts

Responsible Authority for Commissioner Data
and Data Administered Outside the Offices of Elected Officials

Jeff Cadwell, County Administrator
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3687
Fax: (218) 387-3043
Email: jeff.cadwell@co.cook.mn.us

Data Practices Compliance Official

Jeff Cadwell, County Administrator
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3687
Fax: (218) 387-3043
Email: jeff.cadwell@co.cook.mn.us

Responsible Authority for the Cook County Sheriff's Office

Pat Eliassen, Sheriff
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3030
Fax: (218) 387-3032
Email: pat.eliasen@co.cook.mn.us

Responsible Authority for the Cook County Attorney's Office

Molly Hicken, County Attorney
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3670
Fax: (218) 387-3072
Email: molly.hicken@co.cook.mn.us

Responsible Authority for the Cook County Auditor's Office

Braidy Powers, Auditor-Treasurer
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3646
Fax: (218) 387-3043

Email: braidy.powers@co.cook.mn.us

Responsible Authority for the Cook County Recorder's Office

Dusty Nelms, Recorder
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3646
Fax: (218) 387-3043
Email: dusty.nelms@co.cook.mn.us

Responsible Authority for Cook County Public Health and Human Services

Joshua Beck, Director
411 W. Second Street
Grand Marais, MN 55604
Phone: (218) 387-3620
Fax: (218) 387-3620
Email: josh.beck@co.cook.mn.us

Copy Costs – Members of the Public

This government entity charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

We do not charge for copies if the cost is less than \$10.00.

For 100 or fewer pages of paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email or setting up a Sharepoint site).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

Data Request Form – Members of the Public

Request date:

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free but we charge for copies when the cost is over \$10.00.

We will respond to your request as soon as reasonably possible.

Contact information

Name:

Address:

Phone number:

Email address:

Note: You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

13.025 GOVERNMENT ENTITY OBLIGATION.

Subdivision 1. **Data inventory.** The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections 13.03 and 15.17. The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.

Subd. 2. **Public data access policy.** The responsible authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

Subd. 3. **Data subject rights and access policy.** The responsible authority shall prepare a written policy of the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals. The written policy must be updated no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

Subd. 4. **Availability.** The responsible authority shall make copies of the policies required under subdivisions 2 and 3 easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the government entity that is easily accessible to the public or by posting it on the government entity's Web site.

History: 2012 c 290 s 10

13.025 GOVERNMENT ENTITY OBLIGATION.

Subdivision 1. **Data inventory.** The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory. The inventory must be available from the responsible authority to the public according to the provisions of sections 13.03 and 15.17. The commissioner may require responsible authorities to submit copies of the inventory and may request additional information relevant to data collection practices, policies, and procedures.

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History: 2012 c 290 s 10

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History: 2012 c 290 s 10

13.03 ACCESS TO GOVERNMENT DATA.

Subdivision 1. **Public data.** All government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to section 13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. The responsible authority in every government entity shall keep records containing government data in such an arrangement and condition as to make them easily accessible for convenient use. Photographic, photostatic, microphotographic, or microfilmed records shall be considered as accessible for convenient use regardless of the size of such records.

Subd. 2. **Procedures.** (a) The responsible authority in every government entity shall establish procedures, consistent with this chapter, to insure that requests for government data are received and complied with in an appropriate and prompt manner.

(b) Full convenience and comprehensive accessibility shall be allowed to researchers including historians, genealogists and other scholars to carry out extensive research and complete copying of all records containing government data except as otherwise expressly provided by law.

A responsible authority may designate one or more designees.

Subd. 3. **Request for access to data.** (a) Upon request to a responsible authority or designee, a person shall be permitted to inspect and copy public government data at reasonable times and places, and, upon request, shall be informed of the data's meaning. If a person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect data.

(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

(d) If a government entity disseminates data to another government entity, a classification provided for by law at the entity receiving the data does not affect the classification of the data at the entity that disseminates the data.

(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

Subd. 6. Discoverability of not public data. If a government entity opposes discovery of government data or release of data pursuant to court order on the grounds that the data are classified as not public, the party that seeks access to the data may bring before the appropriate presiding judicial officer, arbitrator, or administrative law judge an action to compel discovery or an action in the nature of an action to compel discovery.

The presiding officer shall first decide whether the data are discoverable or releasable pursuant to the rules of evidence and of criminal, civil, or administrative procedure appropriate to the action.

If the data are discoverable the presiding officer shall decide whether the benefit to the party seeking access to the data outweighs any harm to the confidentiality interests of the entity maintaining the data, or of any person who has provided the data or who is the subject of the data, or to the privacy interest of an individual identified in the data. In making the decision, the presiding officer shall consider whether notice to the subject of the data is warranted and, if warranted, what type of notice must be given. The presiding officer may fashion and issue any protective orders necessary to assure proper handling of the data by the parties. If the data are a videotape of a child victim or alleged victim alleging, explaining, denying, or describing an act of physical or sexual abuse, the presiding officer shall consider the provisions of section 611A.90, subdivision 2, paragraph (b). If the data are data subject to the protections under chapter 5B or section 13.045, the presiding officer shall consider the provisions of section 5B.11.

Subd. 7. Data transferred to archives. When government data that is classified as not public by this chapter or any other statute, including private data on decedents and confidential data on decedents, is physically transferred to the state archives, the data shall no longer be classified as not public and access to and use of the data shall be governed by section 138.17.

Subd. 8. Change to classification of data not on individuals. Except for security information, nonpublic and protected nonpublic data shall become public either ten years after the creation of the data by the government entity or ten years after the data was received or collected by any governmental entity unless the responsible authority for the originating or custodial entity for the data reasonably determines that, if the data were made available to the public or to the data subject, the harm to the public or to a data subject would outweigh the benefit to the public or to the data subject. If the responsible authority denies access to the data, the person denied access may challenge the denial by bringing an action in district court seeking release of the data. The action shall be brought in the district court located in the county where the data are being maintained, or, in the case of data maintained by a state agency, in any county. The data in dispute shall be examined by the court in camera. In deciding whether or not to release the data, the court shall consider the benefits and harms in the same manner as set forth above. The court shall make a written statement of findings in support of its decision.

Subd. 9. Effect of changes in classification of data. Unless otherwise expressly provided by a particular statute, the classification of data is determined by the law applicable to the data at the time a request for access to the data is made, regardless of the data's classification at the time it was collected, created, or received.

Subd. 10. Costs for providing copies of data. Money may be collected by a responsible authority in a state agency for the actual cost to the agency of providing copies or electronic transmittal of government data. When money collected for purposes of this section is of a magnitude sufficient to warrant a separate account in the state treasury, that money must be deposited in a fund other than the general fund and is appropriated to the agency.

Subd. 11. Treatment of data classified as not public; public meetings. Not public data may be discussed at a meeting open to the public to the extent provided in section 13D.05.

Subd. 12. Pleadings. Pleadings, as defined by court rule, served by or on a government entity, are public data to the same extent that the data would be public if filed with the court.

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Subd. 2. **Procedures.** (a) The responsible authority in every government entity shall establish procedures, consistent with this chapter, to insure that requests for government data are received and complied with in an appropriate and prompt manner.

(b) Full convenience and comprehensive accessibility shall be allowed to researchers including historians, genealogists and other scholars to carry out extensive research and complete copying of all records containing government data except as otherwise expressly provided by law.

A responsible authority may designate one or more designees.

Subd. 3. **Request for access to data.** (a) Upon request to a responsible authority or designee, a person shall be permitted to inspect and copy public government data at reasonable times and places, and, upon request, shall be informed of the data's meaning. If a person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect data.

(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

(d) If a government entity disseminates data to another government entity, a classification provided for by law at the entity receiving the data does not affect the classification of the data at the entity that disseminates the data.

(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

Subd. 6. Discoverability of not public data. If a government entity opposes discovery of government data or release of data pursuant to court order on the grounds that the data are classified as not public, the party that seeks access to the data may bring before the appropriate presiding judicial officer, arbitrator, or administrative law judge an action to compel discovery or an action in the nature of an action to compel discovery.

The presiding officer shall first decide whether the data are discoverable or releasable pursuant to the rules of evidence and of criminal, civil, or administrative procedure appropriate to the action.

If the data are discoverable the presiding officer shall decide whether the benefit to the party seeking access to the data outweighs any harm to the confidentiality interests of the entity maintaining the data, or of any person who has provided the data or who is the subject of the data, or to the privacy interest of an individual identified in the data. In making the decision, the presiding officer shall consider whether notice to the subject of the data is warranted and, if warranted, what type of notice must be given. The presiding officer may fashion and issue any protective orders necessary to assure proper handling of the data by the parties. If the data are a videotape of a child victim or alleged victim alleging, explaining, denying, or describing an act of physical or sexual abuse, the presiding officer shall consider the provisions of section 611A.90, subdivision 2, paragraph (b). If the data are data subject to the protections under chapter 5B or section 13.045, the presiding officer shall consider the provisions of section 5B.11.

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(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

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Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

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Subd. 9. Effect of changes in classification of data. Unless otherwise expressly provided by a particular statute, the classification of data is determined by the law applicable to the data at the time a request for access to the data is made, regardless of the data's classification at the time it was collected, created, or received.

Subd. 10. Costs for providing copies of data. Money may be collected by a responsible authority in a state agency for the actual cost to the agency of providing copies or electronic transmittal of government data. When money collected for purposes of this section is of a magnitude sufficient to warrant a separate account in the state treasury, that money must be deposited in a fund other than the general fund and is appropriated to the agency.

Subd. 11. Treatment of data classified as not public; public meetings. Not public data may be discussed at a meeting open to the public to the extent provided in section 13D.05.

Subd. 12. Pleadings. Pleadings, as defined by court rule, served by or on a government entity, are public data to the same extent that the data would be public if filed with the court.

History: 1979 c 328 s 7; 1980 c 603 s 7; 1981 c 311 s 39; 1Sp1981 c 4 art 1 s 6; 1982 c 545 s 2,24; 1984 c 436 s 2-4; 1985 c 298 s 1-4; 1987 c 351 s 1; 1990 c 573 s 1; 1991 c 319 s 2; 1991 c 345 art 1 s 44;

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13.03 ACCESS TO GOVERNMENT DATA.

Subdivision 1. **Public data.** All government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to section 13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. The responsible authority in every government entity shall keep records containing government data in such an arrangement and condition as to make them easily accessible for convenient use. Photographic, photostatic, microphotographic, or microfilmed records shall be considered as accessible for convenient use regardless of the size of such records.

Subd. 2. **Procedures.** (a) The responsible authority in every government entity shall establish procedures, consistent with this chapter, to insure that requests for government data are received and complied with in an appropriate and prompt manner.

(b) Full convenience and comprehensive accessibility shall be allowed to researchers including historians, genealogists and other scholars to carry out extensive research and complete copying of all records containing government data except as otherwise expressly provided by law.

A responsible authority may designate one or more designees.

Subd. 3. **Request for access to data.** (a) Upon request to a responsible authority or designee, a person shall be permitted to inspect and copy public government data at reasonable times and places, and, upon request, shall be informed of the data's meaning. If a person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect data.

(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

(d) If a government entity disseminates data to another government entity, a classification provided for by law at the entity receiving the data does not affect the classification of the data at the entity that disseminates the data.

(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

Subd. 6. Discoverability of not public data. If a government entity opposes discovery of government data or release of data pursuant to court order on the grounds that the data are classified as not public, the party that seeks access to the data may bring before the appropriate presiding judicial officer, arbitrator, or administrative law judge an action to compel discovery or an action in the nature of an action to compel discovery.

The presiding officer shall first decide whether the data are discoverable or releasable pursuant to the rules of evidence and of criminal, civil, or administrative procedure appropriate to the action.

If the data are discoverable the presiding officer shall decide whether the benefit to the party seeking access to the data outweighs any harm to the confidentiality interests of the entity maintaining the data, or of any person who has provided the data or who is the subject of the data, or to the privacy interest of an individual identified in the data. In making the decision, the presiding officer shall consider whether notice to the subject of the data is warranted and, if warranted, what type of notice must be given. The presiding officer may fashion and issue any protective orders necessary to assure proper handling of the data by the parties. If the data are a videotape of a child victim or alleged victim alleging, explaining, denying, or describing an act of physical or sexual abuse, the presiding officer shall consider the provisions of section 611A.90, subdivision 2, paragraph (b). If the data are data subject to the protections under chapter 5B or section 13.045, the presiding officer shall consider the provisions of section 5B.11.

Subd. 7. Data transferred to archives. When government data that is classified as not public by this chapter or any other statute, including private data on decedents and confidential data on decedents, is physically transferred to the state archives, the data shall no longer be classified as not public and access to and use of the data shall be governed by section 138.17.

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Subd. 2. **Procedures.** (a) The responsible authority in every government entity shall establish procedures, consistent with this chapter, to insure that requests for government data are received and complied with in an appropriate and prompt manner.

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(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

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(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

Subd. 6. Discoverability of not public data. If a government entity opposes discovery of government data or release of data pursuant to court order on the grounds that the data are classified as not public, the party that seeks access to the data may bring before the appropriate presiding judicial officer, arbitrator, or administrative law judge an action to compel discovery or an action in the nature of an action to compel discovery.

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If the data are discoverable the presiding officer shall decide whether the benefit to the party seeking access to the data outweighs any harm to the confidentiality interests of the entity maintaining the data, or of any person who has provided the data or who is the subject of the data, or to the privacy interest of an individual identified in the data. In making the decision, the presiding officer shall consider whether notice to the subject of the data is warranted and, if warranted, what type of notice must be given. The presiding officer may fashion and issue any protective orders necessary to assure proper handling of the data by the parties. If the data are a videotape of a child victim or alleged victim alleging, explaining, denying, or describing an act of physical or sexual abuse, the presiding officer shall consider the provisions of section 611A.90, subdivision 2, paragraph (b). If the data are data subject to the protections under chapter 5B or section 13.045, the presiding officer shall consider the provisions of section 5B.11.

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(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

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13.03 ACCESS TO GOVERNMENT DATA.

Subdivision 1. **Public data.** All government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to section 13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. The responsible authority in every government entity shall keep records containing government data in such an arrangement and condition as to make them easily accessible for convenient use. Photographic, photostatic, microphotographic, or microfilmed records shall be considered as accessible for convenient use regardless of the size of such records.

Subd. 2. **Procedures.** (a) The responsible authority in every government entity shall establish procedures, consistent with this chapter, to insure that requests for government data are received and complied with in an appropriate and prompt manner.

(b) Full convenience and comprehensive accessibility shall be allowed to researchers including historians, genealogists and other scholars to carry out extensive research and complete copying of all records containing government data except as otherwise expressly provided by law.

A responsible authority may designate one or more designees.

Subd. 3. **Request for access to data.** (a) Upon request to a responsible authority or designee, a person shall be permitted to inspect and copy public government data at reasonable times and places, and, upon request, shall be informed of the data's meaning. If a person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect data.

(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

(d) If a government entity disseminates data to another government entity, a classification provided for by law at the entity receiving the data does not affect the classification of the data at the entity that disseminates the data.

(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

Subd. 6. Discoverability of not public data. If a government entity opposes discovery of government data or release of data pursuant to court order on the grounds that the data are classified as not public, the party that seeks access to the data may bring before the appropriate presiding judicial officer, arbitrator, or administrative law judge an action to compel discovery or an action in the nature of an action to compel discovery.

The presiding officer shall first decide whether the data are discoverable or releasable pursuant to the rules of evidence and of criminal, civil, or administrative procedure appropriate to the action.

If the data are discoverable the presiding officer shall decide whether the benefit to the party seeking access to the data outweighs any harm to the confidentiality interests of the entity maintaining the data, or of any person who has provided the data or who is the subject of the data, or to the privacy interest of an individual identified in the data. In making the decision, the presiding officer shall consider whether notice to the subject of the data is warranted and, if warranted, what type of notice must be given. The presiding officer may fashion and issue any protective orders necessary to assure proper handling of the data by the parties. If the data are a videotape of a child victim or alleged victim alleging, explaining, denying, or describing an act of physical or sexual abuse, the presiding officer shall consider the provisions of section 611A.90, subdivision 2, paragraph (b). If the data are data subject to the protections under chapter 5B or section 13.045, the presiding officer shall consider the provisions of section 5B.11.

Subd. 7. Data transferred to archives. When government data that is classified as not public by this chapter or any other statute, including private data on decedents and confidential data on decedents, is physically transferred to the state archives, the data shall no longer be classified as not public and access to and use of the data shall be governed by section 138.17.

Subd. 8. Change to classification of data not on individuals. Except for security information, nonpublic and protected nonpublic data shall become public either ten years after the creation of the data by the government entity or ten years after the data was received or collected by any governmental entity unless the responsible authority for the originating or custodial entity for the data reasonably determines that, if the data were made available to the public or to the data subject, the harm to the public or to a data subject would outweigh the benefit to the public or to the data subject. If the responsible authority denies access to the data, the person denied access may challenge the denial by bringing an action in district court seeking release of the data. The action shall be brought in the district court located in the county where the data are being maintained, or, in the case of data maintained by a state agency, in any county. The data in dispute shall be examined by the court in camera. In deciding whether or not to release the data, the court shall consider the benefits and harms in the same manner as set forth above. The court shall make a written statement of findings in support of its decision.

Subd. 9. Effect of changes in classification of data. Unless otherwise expressly provided by a particular statute, the classification of data is determined by the law applicable to the data at the time a request for access to the data is made, regardless of the data's classification at the time it was collected, created, or received.

Subd. 10. Costs for providing copies of data. Money may be collected by a responsible authority in a state agency for the actual cost to the agency of providing copies or electronic transmittal of government data. When money collected for purposes of this section is of a magnitude sufficient to warrant a separate account in the state treasury, that money must be deposited in a fund other than the general fund and is appropriated to the agency.

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(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

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be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

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Subd. 10. **Costs for providing copies of data.** Money may be collected by a responsible authority in a state agency for the actual cost to the agency of providing copies or electronic transmittal of government data. When money collected for purposes of this section is of a magnitude sufficient to warrant a separate account in the state treasury, that money must be deposited in a fund other than the general fund and is appropriated to the agency.

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Subd. 3. **Request for access to data.** (a) Upon request to a responsible authority or designee, a person shall be permitted to inspect and copy public government data at reasonable times and places, and, upon request, shall be informed of the data's meaning. If a person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect data.

(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

(d) If a government entity disseminates data to another government entity, a classification provided for by law at the entity receiving the data does not affect the classification of the data at the entity that disseminates the data.

(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

Subd. 5. Copyright or patent of government data. A government entity may enforce a copyright or acquire a patent for a computer software program or components of a program created by that government entity without statutory authority. In the event that a government entity acquires a patent to a computer software program or component of a program, the data shall be treated as trade secret information pursuant to section 13.37.

Subd. 6. Discoverability of not public data. If a government entity opposes discovery of government data or release of data pursuant to court order on the grounds that the data are classified as not public, the party that seeks access to the data may bring before the appropriate presiding judicial officer, arbitrator, or administrative law judge an action to compel discovery or an action in the nature of an action to compel discovery.

The presiding officer shall first decide whether the data are discoverable or releasable pursuant to the rules of evidence and of criminal, civil, or administrative procedure appropriate to the action.

If the data are discoverable the presiding officer shall decide whether the benefit to the party seeking access to the data outweighs any harm to the confidentiality interests of the entity maintaining the data, or of any person who has provided the data or who is the subject of the data, or to the privacy interest of an individual identified in the data. In making the decision, the presiding officer shall consider whether notice to the subject of the data is warranted and, if warranted, what type of notice must be given. The presiding officer may fashion and issue any protective orders necessary to assure proper handling of the data by the parties. If the data are a videotape of a child victim or alleged victim alleging, explaining, denying, or describing an act of physical or sexual abuse, the presiding officer shall consider the provisions of section 611A.90, subdivision 2, paragraph (b). If the data are data subject to the protections under chapter 5B or section 13.045, the presiding officer shall consider the provisions of section 5B.11.

Subd. 7. Data transferred to archives. When government data that is classified as not public by this chapter or any other statute, including private data on decedents and confidential data on decedents, is physically transferred to the state archives, the data shall no longer be classified as not public and access to and use of the data shall be governed by section 138.17.

Subd. 8. Change to classification of data not on individuals. Except for security information, nonpublic and protected nonpublic data shall become public either ten years after the creation of the data by the government entity or ten years after the data was received or collected by any governmental entity unless the responsible authority for the originating or custodial entity for the data reasonably determines that, if the data were made available to the public or to the data subject, the harm to the public or to a data subject would outweigh the benefit to the public or to the data subject. If the responsible authority denies access to the data, the person denied access may challenge the denial by bringing an action in district court seeking release of the data. The action shall be brought in the district court located in the county where the data are being maintained, or, in the case of data maintained by a state agency, in any county. The data in dispute shall be examined by the court in camera. In deciding whether or not to release the data, the court shall consider the benefits and harms in the same manner as set forth above. The court shall make a written statement of findings in support of its decision.

Subd. 9. Effect of changes in classification of data. Unless otherwise expressly provided by a particular statute, the classification of data is determined by the law applicable to the data at the time a request for access to the data is made, regardless of the data's classification at the time it was collected, created, or received.

Subd. 10. Costs for providing copies of data. Money may be collected by a responsible authority in a state agency for the actual cost to the agency of providing copies or electronic transmittal of government data. When money collected for purposes of this section is of a magnitude sufficient to warrant a separate account in the state treasury, that money must be deposited in a fund other than the general fund and is appropriated to the agency.

Subd. 11. Treatment of data classified as not public; public meetings. Not public data may be discussed at a meeting open to the public to the extent provided in section 13D.05.

Subd. 12. Pleadings. Pleadings, as defined by court rule, served by or on a government entity, are public data to the same extent that the data would be public if filed with the court.

History: 1979 c 328 s 7; 1980 c 603 s 7; 1981 c 311 s 39; 1Sp1981 c 4 art 1 s 6; 1982 c 545 s 2,24; 1984 c 436 s 2-4; 1985 c 298 s 1-4; 1987 c 351 s 1; 1990 c 573 s 1; 1991 c 319 s 2; 1991 c 345 art 1 s 44;

1992 c 569 s 1,2; 1994 c 618 art 1 s 1,2; 1995 c 259 art 4 s 1; 1996 c 440 art 1 s 2; 1999 c 227 s 1,22; 1999 c 250 art 1 s 41; 2000 468 s 4,5; 2004 c 290 s 1; 2005 c 163 s 6-12; 2007 c 129 s 3; 2008 c 315 s 2; 1Sp2010 c 1 art 14 s 3; 2012 c 290 s 11,12; 2015 c 65 art 3 s 2

13.03 ACCESS TO GOVERNMENT DATA.

Subdivision 1. **Public data.** All government data collected, created, received, maintained or disseminated by a government entity shall be public unless classified by statute, or temporary classification pursuant to section 13.06, or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential. The responsible authority in every government entity shall keep records containing government data in such an arrangement and condition as to make them easily accessible for convenient use. Photographic, photostatic, microphotographic, or microfilmed records shall be considered as accessible for convenient use regardless of the size of such records.

Subd. 2. **Procedures.** (a) The responsible authority in every government entity shall establish procedures, consistent with this chapter, to insure that requests for government data are received and complied with in an appropriate and prompt manner.

(b) Full convenience and comprehensive accessibility shall be allowed to researchers including historians, genealogists and other scholars to carry out extensive research and complete copying of all records containing government data except as otherwise expressly provided by law.

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(b) For purposes of this section, "inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the government entity, unless printing a copy is the only method to provide for inspection of the data. In the case of data stored in electronic form and made available in electronic form on a remote access basis to the public by the government entity, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment. Nothing in this section prohibits a government entity from charging a reasonable fee for remote access to data under a specific statutory grant of authority. A government entity may charge a fee for remote access to data where either the data or the access is enhanced at the request of the person seeking access.

(c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied. If the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.

(d) When a request under this subdivision involves any person's receipt of copies of public government data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must

be clearly demonstrated by the government entity to relate to the actual development costs of the information. The responsible authority, upon the request of any person, shall provide sufficient documentation to explain and justify the fee being charged.

(e) The responsible authority of a government entity that maintains public government data in a computer storage medium shall provide to any person making a request under this section a copy of any public data contained in that medium, in electronic form, if the government entity can reasonably make the copy or have a copy made. This does not require a government entity to provide the data in an electronic format or program that is different from the format or program in which the data are maintained by the government entity. The entity may require the requesting person to pay the actual cost of providing the copy.

(f) If the responsible authority or designee determines that the requested data is classified so as to deny the requesting person access, the responsible authority or designee shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based. Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

Subd. 4. Change in classification of data; effect of dissemination among agencies. (a) The classification of a government entity's data shall change if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.

(b) If data on individuals are classified as both private and confidential by this chapter, or any other statute or federal law, the data are private.

(c) To the extent that government data are disseminated to a government entity by another government entity, the data disseminated shall have the same classification at the entity receiving them as they had at the entity providing them.

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(e) To the extent that judicial branch data are disseminated to government entities by the judicial branch, the data disseminated shall have the same level of accessibility at the government entity receiving them as they had at the judicial branch entity providing them. If the data have a specific classification in state statute or federal law, the government entity must maintain the data according to the specific classification.

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1992 c 569 s 1,2; 1994 c 618 art 1 s 1,2; 1995 c 259 art 4 s 1; 1996 c 440 art 1 s 2; 1999 c 227 s 1,22; 1999 c 250 art 1 s 41; 2000 468 s 4,5; 2004 c 290 s 1; 2005 c 163 s 6-12; 2007 c 129 s 3; 2008 c 315 s 2; 1Sp2010 c 1 art 14 s 3; 2012 c 290 s 11,12; 2015 c 65 art 3 s 2

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

10. A.

1.	a. Topic or Issue: (As should be listed on agenda) CCEA Grievance	b. Requested Date: 11/15/2016	c. Amount of time with Board 30 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before? YES	b. If so, When? October 11	c. What was the result? Board agreed to delay hearing of grievance	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Rachel Espe			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Board need to motion to hear the Step 3 grievance of the CCEA alleging a violation of Article 29 of the Cook County CCEA employment agreement.			
7.	<p>BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>Step 3 If appealed, the written grievance shall be presented by the Association to the County Administrator for submission to the County Board of Commissioners. The Board of Commissioners shall decide whether to hear the grievance, not hear the grievance, or refer the grievance for hearing to a Committee consisting of the two Board members of the Labor Negotiating Committee of the Board and a Department Head appointed by the Board and who did not decide the Step 1 grievance. The Association shall be given the Board's decision as to whether to hear the grievance immediately following the next regularly scheduled Board meeting following submission of the Step 3 grievance to the County Administrator or within twenty (20) calendar days after submission of the Step 3 grievance to the County Administrator, whichever occurs first. If the grievance is to be heard by the Board or the Committee, the hearing on the grievance shall occur within twenty (20) calendar days after the Board's decision to hear the grievance. The Board's answer, or the answer of the Committee in the case of grievances referred to said Committee, shall be given within five (5) calendar days following the hearing on the grievance: If the grievance is resolved at Step 3, the resolution shall be reduced to writing and signed by the parties. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer's final answer in Step 3.</p>			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Date	
July 28, 2016	Personnel Committee reviewed organizational plan to eliminate the Assessor's technical clerk position and to create a Land Commissioner/Parks Director position
August 9, 2016	Board approved organizational changes
August 10, 2016	Cadwell had meeting with Rachel Espe giving notice of the elimination of her position
August 11, 2016	CCEA Letter
August 18, 2016	Letter From Rachel Espe
August 18, 2016	CCEA Grievance Letter
August 25, 2016	Administrator response acknowledging grievance and setting grievance at step 2 with no established Assessor's Office department head
August 31, 2016	CCEA letter accepting grievance at step 2
September 14, 2016	Step 2 meeting
September 20, 2016	CCEA letter appealing to step 3 of grievance process
September 29, 2016	Grievance discussed at personnel committee with staff representatives in attendance for the first time.
September 30, 2016	Grievance resolution drafted for review
October 10, 2016	CCEA asked to pull grievance from the board agenda for October 11, 2016
October 11, 2016	Board extends employment of Rachel Espe as Assessor's Technical Clerk until the grievance is resolved
October 20, 2016	CCEA membership meeting
November 4, 2016	CCEA letter, second request to move the grievance to step 3
November 8, 2016	Meeting to discuss the status of the grievance, CCEA, Cadwell and Hicken
November 15, 2016	Board meeting

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

10.B.

1.	a. Topic or Issue: (As should be listed on agenda) Budget Updates	b. Requested Date: 11/15/2016	c. Amount of time with Board 45 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Budget Committee Update EDA Budget Request Cook County Historical Society			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County-Grand Marais Economic Development Authority
2017 Annual Budget (updated Nov 2016)

Source of Funds	2014 Actuals	2015 Actuals	2016 Budget	Proposed 2017 Budget	Preliminary 2018 Budget	2017 Notes
Cook County Levy	208,993	171,392	161,675	366,290	246,290	Does not include Cedar Grove - \$60,000
Cedar Grove				60,000	60,000	From Cook County
RRRB Grant - Grand Marais Housing				200,000		
RRRB Grant - Airport Terminal				300,000		
RRRB Grant - Superior National				25,000	25,000	Canyon Nine Completion
SBDC/UMD	28,219	30,448	25,000	25,000	25,000	SBDC contract for Pat C - Business Consultant
Chamber & AEOA Rent Income	1,260	4,020	5,520	5,520	5,520	Chamber is \$250/month, AEOA is \$210/month
Other/Grants	8,154	1,731				
Total Source of Funds:	246,626	207,591	192,195	1,056,810	336,810	
Use of Funds						
Operations						
Accounting Support	1,450	1,470	1,500	3,000	3,000	Contracted at 150 hours X \$20
Advertising/Marketing/Website	1,510	295		7,000	7,000	County Promotion/Property Sales
State Audit	4,336	13,923	14,000	15,000	15,000	Includes EDA and SNL
City Administration	9,225	6,000	6,000	6,000	6,000	\$1500/quarter - City of Grand Marais
Office Supplies/Expenses	2,788	3,324	5,000	6,000	6,000	Computer, supplies, etc
Meetings/Minutes/Per Diem	769	557	600	5,760	5,760	Meetings/5 directors @ \$30/month
Rent to City Hall	3,750	2,250	3,000	3,000	3,000	\$750/quarter
Insurance	3,752	2,572	5,000	5,000	5,000	League of MN Cities
Legal	7,249	900	2,000	300	2,000	IREA and EDAM
Memberships				5,000	5,000	
Contingency at 10%/Other	2,038	(2,206)	2,520			In 2017 combine w/Meeting Expenses line
Board per Diem	1,900	1,260				
Staffing						
EDA Director				54,000	54,000	\$45,000 plus 20% burden
Training/Travel/Mileage				5,000	5,000	
SBDC Consultant	21,992	23,779	18,750	18,750	18,750	Pat C work for SBDC
Administrative Assistance		12,680	30,000			In 2017 moved to EDA Director line
Projects						
Grand Marais Housing Grant				100,000		Flow-through Grant
Airport Terminal Expansion Grant				200,000		Flow-through Grant
Superior Nat'l Renovation Grant				300,000		Flow-through Grant
Housing project			64,825	200,000	100,000	\$100,000 Lutsen/\$100,000 Grand Marais
Assisted Living				2,000	2,000	Legal Fees
Mountain Bike Support				20,000	20,000	Support for Employee
CCLP				8,000	8,000	Residential Energy Efficiency Program (REEP)
City of Grand Marais Cedar Grove	49,243			28,000	28,000	\$60,000 less \$32,000 Property Tax
Cedar Grove Property Tax				32,000	32,000	County Property Tax/Assessment
Business Development Program	350	1,000	19,000	5,000	5,000	Scholarships, workshops, etc.

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

10.C.

1.	a. Topic or Issue: (As should be listed on agenda) Highway Budget review	b. Requested Date: 11/15/2016	c. Amount of time with Board 90 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): Review of 2017 Highway budget request			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Cook County
Request for Time**

e-mail form

Before the Board of Commissioners

11.A.

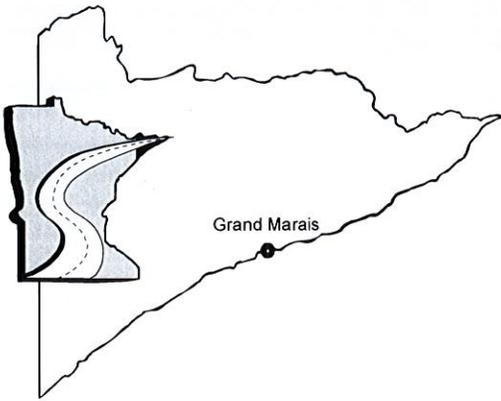
1.	a. Topic or Issue: (As should be listed on agenda) Doesn't fit in space provided, see #7	b. Requested Date: 11/15/16	c. Amount of time with Board 30 minutes
2.	a. Person requesting/presenting David Betts	b. Phone: 218-387-3695	c. Email: david.betts@co.cook.mn.us
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? No	b. If so, When?	c. What was the result?
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?		
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote): We respectfully ask that the Board approve the enclosed priority project list for submission to the Minnesota Department of Revenue.		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). Please see attached paperwork. TOPIC: Priority Project List, Greater MN Transportation Sales and Use Tax		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): n/a		

COUNTY STAFF INFORMATION

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted:	County Attorney Contacted:
YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

Cook County Highway Department

609 East 4th Ave
Grand Marais, Minnesota 55604-2308
Phone (218) 387-3014 Fax (218) 387-3012



MEMO

TO: Cook County Board of Commissioners

FROM: David L. Betts, P.E.
Cook County Highway Engineer *DLB*

DATE: November 9, 2016

RE: Priority Project List
Greater MN Transportation Sales and Use Tax

Attached for the Board's consideration is a prioritized project list for the Greater Minnesota Transportation Sales and Use Tax that was approved by the Board at its September 27, 2016, meeting. This list provides rankings for the \$162 million project list that was approved as part of that resolution.

The Highway Committee met on October 6, October 20 and November 3 to discuss and prioritize that project list. These discussions have generated a top priority list and a secondary priority list. The top priorities include a number of already-programmed Federal- and State-aid projects, as well as the projects that the committee believes to be of most benefit/urgency. As we have stated previously, CR 45 and CSAH 17 have been ranked at the top of the list. Beyond that, the projects are generally listed in road number order. Our plan is to target a combination of smaller and larger projects based on committee and Board input, engineering timelines and funding availability.

We respectfully ask that the Board approve the enclosed priority project list for submission to the Minnesota Department of Revenue.

If you have any questions or comments, please feel free to contact me.

enclosure

/ls

Cook County Transportation Sales Tax Project List Highway Committee Priority List

Color Key:

Programmed municipal state-aid projects

Programmed federal/regular state-aid projects

Section 1: Top Priorities

Line	Road	Road Name	From	To	Traffic Volume	Type of Work	Estimated Project Cost
1						Maple Hill Pit Road	\$75,000
2						Junco Gravel Pit	\$300,000
3						Cross River Gravel Pit	\$90,000
4							
5						Road Sign Inventory	\$95,000
6						Road and Driveway Culvert Inventory	\$165,000
7						Road Centerline Inventory	\$95,000
8							
9	CR 45	Pike Lake Road	CSAH 7	End of Road	235?/175?/315	Reconstruct to 10 Ton Standard	\$9,994,360
10	CR 44		CSAH 7	CR 45	95 ?	Reconstruct to 10 Ton Standard	\$605,588
11	CR 44		CR 45	End of Road	95 ?	Reconstruct to 7 Ton Standard	\$649,087
12	CR 42	Cardinal Road	CSAH 7	Perry's Home	5	Reconstruct to Gravel Standard	\$657,248
13	CR 42	Cardinal Road	Wahlstrom Home	CR 45	5	Reconstruct to Gravel Standard	\$362,408
14	CR 43	Wildwood Lane	CR 45	End of Road	--	Replace culverts and resurface with 4" Class 1	\$121,241
15	CR 42	Cardinal Road	Perry Home	Wahlstrom Home	0	Reestablish through Road	\$491,400
16							
17	CSAH 17	Old Highway 61	TH 61	Mineral Center	35	Surfacing improvements	\$1,265,000
18	CSAH 17	Mineral Center Road	Mineral Center	MP 1.0	40	Surfacing improvements	\$350,750
19	CSAH 17	Mineral Center Road	MP 1.0	TH 61	40	Reconstruct to 10 Ton Standard	\$1,079,173
20							
21	CSAH 1	Cramer Road	TH 61	End of Pavement	370	Bituminous Replacement to 10 Ton Standard	\$1,088,758
22	CSAH 1	Cramer Road	End of Pavement	Sugarloaf Road	135	Reconstruct to 10 Ton Standard	\$3,150,576
23	CSAH 1	Cramer Road	Sugarloaf Road	County Line	135	Reconstruct to Gravel Standard	\$773,955
24	CSAH 1	Cramer Road			135	Two Island River Bridge	\$215,280
25							
26	CSAH 5	Ski Hill Road	TH 61	Bridge Run Bridge	1,150	Mill and Overlay existing pavement	\$266,760
27	CSAH 5	Ski Hill Road	Bridge Run Bridge	CR 36	1,150	Mill and Overlay existing pavement	\$66,690
28							
29	CSAH 6		CSAH 7	Brandon Lane	180	Reconstruct to 10 Ton Standard	\$1,374,589
30	CSAH 6				180	Fall River - replace existing culvert with bridge	\$660,000
31	CSAH 6		Brandon Lane	CSAH 8	180/110	Reconstruct to 10 Ton Standard	\$4,161,264
32							
33	CSAH 7		CSAH 6	CSAH 15	760/910/1,750	Mill and Overlay existing pavement	\$466,128
34	CSAH 7		CSAH 15	TH 61	2,150/1,300/700	Mill and Overlay existing pavement	\$222,768
35							
36	CSAH 8	Devil Track Road	CSAH 12	CSAH 6	1,300	Reconstruct to 10 Ton Standard	\$1,028,360
37	CSAH 8	Devil Track Road	CSAH 6	MP 2.04	1,300	Reconstruct to 10 Ton Standard	\$1,188,133
38	CSAH 8	Devil Track Road	MP 2.04	CR 27	1,300/810	Overlay to 10 Ton Standard	\$666,900
39	CSAH 8	Devil Track Road	CR 27	CR 57	315	Reconstruct to 10 Ton Standard	\$2,919,553
40							
41	CSAH 10	Broadway	CSAH 7	TH 61	930	Replace Existing Pavement	\$281,700
42							
43	CSAH 12	Gunflint Trail	TH 61	CSAH 15	1,450/1,250/2,450	Mill and Overlay existing pavement	\$383,698
44	CSAH 12	Gunflint Trail	FR 140 (Trout Lake Road)	Greenwood Lake Road	1,450	Bituminous Replacement	\$2,574,000
45	CSAH 12	Gunflint Trail	CR 92E	CR 92W	530	Bituminous Replacement	\$2,691,000
46	CSAH 12	Gunflint Trail	CSAH 22	CSAH 22	850	Relocate Mailboxes for Safety	\$117,000
47							
48	CSAH 13	Fall River Road	TH 61	CSAH 7	135	Reconstruct to 10 Ton Standard	\$1,259,880
49							
50	CSAH 15	5th Avenue West	TH 61	CSAH 7	1,900	Reconstruction	\$1,398,370
51	CSAH 15	5th Avenue West	CSAH 7	CSAH 12	2,150	Mill and Overlay existing pavement	\$95,924
52							
53	CSAH 16	Arrowhead Trail	TH 61	Tower Road	280/195	Bituminous Replacement	\$1,436,292
54	CSAH 16	Arrowhead Trail			195	Otis Creek - replace existing culvert with bridge	\$215,000
55	CSAH 16	Arrowhead Trail	Tower Road	Irish Creek Road	195	Reconstruct to 10 Ton Standard	\$4,794,133
56							
57	CSAH 18	South Shore Drive	CSAH 8	End of Road	290	Bituminous Replacement	\$1,345,500
58							
59	CR 24	Tofte Park Road	TH 61	Tofte Town Hall	70	Mill and Overlay existing pavement	\$131,040
60							
61	CR 27	Ball Club Road	CSAH 8	MP 1.0	135	Reconstruct to 10 Ton Standard	\$946,643
62	CR 27	Ball Club Road	MP 1.0	FR 170 (The Grade)	135	Reconstruct to Gravel Standard	\$2,518,425
63	CR 27	Ball Club Road			135	Junco River Bridge	\$245,000
64							
65	CR 31	Springdale Road	CSAH 2	End of Road	120	Mill and Overlay existing pavement	\$80,496
66							
67	CR 55	Golf Course Road	CSAH 12	CSAH 12	55	Reconstruct to 7 Ton Standard	\$769,014
68	CR 55	School House Road	CSAH 12	CSAH 12	30	Ditch and Gravel Surface	\$114,574
69	CR 55	Wahlstrom Road	CSAH 12	CSAH 12	30	Ditch and Gravel Surface	\$105,128
70							
71	CR 58	Lindskog Road	TH 61	CR 60	145 ?	Reconstruct to 7 Ton Standard	\$1,688,788
72							
73	CR 60		CSAH 12	CR 58	20 ???	Reconstruct to 10 Ton Standard	\$1,845,031
74	CR 60		CR 58	CSAH 14	70	Reconstruct to Gravel Standard	\$3,039,722
75							
76	CR 62	4th Avenue West	CSAH 7	CSAH 12	455	Bituminous Replacement	\$220,078
77							

Line	Road	Road Name	From	To	Traffic Volume	Type of Work	Estimated Project Cost
78	CR 87	Croftville Road	TH 61	TH 61	215	Mill and Overlay existing pavement	\$318,240
79							
80	CR 88	Chicago Bay Road	TH 61	TH 61	125	Mill and Overlay existing pavement	\$131,040
81							
82	CR 97	Cascade Beach Road	TH 61	TH 61	75	Realign west intersection	\$110,000
83	CR 97	Cascade Beach Road	TH 61	TH 61	75	Realign east intersection	\$55,000
84							
85	CR 101	Birch Drive	TH 61	End of Road	--	Ditch and Pave	\$295,989
86							
87		Skyport Lane	CSAH 8	End of Road	--	Ditch and Pave	\$97,535
88							
89	CSAH 2	Sawbill Trail			155	Temperance River Bridge	\$819,000
90	CSAH 5	Ski Hill Road			1,150	Ski Run Bridge	\$655,000
91	CSAH 12	Gunflint Trail			2,600	Little Devil Track River Bridge	\$561,600
92	CSAH 12	Gunflint Trail			195	Seagull Creek Bridge	\$256,230
93	CSAH 17	Old Highway 61			35	Hollow Rock River Bridge	\$131,040
94	CSAH 17	Mile Creek Road			1,350	Rehabilitation of Historic Bridge	\$700,280
95	CR 28	Alfred Creek Road			70	Alfred Creek Bridge	\$283,140
96	CR 33	Parent Lake Road			10	Hog Creek - replace existing culvert with bridge	\$204,750
97	CR 46	North Gunflint Lake Road			95	Cross River Bridge	\$897,500
98	CR 49	Sawbill Trail			75 ?	Sawbill Creek Bridge	\$167,310
99	CR 60				70	Woods Creek Bridge	\$132,210
100	CR 69	North Road			120 ?	Flute Reed River Bridge	\$827,190
101	CR 69	North Road			120 ?	Flute Reed River Bridge	\$827,190
102	CR 70	Camp 20 Road			110	Flute Reed River Bridge	\$314,730
103	CR 70	Camp 20 Road			110	Flute Reed River Bridge	\$225,810
104	CR 71	Moose Valley Road			45	Carlson Creek Bridge	\$237,510
105	CR 74	Arrowhead Trail			85/45	Pine River Bridge	\$489,060
106	CR 97	Cascade Beach Road			75	Spruce Creek Bridge	\$181,350
107	CR 97	Cascade Beach Road			75	Replace existing box culvert at Indian Camp	\$181,350
108	CR 97	Cascade Beach Road			75	Replace existing box culvert (Unnamed)	\$181,350
109	CR102	Brandon Lane			--	Replace Existing Box Culvert	\$169,650
110							
111	CSAH 2	Sawbill Trail	TH 61	Britton Peak	420	Bituminous Replacement to 10 Ton Standard	\$1,221,480
112	CSAH 2	Sawbill Trail	Honeymoon Trail	Temperance River	155	Repair culverts and subgrade, and Pave	\$497,250
113	CSAH 2	Sawbill Trail	Temperance River	FR 170 (The Grade)	155/125	Repair culverts and subgrade, and Pave	\$1,989,000
114							
115	CSAH 4	Caribou Trail	TH 61	Honeymoon Trail	860/550/160	Mill and Overlay existing pavement	\$1,272,960
116	CSAH 4	Caribou Trail	Honeymoon Trail	Clara Lake Road	160	Reconstruct to 10 Ton Standard	\$1,450,800
117	CSAH 4	Caribou Trail	Clara Lake Road	FR 170 (The Grade)	45	Reconstruct to Gravel Standard	\$8,301,150
118							
119	CSAH 2	Sawbill Trail	Britton Peak	Honeymoon Trail	420/155	Mill and Overlay	\$1,579,968
120							
121	FR 170	The Grade					TBD

Section 2: Secondary Priorities

Line	Road	Road Name	From	To	Traffic Volume	Type of Work	Estimated Project Cost
1	CSAH 7		TH 61	CSAH 6	305/590	Mill and Overlay existing pavement	\$1,104,480
2							
3	CSAH 9	Wisconsin Street	TH 61	CSAH 10	1,850/1,750	Mill and Overlay existing pavement	\$115,109
4							
5	CSAH 10	Broadway	TH 61	Coast Guard Station	2,950/1,550	Mill and Overlay existing pavement	\$130,457
6							
7	CSAH 12	Gunflint Trail	CSAH 15	CSAH 8	2,450/2,600	Replace Existing Pavement & Add Shoulder	\$1,881,360
8	CSAH 12	Gunflint Trail	CSAH 8	CR 60	1,450	Bituminous Replacement	\$1,158,300
9	CSAH 12	Gunflint Trail	Hedstrom's Mill	FR 140 (Trout Lake Road)	1,450	Mill and Overlay existing pavement	\$1,003,392
10	CSAH 12	Gunflint Trail	Greenwood Lake Road	FR 152	850	Bituminous Replacement	\$3,173,742
11	CSAH 12	Gunflint Trail	FR 152	CSAH 22	850	Bituminous Replacement	\$3,416,985
12	CSAH 12	Gunflint Trail	CSAH 22	CR 92 E	850	Bituminous Replacement to CSAH 21 & Mill and Overlay existing pavement	\$1,765,530
13	CSAH 12	Gunflint Trail	CR 92W	Cross River Pit	530	Mill and Overlay existing pavement	\$1,604,304
14	CSAH 12	Gunflint Trail	Cross River Pit	Larch Creek	530/195	Bituminous Replacement	\$2,189,187
15	CSAH 12	Gunflint Trail	Larch Creek	CR 81	195	Bituminous Replacement	\$2,687,256
16	CSAH 12	Gunflint Trail			195	Sinking Road Project @ Seagull Lake	\$90,000
17	CSAH 12	Gunflint Trail	CR 81	Camp Ground	195	Bituminous Replacement	\$894,465
18							
19	CSAH 14		TH 61	CR 60	85	Reconstruct to 10 Ton Standard	\$2,471,040
20	CSAH 14		CR 60	CR 68	40	Reconstruct to Gravel Standard	\$3,101,963
21	CSAH 14		CR 68	TH 61	190	Reconstruct to 10 Ton Standard	\$1,183,304
22							
23	CSAH 16	Arrowhead Trail	Irish Creek Road	FR 313 (Shoe Lake Road)	85	Reconstruct to Gravel Standard	\$3,760,467
24							
25	CSAH 17	Mile Creek Road	Casino	CSAH 23	1,350	Mill and Overlay existing pavement	\$202,176
26	CSAH 17	Upper Road	CSAH 23	Grand Portage School	275	Realignment to the north with new bridge	\$1,755,000
27	CSAH 17	Upper Road	CSAH 23	End of Road	275	Mill and Overlay existing pavement	\$512,928
28							
29	CSAH 19	8th Avenue West	TH 61	CSAH 7	790/600	Bituminous Replacement	\$387,337
30							
31	CSAH 20	South Gunflint Lake Road	CSAH 12	Mile O Pine Road	390	Reconstruct to 10 Ton Standard	\$2,707,400
32							
33	CSAH 21	Hungry Jack Road	CSAH 12	Leo Lake Boat Landing	245	Reconstruct to 10 Ton Standard	\$899,311

Line	Road	Road Name	From	To	Traffic Volume	Type of Work	Estimated Project Cost
34	CSAH 21	Hungry Jack Road	Leo Lake Boat Landing	End of Road	245	Reconstruct to 10 Ton Standard	\$1,353,700
35							
36	CSAH 22	Clearwater Road	CSAH 12	End of Road	280	Reconstruct to 10 Ton Standard	\$4,932,012
37							
38	CSAH 23	Store Road	CSAH 17	TH 61	275	Mill and Overlay existing pavement	\$131,040
39							
40	CR 26	Anderson Road	CR 52	End of Road	35	Replace culverts and resurface with 4" Class 1	\$23,194
41							
42	CR 28	Alfred Creek Road	TH 61	End of Road	70	Gravel Resurfacing	\$46,674
43							
44	CR 29	Bayview Drive	TH 61	TH 61	65	Mill and Overlay existing pavement	\$59,904
45							
46	CR 30	Dyer Lake Road	CSAH 1	Boat Landing	10	Reconstruct to Gravel Standard	\$331,695
47							
48	CR 33	Parent Lake Road	CSAH 49	End of Road	10	Replace culverts and resurface with 4" Class 1	\$582,021
49							
50	CR 34		TH 61	End of Road	80	Ditch and Pave	\$1,649,727
51							
52	CR 35		TH 61	End of Road	30	Ditch and Pave	\$1,171,545
53							
54	CR 36	Ski Hill Road	CSAH 5	Cul-de-Sac	1,150 ?	Gravel Resurfacing	\$51,798
55							
56	CR 37	Mink Ranch Road	TH 61	End of Road	5	Reconstruct to Gravel Standard	\$546,683
57							
58	CR 38	Peninsula Point Road	CSAH 4	End of Road	115	Replace culverts and resurface with 4" Class 1	\$125,080
59							
60	CR 39	Caribou Drive	CSAH 4	End of Road	155	Reconstruct to 7 Ton Standard	\$1,123,742
61							
62	CR 40	Hansen Hjemsted Road	TH 61	End of Road	40	Ditch and Pave	\$317,441
63							
64	CR 41	Hall Road	TH 61	End of Road	35	Ditch and Pave	\$514,255
65							
66	CR 46	North Gunflint Lake Road	CSAH 12	End of Road	95	Reconstruct to Gravel Standard	\$472,973
67							
68	CR 47	Round Lake Road	CSAH 12	End of Road	85	Gravel Resurfacing	\$74,711
69							
70	CR 48		CSAH 7	CSAH 7	75 ?	Reconstruct to 7 Ton Standard	\$933,278
71							
72	CR 49	Sawbill Trail	CSAH 2	End of Road	75 ?	Ditch and Gravel Surface	\$647,194
73							
74	CR 50	South Gunflint Lake Road	CSAH 20	End of Road	390	Ditch and Gravel Surface	\$26,780
75							
76	CR 51	Loon Lake Road	CSAH 12	End of Road	15	Ditch and Pave	\$106,679
77							
78	CR 52	Cutoff Road	CSAH 12	CSAH 12	90	Ditch and Pave	\$222,502
79							
80	CR 53	Pincushion Road	CSAH 12	Parking Lot	175	Mill and Overlay existing pavement	\$102,960
81							
82	CR 54	Maple Hill Drive	CSAH 12	End of Road	95	Reconstruct to 7 Ton Standard	\$419,023
83							
84	CR 56	Dairy Road	CR 60	End of Road	65	Ditch and Gravel Surface	\$90,384
85							
86	CR 57	Devil Track Road	CSAH 8	FR 158 (Bally Creek Road)	335 ?	Ditch and Gravel Surface	\$344,798
87							
88	CR 59	Manitou Trail	TH 61	End of Road	10	Mill and Overlay existing pavement	\$119,808
89							
90	CR 64	Old Ski Hill Road	CR 52	End of Road	115	Reconstruct to 10 Ton Standard	\$1,845,954
91							
92	CR 67	Linnell Road	TH 61	End of Road	115	Reconstruct to Gravel Standard	\$816,953
93							
94	CR 68	Caspers Hill Road	CSAH 14	End of Road	10	Ditch and Gravel Surface	\$65,835
95							
96	CR 69	North Road	TH 61	CSAH 16	120 ?	Reconstruct to 9 Ton Standard	\$5,441,277
97	CR 69	North Road	CSAH 16	TH 61	120 ?	Reconstruct to 9 Ton Standard	\$361,219
98							
99	CR 70	Camp 20 Road	CR 69	End of Road	110	Reconstruct to Gravel Standard	\$2,678,130
100							
101	CR 71	Moose Valley Road	TH 61	End of Road	45	Reconstruct to Gravel Standard	\$1,855,035
102							
103	CR 74	Arrowhead Trail	FR 313 (Shoe Lake Road)	End of Road	85/45	Reconstruct to Gravel Standard	\$700,245
104							
105	CR 75	Sobanja Lane	CSAH 6	End of Road	45	Reconstruct to Gravel Standard	\$171,990
106							
107	CR 76	Stonegate Road	CR 88	End of Road	55	Reconstruct to Gravel Standard	\$257,985
108							
109	CR 77	Hammer Road	TH 61	End of Road	35	Gravel Resurfacing	\$19,636
110							
111	CR 78	Gonnellas/Trailsyde Road	TH 61	End of Road	10	Ditch and Pave	\$67,055
112							
113	CR 80	Spruce Point Road	TH 61	End of Road	25	Ditch and Pave	\$60,959
114							
115	CR 81	Moose Pond Drive	CSAH 12	Boat Landing	140	Reconstruct to 7 Ton Standard	\$266,651
116							
117	CR 82	Nordlof Road	TH 61	End of Road	--	Ditch and Pave	\$60,959
118							
119	CR 83	Sag Landing Rod	CSAH 12	Boat Landing	170	Reconstruct to 7 Ton Standard	\$660,278
120							
121	CR 84	Ongstad Road	TH 61	End of Road	5	Ditch and Gravel Surface	\$11,159

Line	Road	Road Name	From	To	Traffic Volume	Type of Work	Estimated Project Cost
122							
123	CR 85	Poplar Lake Road	CSAH 12	CSAH 12	15	Ditch and Gravel Surface	\$111,585
124							
125	CR 86	Hollow Rock Resort Road	TH 61	End of Road	--	Gravel Resurfacing	\$16,078
126							
127	CR 89	Old Highway 61	CSAH 17	End of Road	35	Turn back to Gravel Road	\$1,388,941
128							
129	CR 90	Old Shore Road	City Limits	TH 61	--	Reconstruct to 7 Ton Standard	\$292,046
130							
131	CR 91	Birch Lake Road	CSAH 12	End of Road	15	Gravel Resurfacing	\$45,963
132							
133	CR 92	Old Gunflint Trail	CSAH 12	CSAH 12	40	Ditch and Gravel Surface	\$502,134
134							
135	CR 93	Section 11 Road (Near Ongstad)			--	Vacate Roadway	\$0
136							
137	CR 94	White Sky/Caribou Access Road	CSAH 4	End of Road	75	Gravel Resurfacing	\$87,651
138							
139	CR 95	Wesley Lane	CSAH 8	CSAH 8	50	Gravel Resurfacing	\$70,579
140							
141	CR 96	Tamarack Trail/Ida Lane	TH 61	End of Road	--	Ditch and Pave	\$121,919
142							
143	CR 97	Cascade Beach Road	TH 61	TH 61	75	Ditch and Gravel Surface	\$546,768
144							
145	CR 102	Brandon Lane	CSAH 6	End of Road	--	Ditch and Gravel Surface	\$66,951
146							
147	CR 103	Taylor Lane	CR 58	End of Road	--	Gravel Resurfacing	\$14,942
148							
149		Mort Meadows	CR 55 (Golf Course Rd)	End of Road	--	Ditch and Gravel Surface	\$37,939
							\$162,065,979

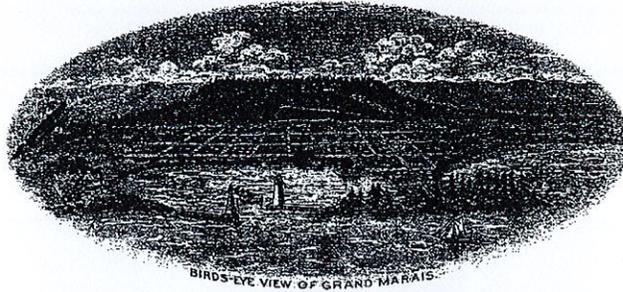
Office of the County Attorney

COUNTY OF COOK

13.A.

COUNTY ATTORNEY
MOLLY HICKEN

ASST. COUNTY ATTORNEY
JEANNE MONSON



PARALEGAL/VICTIM WIT.
LEAH EKSTROM

OFFICE ADMINISTRATOR
CATHY HAHN

November 4, 2016

Mr. David Klett
7320 Ontario Boulevard
Eden Prairie, MN 55346-3832

Mr. David Klett
986 Clearwater Rd.
Grand Marais, MN 55604

Re: *Trespass from Clearwater Lake Landing*
Incident Report # 16221651

Dear Mr. Klett,

I wrote you on June 16, 2014, regarding tampering with the boat landing at Clearwater Lake. At that time, you had taken it upon yourself to alter the surface of the landing and had erected "no parking" signs. You were asked to cease any work on the grounds and to remove the signs. You were notified that the boat landing is the property of Cook County and "no other party may alter the site or restrict parking there unless at the direction of Cook County."

This summer, you were again suspected to have made alterations to the Clearwater boat landing. These suspicions were verified by surveillance set up by the Cook County Sheriff's Office. Trenches and ditching you dug this summer altered the way the public could use the landing, and, by one report, caused damage to the underside of someone's personal vehicle. In addition, the damage you caused had to be repaired by the Highway Department, using resources ultimately provided by the taxpayers of Cook County. Because you have caused damage to this public property, you are being trespassed from the Clearwater Lake Landing. You will be served with a Trespass Notice if you haven't already received it. Any use of the Clearwater boat landing, or even your presence upon it, is in violation of the Trespass Order and unlawful. That conduct may be used as the basis of a criminal complaint.

The erosion that causes you concern at the Clearwater Boat Landing can be addressed in other ways and perhaps should be, but any erosion control measures are to be taken only under the authority of Cook County. Neither you nor I is an expert in resolving that issue. Alterations to the Clearwater Boat Landing are strictly at the discretion of the Cook County Land Commissioner. Thank you.

Very truly yours,

Molly Hicken
County Attorney

CC: Cook County Land Commissioner Lisa Kerr,
Cook County Soil and Water Conservation District Manager Ilena Berg
Cook County Sheriff Pat Eliassen
Cook County Commissioners

**Cook County Historical Society Board Meeting
Agenda November 14, 2016**

***REMINDER: JHP Committee wil meet immediately after the Board meeting.**

1. 9:00 a.m.
 - a. Call to Order
 - b. Roll call
 - c. Additions to Agenda
2. Approval of Minutes
3. Approval of Treasurer's Report
4. Old Business:
5. New Business
6. President's Report
7. Directors' Reports
 - a. JHP
 - b. Museum
8. Committee Reports
9. For the Good of the Order
10. Adjourn

**Minutes of the October 10, 2016 meeting of
The Cook County Historical Society**

The meeting was called to order at 9:00 o'clock a.m.

Present: Attending were Alta McQuatters, Barb Backlund, Leonard Sobanja Patty Nelson, Duane Ege, Wayne Anderson, Dean Einwalter, MaryAnn Gagnon, Eleanor Waha, David Peterson, and John Jacobsen. Absent were Hal Greenwood, Gene Erickson, Bob Pratt

Also present were County Commissioner Garry Gamble, Museum Director Carrie McHugh, and JHP Director Don Davison.

1. Minutes: The minutes of the March 14 meeting were approved as corrected. Motion by Backlund, seconded by Nelson. Ayes all.
2. Treasurer's Reports: Discussion and approval were deferred,
3. Old Business.
 - a. Backlund had done some checking on different tables setups for board meetings, since hearing has been an issue. It was questioned whether a different configuration would really solve the problem. Another issue is side discussions and conversations that cause distractions. No action taken.
 - b. McHugh discussed the Give to the Max fundraising for the Museum, as well as adding a "donate" button to the website.
4. New Business.
 - a. Einwalter presented the frame that he made and donated for the JHP. The board thanked Einwalter heartily for the gift.
5. President's Report.
 - a. \$170 in donation were collected at the Chippewa Church.
 - b. Doug Anderson, former CCHS Board member, gave his By-Law Manual for CCHS.
6. Johnson Heritage Post.
 - a. A quote for mudjacking the front sidewalk was received in the amount of \$390. Motion by Backlund, seconded by Sobanja to approve the work as quoted. Ayes all. Davison said that the work would be completed quickly and without disrupting regular operations at JHP.
7. Museum.
 - a. The Capacity Grant ends in December. There is still some money for education. The question arises whether the consultant should be brought back to discuss 1) staffing, and 2) board relations. The money could also be used for board education.

- b. The sixth grade historical adventure is coming up shortly, The Museum has a scavenger hunt for the students. They also visit Bally Blacksmith Shop and JHP.
 - c. A proposed fundraising letter was presented for review. Motion by Sobanja, seconded by Peterson to go ahead with the mailing. Ayes all.
 - d. There was a detailed discussion about the meeting and discussion with David Hammer about his generous offer to donate boats and other historical fishing artifacts.
 - e. McHugh gave a review of the Minnesota Coastal Grant presentation that she gave recently.
 - f. The old ice crusher from the Grand Marais Municipal Liquor Store has been donated to the Museum.
 - g. Stephan Hogleund has donated M.J. Hunphrey's photo enlarger to the Museum.
8. Good of the Order.
- a. Nelson noted that the local scouts are looking for community service projects and they may be able to help the Society, too.
 - b. Gamble gave an update on the county's budget discussions and how they will affect the Society.
9. Adjourned at 10:20.

Adjourned at 10:00 a.m.

Donald Davison, Recording Secretary

Hammer Collection Committee Agenda
November 2, 2016

Present: Bob, Bev, Barb, Patty, Leonard, David Hammer, David Peterson, and Carrie

David Hammer's Perspective on Project Concept: David gave an overview of the collection he has that accumulated over many decades most from his parents, but a couple dozen items from his grandfather. He has carefully kept it all together. He noted that much of it was hand-made and dates from around 1925- 1970 or so.

Planning and Timeline: the planning for a future site to have exhibits with these items will take place throughout the upcoming winter months. Next summer David plans to process the items in such a way to get a descriptive inventory. Carrie noted that she would show what would be required to put information into the PastPerfect cataloging system so as to most efficiently document the collection. It was also discussed that we should audio or video record David as he is going through the items, identifying them but also sharing stories (he is a great story teller and has a knowledge that few still have). There was conversation about taking the Croft gas boat as a preliminary item in the front yard at the museum sooner than the longer range plan. Could keep on trailer for temporary period, also David mentioned Norwegian design of temporary shelter on skids with canvas top that could be moved. Other talk was of a pad enclosed by timbers with beach gravel "floor" or alternatively a cement pad. Could draw attention to the future project which might generate excitement and raise funds.

Storage and Cataloging: David indicated that he is not in a rush to have everything removed from his boathouse in Hovland, and he does have some other storage possibilities if he need things moved. Brief mention of a storage container came up. He would be open to CCHS using such a container. David also indicated that we don't have to take everything, for example items of which there are multiples or items that are more household related might not be needed. Leonard noted that current fish house inventory might be compared to the Hammer collection to help make decisions. Bev offered to help with the cataloging and suggested that her son who will be here in July would also like to help.

Which Boats? Types of fishing?: Since boats are the largest items to consider for space, the group wanted to focus in on which are the most important boats to consider first.

1) the 24' Croft-built gas boat is completely restored, made in Cook County would be most important (currently in storage at David's Devil Track cabin)

2) the 20' gas boat built by Rueben Hill (currently stored in Duluth) is nearly restored just needs some interior work and the engine placed back in it (he suggested North House might want to complete the work). It was also discussed that this boat could, then, be in working order for possible water tours. BOTH OF THE PREVIOUS BOATS LISTED COULD BE STORED OUTSIDE UNDER PROPER SHELTER.

3, 4, 5) In no particular order, these 3 boats would ALL NEED TO BE INSIDE (all are currently in the Hovland boat house).

3) 17' skiff built by Rueben Hill, bought by Hammers after loss of Carl and their skiff

4) Cedar strip boat (12' x 6') used on inland lakes, Hammers

5) "dinghy" (smaller) used to get to deep sea boat in Chicago Bay. Hammers

6, 7) REMAINING 2 BOATS COULD BE STORED OUTSIDE UNDER SHELTER (David got both of these 2 boats near Stony Point, Knife River area)

6) 20' gas (inboard) skiff – totally restored and runs. This boat is atypical, bad design as inboards are usually NOT put into herring skiffs because floor space was needed for large catches

7) the *Strand*, 24' gas boat built by Hendrickson near homestead road. This boat is not restored but is "the most photographed boat on the North Shore"

Consider other fishing sites – how to complement our own fish house/Neegee and Tofte's museum: It was noted at the meeting that in our planning process we should take into account the 1930s fish house site that we have so as to complement that exhibit/site with our new plans. Also that we should work with the Tofte Historical Society who has the North Shore Commercial Fishing Museum to make sure that we complement and enhance rather than replicate what they have. David noted that the boats he has might be the specialty of this new exhibit/site were planning. Stories were also brought up as something that would help add to the offerings.

Potential locations for exhibits and boats: location was discussed again for a structure dedicated to these new exhibits. Behind the museum, Ballys site, location of the former light plant, U.S. Coast Guard building. David P. brought up the idea of soliciting the community to see if there is anyone who has property that might be ideal for such a site.

Funding: Again, David wanted to emphasize the approach that putting together a good plan would be the way to attract funders. He also shared more details of his own experience fundraising for charitable organizations. We indicated the importance, since we are a small organization, of considering other costs beyond the construction and implementation of new site w/exhibits including maintenance and staffing.

Museum Report: Cook County Historical Society, November 14, 2016

Lloyd K. Johnson Grant: I contacted LKJ seeking a two month extension on the Capacity Building grant for two reasons: 1) we budgeted to pay our two temporary hires for a full 12 months but they weren't hired until March 2016 and 2) there are many loose ends that need wrapping up including two prioritization discussion facilitated by our consultant. First meeting is scheduled: Tuesday, November 29th from 9 am – 11 am at the Community Center. This will be a chance to examine possible priorities for the next two years or so. Board members, staff, and museum/historic site volunteers are asked to share input. A follow-up meeting will take place right after our regular December board meeting (Dec. 12th). This meeting will be for the board to finalize setting the priorities and timelines for goals. The grant work will continue through February 2017.

Capacity Building: PRIORITIES FOR NEXT TWO YEARS

Facilitated by Jerritt Johnston

MEETING 1 – at the Cook County Community Center

DISCUSSION OF PRIORITIES: November 29, 9 a.m. - 11 a.m.

Inclusive meeting with board, staff, and museum and historic site volunteers to discuss priorities for the next few years.

- Current status
- Identify priorities: organization, program, sites
- Gain opinions and information
- Ask questions
- Advocate for ideas that are important
- Talk about timelines

MEETING 2 – at the Johnson Heritage Post

DECISION MAKING FOR PRIORITIES: December 12, 10 a.m. – 1 p.m. – lunch will be served

Meeting with board and task force

- Set priorities
 - Overall organization
 - Sites
 - Program
 - Set timelines
-

Bally Update: After a couple of conversations with MNHS it was determined that we will be required to do the HSR and, short of canceling the grant and paying back the \$130, 000 for purchase, there is no modifying the LOA with them. So, as previously authorized by the board, LHB was hired and made a site visit on October 28th to begin the process of writing the Historic

Structure Report. Their bid was \$12,700 for the base HSR. I did indicate to LHB that we may ask for work beyond the HSR if engineer drawings will be required by SHPO in upcoming scopes of work – as we do not want to have to hire the firm again to proceed with work at the site.

Hammer Collection Update: See notes in packet from meeting with David Hammer and committee.

Hovland Dock Update: ARDC hired a structural engineer who focuses on maritime structures to give evaluation of damage and repair/stabilization for the dock. The county is looking into options. Frank Moe has asked me to make a presentation on the significance of its history to the county board in the upcoming months.

Jeff Cadwell, county administrator contacted me to make 10-15 minute presentation regarding the Museum's 2017 budget request, scheduled for November 15th. Included in this packet is a projection for possible grants we'll be seeking in 2017. I would like to include this information in my presentation.

Fundraising letter for 5 year fundraiser dedicated to the Chippewa City Church went out in October, will report on response thus far. Jayne Richards has offered us use of the image she created for the banners around Grand Marais (fisherman pulling net) to use for a fundraiser. She suggested t-shirts which would cost around \$7-9 per shirt with a retail price estimated at \$20-24. I think they would also be a nice item in our expanded gift shop. Is there interest in pursuing this idea?

Letter of support was provided to Chik-Wauk for their upcoming request for funding to rebuild/build a couple of structures at their site. Recent conversations with several of the local historical societies has prompted a tentative group meeting in December to talk about how we can support one another even more. No date has been set as of today. I will follow up with them to see what might work.

We had our second Scavenger Hunt during Moose Madness (MEA weekend) was an even bigger success than the last with 44 groups participating we estimate about 150 individuals! Our local businesses provided prizes enough for both events – we have given thanks to them and will continue to acknowledge their generosity! Liz Davis, again, prepared this whole event.

I am working with Connie Hunt (daughter-in-law of Keith Hunt) to acquire the rights to Hunt's books *Look Over Your Shoulder* and *Tough Men, Tough Boats*. Both of these publication are out of print and have been popular in the past. We might consider in the next year or two reproducing them either as two books again or possibly as a set in one publication. On a related note, *Faces and Places II* will soon be out of print as well. Eleanor and others have spent some time reviewing the publication for corrections. We should also consider reprinting this - our own publication.



JOHNSON HERITAGE POST ART GALLERY

DIRECTOR'S REPORT

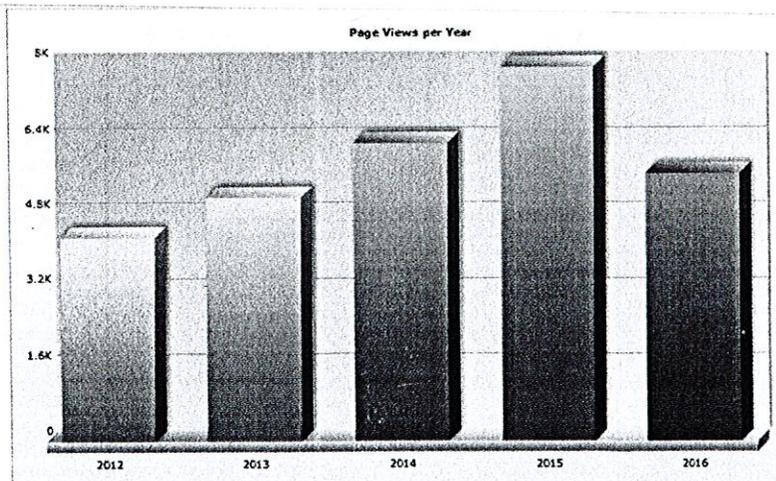
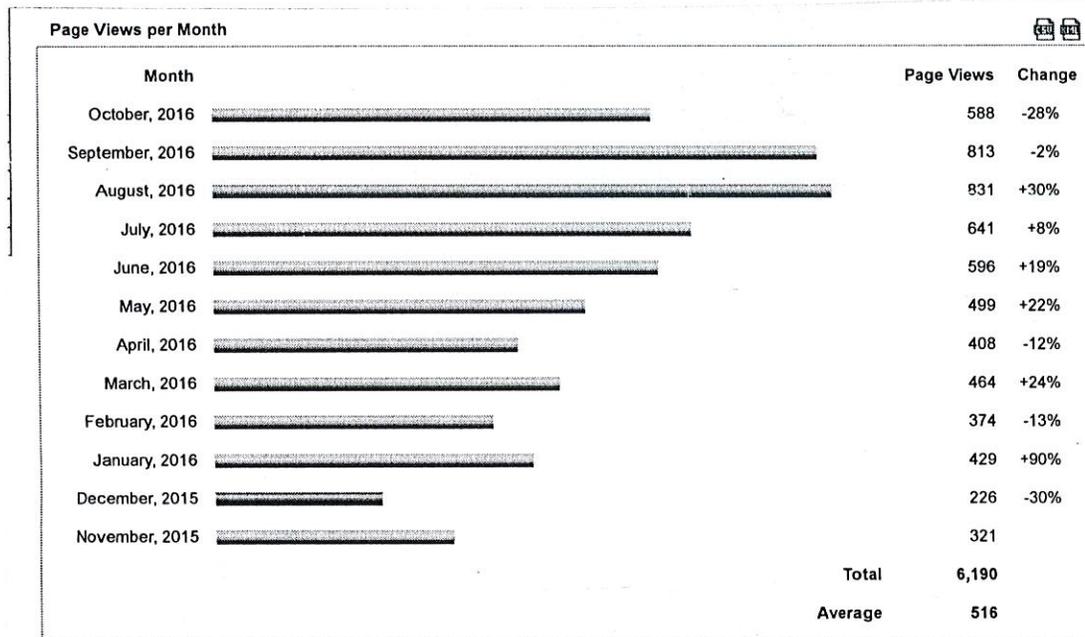
NOVEMBER 2016

The Grand Marais Art Colony exhibit runs through November 13, the day before our board meeting. You'll want to swing by before the 13th to get a look at this terrific show if you haven't seen it already. Sales have been very good, but attendance has slowed down since MEA weekend.

I am polling our volunteers to see what interest there is, if any, to have limited hours early in 2017 for our permanent collection.

During the break between exhibits, I will be doing some deep cleaning and rearranging. I will also be "reassembling" the gallery office.

Our website statistics:



PROJECTED GRANTS 2017

Grantor, Project	Request	Match	Deadline
MNHS, Archeology Survey Chippewa City <ul style="list-style-type: none"> ▪ Test post hole for new sign ▪ Test/survey around the foundation of church ▪ Survey (noninvasive) old cemetery area 	\$10,000	??	Jan. 13 or April 14
IRRRB, Phase 2 Bally Stabilization <ul style="list-style-type: none"> ▪ Similar to previous phase 2 scope of work (already designated) ▪ Based on HSR recommendations ▪ Okayed by SHPO 	\$20,000	\$20,000	March 1-31
Lloyd K. Johnson, Phase 2 Capacity Building <ul style="list-style-type: none"> ▪ Resource development ▪ Strategic relationships ▪ Facility planning 	\$25,000		April 15
Cook County Community Fund OR Arrowhead Roundup, Military Exhibit specific focus on WWI anniversary	\$ 5,000 or so		March 1 or April
Grand Marais Area Tourism, Event/display for 100th Anniversary of Outlaw Bridge	\$ 800 or so	??	June

Cook County Historical Society
Profit & Loss Prev Year Comparison
 October 2016

	<u>October 2016</u>	<u>October 2015</u>
Income		
43200 · Sales Income	\$ 346.29	\$ -
43400 · Public Donations		
43445 · Door Donations	\$ 555.76	\$ 260.64
43450 · Donations and Contributions	\$ 261.00	\$ -
43455 · Fundraising Special Efforts		
43458 · Church Building Contributions	\$ 880.00	\$ 118.19
43459 · Matching Donations 2015	\$ -	\$ 2,180.00
Total 43455 · Fundraising Special Efforts	<u>\$ 880.00</u>	<u>\$ 2,298.19</u>
43460 · Legacies and Bequests	\$ -	\$ 1,000.00
Total 43400 · Public Donations	<u>\$ 1,696.76</u>	<u>\$ 3,558.83</u>
45000 · Investments		
45030 · Interest-Savings, Short-term CD	\$ 24.22	\$ 21.28
Total 45000 · Investments	<u>\$ 24.22</u>	<u>\$ 21.28</u>
47200 · Program Income		
47230 · Membership Dues	\$ 100.00	\$ 135.00
47240 · Research Service Fees	\$ 30.00	\$ -
Total 47200 · Program Income	<u>\$ 130.00</u>	<u>\$ 135.00</u>
49000 · Special Events Income		
49020 · Special Events Sales	\$ 195.00	\$ 180.00
Total 49000 · Special Events Income	<u>\$ 195.00</u>	<u>\$ 180.00</u>
Total Income	<u>\$ 2,392.27</u>	<u>\$ 3,895.11</u>
Cost of Goods Sold	\$ 51.72	\$ -
Gross Profit	<u>\$ 2,340.55</u>	<u>\$ 3,895.11</u>

(CONTINUED ON THE NEXT PAGE)

Cook County Historical Society
Profit & Loss Prev Year Comparison
 October 2016

	<u>October 2016</u>	<u>October 2015</u>	
Expense			
62100 · Contract Services			
62110 · Accounting Fees	\$ 10.79	\$ 21.58	
Total 62100 · Contract Services	<u>\$ 10.79</u>	<u>\$ 21.58</u>	
62800 · Facilities and Equipment			
62865 · Blacksmith Shop Repair & Maint.	\$ -	\$ 3,663.50	
62880 · Utilities - Museum	\$ 140.36	\$ 122.77	
62885 · Utilities - Blacksmith Shop	\$ 77.40	\$ 46.22	
62890 · Utilities - Church	\$ 23.41	\$ 22.73	
Total 62800 · Facilities and Equipment	<u>\$ 241.17</u>	<u>\$ 3,855.22</u>	
65000 · Operations			
65020 · Postage, Mailing Service	\$ 324.39	\$ 38.63	Fundraiser/Eleanor reimburse
65030 · Printing and Copying	\$ 46.08	\$ -	
65040 · Supplies			
65042 · Office and Janitorial Supplies	\$ 76.55	\$ -	
65044 · Food and Supplies for Events	\$ 229.82	\$ -	
Total 65040 · Supplies	<u>\$ 306.37</u>	<u>\$ -</u>	
65050 · Telephone, Telecommunications	\$ 193.95	\$ 188.61	
65070 · Payment Processing Fees	\$ 3.05	\$ 1.52	
Total 65000 · Operations	<u>\$ 873.84</u>	<u>\$ 228.76</u>	
65100 · Other Types of Expenses			
65110 · Advertising Expenses	\$ 448.00	\$ 64.00	Grant funded
Total 65100 · Other Types of Expenses	<u>\$ 448.00</u>	<u>\$ 64.00</u>	
66000 · Payroll Expenses			
66005 · Employee Wages and Taxes	\$ 8,042.09	\$ 6,242.23	Partially grant funded
66006 · JHP Payroll Offset Account	\$ (5,035.16)	\$ (4,243.11)	
Total 66000 · Payroll Expenses	<u>\$ 3,006.93</u>	<u>\$ 1,999.12</u>	
68300 · Travel and Meetings			
68320 · Travel	\$ 153.04	\$ -	
Total 68300 · Travel and Meetings	<u>\$ 153.04</u>	<u>\$ -</u>	
Total Expense	<u><u>\$ 4,733.77</u></u>	<u><u>\$ 6,168.68</u></u>	
Net Income	<u><u>\$ (2,393.22)</u></u>	<u><u>\$ (2,273.57)</u></u>	

10:04 AM
 November 1, 2016
 Accrual Basis

Cook County Historical Society
Balance Sheet
 As of October 31, 2016

October 31, 2016

ASSETS

Current Assets

Checking/Savings

Certificate of Deposit - GMSB \$ 6,675.70

Checking - GMSB \$ 5,898.85

Historic Building Fund - NSFCU \$ 68,185.96

Historic Building Reserve Fund \$ 23,068.96

Money Market - GMSB

Available Funds - Money Market \$ 64,936.96

Operating Reserve Fund \$ 48,965.40

Total Money Market - GMSB \$ 113,902.36

Rewards Account - NSFCU \$ 405.07

Share Savings - NSFCU \$ 164.36

Total Checking/Savings \$ 218,301.26

Accounts Receivable \$ 56.98

Other Current Assets

12100 · *Inventory Asset \$ 1,901.27

Total Other Current Assets \$ 1,901.27

Total Current Assets \$ 220,259.51

Fixed Assets \$ 9,035.08

Other Assets

Endowment Fund - Beneficial Interest \$ 261,419.00

Total Other Assets \$ 261,419.00

TOTAL ASSETS \$ 490,713.59

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable \$ (172.89)

Other Current Liabilities

24000 · Payroll Liabilities \$ 208.21

25500 · Sales Tax Payable \$ 149.13

Total Other Current Liabilities \$ 357.34

Total Current Liabilities \$ 184.45

Total Liabilities \$ 184.45

Equity \$ 490,529.14

TOTAL LIABILITIES & EQUITY \$ 490,713.59

Available for buildings
 Reserved for buildings

Some for buildings

Grand total of all bank accounts

Johnson Heritage Post
Balance Sheet
As of October 31, 2016

October 31, 2016

ASSETS

Current Assets

Checking/Savings

Checking - Business	\$ 20,496.83
Checking - Money Market	\$ 19,703.65
Fund · Building Fund Money Market	\$ 17,457.53
Fund2 · Memorial Trust Fund	\$ 2,252.70

Total Checking/Savings \$ 59,910.71

Total Current Assets \$ 59,910.71

Fixed Assets \$ 679,791.33

Other Assets

16000 · Endowment - Beneficial Interest \$ 353,279.00

Total Other Assets \$ 353,279.00

TOTAL ASSETS \$ 1,092,981.04

LIABILITIES & EQUITY

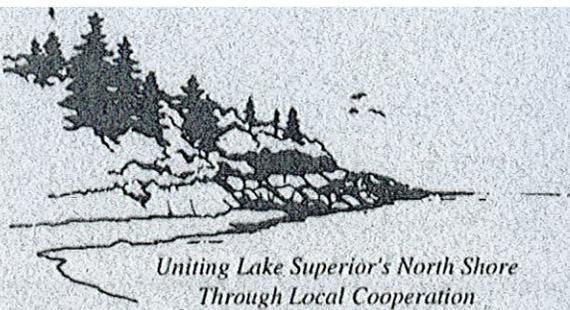
Equity \$ 1,092,981.04

TOTAL LIABILITIES & EQUITY \$ 1,092,981.04

Johnson Heritage Post
Profit & Loss Prev Year Comparison

October 2016

	<u>October 2016</u>	<u>October 2015</u>
Income		
43400 · Direct Public Support	\$ 201.00	\$ 158.00
43450 · Individ, Business Contributions	<u>\$ 201.00</u>	<u>\$ 158.00</u>
Total 43400 · Direct Public Support		
45000 · Investments	\$ 5.29	\$ 6.67
45030 · Interest-Savings, Short-term CD	<u>\$ 5.29</u>	<u>\$ 6.67</u>
Total 45000 · Investments		
46400 · Other Types of Income	\$ 14,312.34	\$ 2,155.61
46420 · Inventory Sales	<u>\$ 14,312.34</u>	<u>\$ 2,155.61</u>
Total 46400 · Other Types of Income		
47200 · Program Income	\$ -	\$ 20.00
47230 · Membership Dues	<u>\$ -</u>	<u>\$ 20.00</u>
Total 47200 · Program Income		
48000 · Rental Income	\$ 575.00	\$ 300.00
	<u>\$ 15,093.63</u>	<u>\$ 2,640.28</u>
Total Income	<u>\$ 15,093.63</u>	<u>\$ 2,640.28</u>
Gross Profit		
Expense		
60800 · Sales Taxes Paid	\$ 902.00	\$ 1,260.00
62100 · Contract Services	\$ 688.42	\$ 2,043.02
62110 · Accounting Fees	<u>\$ 688.42</u>	<u>\$ 2,043.02</u>
Total 62100 · Contract Services		
62800 · Facilities and Equipment	\$ 108.00	\$ 90.00
62840 · Equip Rental and Maintenance	\$ 390.00	\$ 564.00
62845 · Facility Repairs & Maintenance	\$ 617.42	\$ -
62880 · Real Estate Tax	\$ 330.27	\$ 228.13
62890 · Utilities	<u>\$ 1,445.69</u>	<u>\$ 882.13</u>
Total 62800 · Facilities and Equipment		
65000 · Operations	\$ 219.04	\$ 195.64
65020 · Postage, Mailing Service	\$ 421.50	\$ 376.00
65030 · Printing and Copying	\$ 74.69	\$ 450.69
65040 · Supplies	\$ 121.10	\$ 133.46
65050 · Telephone, Telecommunications	\$ 354.70	\$ 503.33
65060 · Credit Card Processing Fees	\$ 9.28	\$ 8.80
65065 · Bank Fees	<u>\$ 1,200.31</u>	<u>\$ 1,667.92</u>
Total 65000 · Operations		
65100 · Other Types of Expenses	\$ 672.07	\$ 600.50
65105 · Event Expenses	\$ 1,009.91	\$ 186.00
65110 · Advertising Expenses	\$ -	\$ (50.00)
65150 · Memberships and Dues	<u>\$ 1,681.98</u>	<u>\$ 736.50</u>
Total 65100 · Other Types of Expenses		
66000 · Payroll Expenses	\$ 1,809.33	\$ 1,709.72
66005 · Net Employee Wages	\$ 3,225.83	\$ 2,533.39
66010 · Payroll Taxes	<u>\$ 5,035.16</u>	<u>\$ 4,243.11</u>
Total 66000 · Payroll Expenses		
Total Expense	<u>\$ 10,953.56</u>	<u>\$ 10,832.68</u>
Net Income	<u>\$ 4,140.07</u>	<u>\$ (8,192.40)</u>



13.C.

North Shore Management Board

November 1, 2016

Dear North Shore Management Member:

Each new fiscal year, the North Shore Management Board (NSMB) asks its member entities to continue their membership and to provide funding towards the NSMB's activities. Enclosed is an invoice for Fiscal Year 2017 (July 1, 2016 to June 30, 2017) funding. The North Shore Management Board is responsible for defining the minimum zoning standards for Minnesota's North Shore of Lake Superior. The Board's area of authority is property that lies between Lake Superior and a line that is 300 feet inland from Highway 61 or a line that is 1,000 feet from the Lake Superior, whichever is greater. The NSMB also reviews variance, conditional use, and other zoning applications/issues to provide local jurisdictions with additional feedback regarding pertinent development issues along the shore.

This year the NSMB will be focusing on implementing a recently completed update to the North Shore Management Plan completed earlier this year. The update focused making the plan's contents more accessible and user-friendly through a new online format which can be viewed at by visiting www.northshoremanagementboard.org and clicking the link on the right shoulder. This new version of the plan has no proposed zoning amendments, but is still in need of being adopted by all member entities. It is the Board's request that each member entity adopt the new version of the plan by motion. Staff Justin Otsea can be made available for a brief informational presentation at your respective board/council meeting upon request.

Additionally, the NSMB will be looking to work with local Soil and Water Conservation Districts to assist with implementing projects identified in their recently completed 'One Watershed, One Plan', and other related areas in fiscal year 2017.

If you have questions or comments regarding the NSMB or the plan update, you may make your request to any NSMB member or contact Justin Otsea, Planner, Regional Planning Division of ARDC at 218-529-7529 or by email to jotsea@ardc.org directly.

We hope you will join us in our efforts by continuing your support.

Thank you.

Mike Hoops
Chair
North Shore Management Board

Enc.



PARTICIPATION & MEMBERSHIP BENEFITS REPORT

This report provides a detailed summary of services and dollars Cook County has received as a direct benefit from being a member of the National Association of Counties.

MEMBERSHIP OVERVIEW

NACo Member County
Member Dues: \$450

Cook County, MN
411 W 2Nd St
County Courthouse
Grand Marais, MN 55604-2307
<http://www.co.cook.mn.us/>

FEDERAL FUNDING RESULTS OF NACo'S ADVOCACY

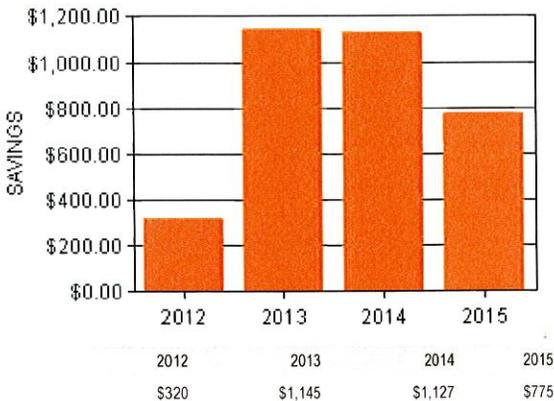
At the federal level, NACo works to increase, maintain, or create funding for programs that benefit county governments and their residents. It is important to note that these programs listed here represent the types of programs on which NACo lobbies. This is not the complete list of all the federal funds counties receive, but a sample of specific federal programs through which counties receive funding as a result of NACo's lobbying efforts.



Year	PILT	SCAAP	CDBG	HOME	SRS	USDA RD
2016	\$231,994	TBD			TBD	TBD
2015	\$211,492				\$427,967	\$22,304,500
2014	\$229,435				\$2,377,441	
2013	\$212,212				\$2,405,121	\$658,775
2012	\$217,213				\$2,454,797	\$435,160

MONEY SAVING PROGRAMS

US Communities Estimated Annual Savings



\$3,708 Estimated savings since 2011 by using US Communities



\$11,071 Total Saved by Residents by participating in NACo Prescription Discount Card Program



Deferred Compensation Program Participant

AWARDS & RECOGNITION



Started in 1970, the annual Achievement Award Program is a non-competitive awards program that recognizes innovative county government programs. Each application is judged on its own merits and not against other applications received. For more information, please visit www.naco.org/achievementawards.

Cook County is not participating in NACo's Award Program.

EDUCATION, TRAINING & PROFESSIONAL DEVELOPMENT



Events and conferences attended by individuals in Cook County. The savings figures indicate reduced rates for member counties over the prices for non-member counties to participate. Other events are only open to member counties or are free to attend so there is no non-member rate. In all cases, the true value of the networking, education and professional development far exceeds the savings.

Conference / Event	Total Attendees	Member Savings
2014 NACo Resiliency Forum	1	\$0

BOARDS & COMMITTEE PARTICIPATION



NACo is a grassroots-driven organization that encourages member engagement. Currently, we have more than 1,100 individual county elected and appointed officials from every region of the country represented on our 10 policy steering committees, ad hoc and standing committees, and various caucuses and task forces. Help make NACo and America's counties stronger by joining a committee today! Find out how by visiting www.naco.org/about/committees-state-associations-and-affiliates

Committee	Position	Member
Next Generation NACo Network	Member	Heidi Doo-Kirk

PUBLICATIONS & SUBSCRIPTIONS



NACo is happy to provide member counties with these free newsletters to keep you up to date on issues affecting counties across the country. Our acclaimed publication, County News, typically costs \$50/subscription for non-member counties, but you get the subscriptions for FREE as a member. The subscription saving figure is the money Cook County saved by being a member county.

Subscription	Subscription Saving
14 County News subscriptions	14 @ \$50ea = \$ 700
23 Washington Watch and electronic County News subscriptions	

**COOK COUNTY/GRAND MARAIS JOINT EDA
MEETING AGENDA
NOVEMBER 15, 2016, 4:00 PM
GRAND MARAIS CITY HALL**

- 4:00 PM** **Call to Order**
- A. Public Comments
 - B. Adjustments to and Approval of Agenda (*motion*)
 - C. Approval of Minutes October 11, 2016 (*motion*)
- 4:05 PM** **New Business**
- A. Mike Larson: Use of Superior National and Clubhouse on January 7 for Norpine Fat Bike Classic (*motion to approve*)
 - B. Ray Block: Use of Land at Cedar Grove for Apple Orchard
 - C. EDA Budget Meeting with County Board November 15, 2016 -2017 Budget and \$175,000 Matching Funds for Housing
 - D. Assisted Living Update
 - E. Housing Projects Updates
 - F. Tofte Housing Project Update
 - G. Suggestions from Commissioner Moe's Town Hall Meeting: Revolving Loans for Single Family Home Development and Northwoods Food Project
- 4:50 PM** **Financials**
- A. Golf Course Financials (*motion to accept*)
 - B. EDA Financials (*motion to accept*)
- 5:00 PM** **Old Business**
- A. Cedar Grove Business Park Update
 - B. Creative Economy Collaborative Update
 - C. Potential Location for a Workforce Housing Project on Gunflint Trail
 - D. MN Housing Partnership Grant Application Submitted
- 5:45 PM** **Other**
- A. SBDC Director's Report
 - B. Other Business and Adjourn

①

Cook County-Grand Marais Economic Development Authority

October 11, 2016 – Grand Marais City Hall

Present: Board members Howard Hedstrom, Heidi Doo-Kirk, Hal Greenwood, Carol Mork, Scott Harrison, Bev Green; EDA Director Mary Somnis; Chamber Director Jim Boyd; Steve Nielson, County Administrator Jeff Cadwell, Anita Jeziah, Rhonda Silence.

Absent: Anton Moody

Meeting called to order at 4 p.m. by EDA President Howard Hedstrom.

Public Comment - None

Agenda reviewed. *Motion by Heidi Doo-Kirk, second by Carol Mork to approve agenda. Motion carried, all ayes.*

Minutes of September 13, 2016 reviewed and some corrections were pointed out. Attending the meeting was Richard Olson; the September meeting was Bev Green's first regular meeting and Jeff Brauer's name was spelled wrong in one paragraph and discussion was of the Visit Cook County directory. *Motion to approve minutes with those corrections by Carol Mork, second by Heidi Doo-Kirk. Motion carried, all ayes.*

New Business

EDA budget meeting with County Board

The EDA board members who participated in the budget meeting with the Cook County commissioners gave an update on the budget proposal and on the discussion of the \$175,000 committed by the county and the city to the Grand Marais workforce housing project. There was discussion of who would be responsible for \$87,500, which would be the county's share of the matching funds for the project if it is split 50/50. Bev Green asked if the \$100,000 in the EDA's budget for housing is to be used toward that match. Somnis said no, that is where the \$8,000 to purchase land for the workforce housing project came from. It is earmarked for other housing expenditures. County board chair and EDA board member, Heidi Doo-Kirk said there could be some carryover that could be used, but the EDA cannot rely on that. County Administrator Jeff Cadwell took part in the discussion. He said the EDA should make a commitment toward the project and include it in the EDA levy, since the city has done so. He also asked the EDA to consider building its housing funds to be ready if and when other housing partnership opportunities come along.

Doo-Kirk said that Commissioner Frank Moe suggested that the EDA remove the placeholder line item of \$20,000 for bike events. The 2017 budget request includes funds for the EDA to pay off the total amount owed to KGM Contractors. Then that amount would be freed for other projects the next year. Other commissioners suggested that the EDA set aside funds to prepay the bonds with a pay date of Feb. 2020.

Cadwell said the final budget dates for the EDA and the county are in December.

Assisted Living Proposal – Spectrum Health

EDA director Mary Somnis said the Assisted Living Committee had a good meeting with representatives of Spectrum Health. She said EDA treasurer Scott Harrison obtained financial information that he is reviewing. Somnis said she had contacted all of the references given by the company and all were glowing. Committee member Steve Nielson said his only concern is about long term ownership. He said he would like to know what happens if Spectrum built the facility and wanted to sell it. Other than that, he said there is nothing programmatic or financial that he is concerned about.

Representatives of Spectrum will be in Grand Marais at the end of October to look at three pieces of property (land in the Cedar Grove Business Park; across from the horse/dog park, above the baseball field; and across from the horse/dog park by the lower water tower.) Somnis said she needs maps of those locations. Howard Hedstrom told Somnis to talk to GIS specialist Kyle Oberg for help with maps.

2

Somnis said she had talked to City Administrator Mike Roth who said she should talk to the city council. When Spectrum came to the community with a proposal in the past, there were different councilors. She will attend the city council's next meeting.

Housing Committee update – Lutsen

The board continued discussion of funding for the Lutsen workforce housing project. Funding sources were discussed. Somnis said the EDA needs to pass a resolution for a grant application to the MN Department of Employment and Economic Development (DEED) Housing Development Program. She said the funds received from this grant would be matched by tax abatement bonds and other sources.

Motion by Hal Greenwood, second by Carol Mork, to approve EDA Resolution #16-07, to make application and to accept funds from DEED Workforce Housing Development Program. Motion carried, all ayes

Somnis presented another resolution stating that the EDA would be the legal sponsor for this project for the Workforce Housing Development Program and that the EDA has set aside \$40,000 in local matching funds (out of the \$100,000 budgeted for housing).

Motion by Bev Green, second by Carol Mork, to approve Resolution # 16-08 to provide matching funds for a DEED Workforce Housing Development Program Grant. Motion carried, all ayes.

Somnis added that Cliff Knettel of One Roof Housing would like to hear from businesses on committals for rental units. Scott Harrison said he would contact businesses to send letters of support.

Harrison said the purchase of the land for the Lutsen housing project is on the agenda of the next meeting of Arrowhead Electric Cooperative.

IRRRB grants update

Somnis said she and Treasurer Scott Harrison continue to work with Chris Ismil and Steve Peterson of IRRRB on grants submitted by Cook County. Harrison, Somnis, Cliff Knettel of One Roof Housing, and Darren Christopher of the aviation firm RS&H for the airport, will attend the next IRRRBB board meeting on October 17.

Tofte Housing Project Request

Somnis presented a fact sheet from Christopher Virta, the Tofte Township's legal counsel on the Tofte housing project. Somnis said the township would like the EDA to take the lead on the project, especially in light of its difficulties in obtaining authority to act as a housing authority. Somnis said she supports their project, but with two housing projects already under way, she said she didn't know if the EDA could take on more at this time. Carol Mork agreed. She said the scenarios offered all suggest that the EDA own and operate the Tofte project. The board agreed that the EDA should meet with Tofte supervisors/stakeholders to discuss what role the EDA could play in this project. Somnis will set up a meeting.

Potential location for workforce housing on Gunflint Trail

Somnis said the EDA had been contacted by a property owner who has offered the opportunity to possibly develop workforce housing on his land on the Gunflint Trail. She will visit with him at the site and report back to the EDA board.

MN Housing Partnership Grant Application

Somnis said an application was submitted on September 30 for technical assistance so the EDA can move ahead to address the community's housing needs. The goals for this grant project are to: create a countywide partnership to identify the next steps; establish a dedicated source of local matching funds; and to pursue grants to complete phase 1 and continue on to the next projects.

Roundtable discussion with Senator Franken's staff

Somnis said she and other Cook County representatives John Twiest, Stan Tull, and Ginny Storlie met with staffers from Senator Franken's office to talk about infrastructure. Franken's staff encouraged the EDA and other Cook County entities to stay in touch with the senator's office when it is seeking federal assistance.

Listening session in Hovland

Carol Mork said following up on discussion with Commissioner Moe, a listening session will be held at the Hovland Town Hall on October 20. Commissioner Moe is holding the town hall meeting to talk to his constituents and he agreed to give the EDA some time to ask Hovland what its needs are on the east end of the county. Hedstrom, Mork and Somnis will attend for the EDA.

Financials

The EDA reviewed financial reports for the Cook County/Grand Marais EDA and Superior National at Lutsen. *Motion by Hal Greenwood, second by Carol Mork to accept the financial reports. Motion carried, all ayes.*

Harrison said for a mediocre year, the Superior National at Lutsen finished with a decent balance sheet. SNL is closing on MEA weekend. Heidi Doo-Kirk said the North Shore Health Care Foundation golf tournament was the best attended ever.

Invoices were reviewed. *Motion by Carol Mork, second by Bev Green to pay invoices, motion carried all ayes.*

Old business

Cedar Grove Business Park

Somnis said the EDA continues to work with Randy Ekroot on closing on his lot. Construction has started on the lots purchased by Max Wahlers Construction and the veterinary clinic of Lee and Nadder Samari.

Harrison said there are some additional documents to be completed for the lot sale to the Samaris. Their attorney Baiers Heeren has asked the EDA to sign a subordination of reversion and right of first refusal. Harrison said there is no negative impact on the EDA in completing the document.

Motion by Scott Harrison, second by Carol Mork, to approve the Subordination of Reversion and Right of First Refusal. Motion carried, all ayes.

CCLEP/REEP balance sheets

As requested, Staci Drouillard of the Cook County Local Energy Project (CCLEP) submitted some additional information for EDA review.

Housing & Community Dialog Follow-up

Somnis gave a report on the North Shore Housing and Community Dialogue held on September 19. There was a great turnout and there was discussion of rental housing needs and development and single family housing needs.

Taconite Harbor Community Advisory Panel

The shutting down of the Taconite Harbor Energy Center was discussed. Howard Hedstrom said it is a big loss to the economy of the community. Minnesota Power established the Community Advisory Panel (CAP) to keep the public informed about what will happen to the plant in Schroeder. Somnis attended the latest meeting. She said there is interesting discussion about what can be done to the plant.

Arts & Culture Economy update

Somnis gave an update of the Cook County Arts & Culture Economy Planning Team. She said the plan was nearly finalized. It will be presented at the October 25 gala of the Cook County Chamber and Visit Cook County.

HOME Consortium

The board reviewed a fact sheet from the HOME Consortium. Somnis said it is interesting how all the housing groups work together in the consortium across five counties.

Non-traditional Lending Forum

The information session on non-traditional lending forums at Cook County Higher Education was attended by about 20 people. Somnis said there was great information and it will be posted to the Chamber website.

Other

Community Connect

Anita Jeziah reminded the EDA that AEOA is hosting the Community Connect event on Saturday, October 29. She said there will be a wide range of local service providers to offer information on community services such as housing, financial support, churches, food support, emergency assistance, etc.

Heart of the Continent Partnership meeting

Somnis will attend the HOCP meeting on October 13-14 in Thunder Bay.

Small Business Development Center

Small Business Development Center Representative Pat Campanaro submitted a report on her activities in September. She conducted 51 individual counseling sessions with 14 clients. Three were first-time clients. One ended up purchasing a business. Campanaro gave a report on the SBDC National Conference that she attended and gave a report.

One Roof Housing "Raise the Roof"

One Roof Housing is hosting a "Raise the Roof" fundraiser at Clyde Iron Works in Duluth on October 13. Proceeds benefit One Roof's mission and programs for affordable housing. Scott Harrison said he would go to represent the EDA.

Motion to adjourn at 5:35 p.m.

Respectfully submitted by
Rhonda Silence
Minutes & More

*****To be approved at November 15, 2016 EDA meeting *****

**Cook County Grand Marais EDA
Director's Report
November 15, 2016**

Heart of the Continent Partnership (HOCP)

I attended the quarterly meeting in Thunder Bay on October 13-14. One of the highlights was the conclusion of a \$40,000 marketing project that was supported by contributions from local partners and matched with IRRRB grant funds. Throughout this digital campaign, promoting www.traveltheheart.org, consumer response was tremendous. The partnership with National Geographic is one of the greatest success stories of HOCP.

Town Hall Meetings

I attended Commissioner Moe's Town Hall Meeting in Hovland with Howard and Carol and Commissioner Storlie's Town Hall Meeting in Tofte. These were great opportunities to get out in the public and talk about the good work we are doing.

Potential Location for Workforce Housing on the Gunflint

Commissioner Doo-Kirk and I visited the site. County staff then visited and found the location to be too wet and not buildable.

Creative Economy Collaborative

Leveraging Creativity, Cook County Cultural Plan was approved by the Planning Team and rolled out at The Gala on October 25. Next steps include providing input to the Grand Marais comp plan and a conference call with ArtSpace to learn about potential work with them. The plan will be presented to the Grand Marais City Council on Wednesday, November 9.

Assisted Living

Spectrum was not able to make their planned trip on October 27/28. They will re-schedule, likely week of Nov 7 or 14.

Tofte Housing

Howard, Scott and Mary meeting with Tofte Town Board on November 3.

EDA Website

Collecting photos and writing of the narrative is ongoing. Any board members available and willing to proof read?

EDA Budget 2017

Meeting with City Council on November 9 and County Board on November 15. Those boards will discuss the \$175,000 local match for MHFA. The county's portion of the match will be included in the EDA levy request for 2017.

Director's Schedule

Just FYI: Nearly every week now I am working more than required by our employment agreement. I am OK with this and will flex some time to balance. Combining some flex time and vacation in the coming months, here is a "heads up" that I plan to be out of the office November 24 and 25, December 23 – 27 and April 14 – 21.

EDA Reporting to County and City

As a joint powers entity of the county and the city, I think it would be wise for us to have some sort of regular reporting to those governmental bodies. If there is something in place, please let me know. If not, let's talk about how we best keep those groups consistently informed on the work of the EDA. Maybe live streaming our meetings will accomplish this, depending on the outcome of the 2017 EDA budget request.



November 1, 2016

Cook County Grand Marais EDA
November 2016 Activity Report

Dear Board Members:

- In September I conducted 47 individual counseling sessions with 21 clients for a total of 68 hours.
- Of those 47 sessions, there were 3 financing arrangements finalized that will allow start-ups to occur
- As the Cook County At large member o the ARDC, I attend the quarterly meeting in Beaver Bay. At this meeting the Arrowhead Regional Development Commission adopted a shared leadership model for agency operations to better utilize resources to respond to planning needs within the region. The shared leadership model was developed following the retirement of Pat Henderson, Executive Director, in April 2016. There was some general concern expressed about this model, however the board voted to approve the model for a one year trial.

Andy Hubley was named as ARDC Director and will continue to lead and direct regional planning work and will be the primary agency contact. A graduate of the University of MN-Duluth, Hubley began his career at ARDC in 1997 and is certified by the American Institute of Certified Planners (AICP), with experience in community planning, land use and zoning, organizational strategic planning, transportation and recreation planning and grants management.

- On November 1 the Regional Economic Indicator Forum was held at a breakfast meeting in Duluth.
Overall Highlights:
 - Unemployment rates and average earnings rising
 - Employment gains - Food Service, Construction and Health Care
 - Employment losses - Government and Finance
 - Transportation and Warehousing resurgence since 2010
 - St. Louis County – significant net inflow of workers
 - REIF region is highly vehicle dependent. Cook County highlighted as having the most workers without a vehicle – 4/2%.

Consumer Confidence Indicators:

- Random households have a weakening outlook while REIF participants are becoming more optimistic about the economy.
- Road Usage On average consumers drive less than 50 miles a day
- Public Transit Usage Very low usage or no public transport available
- Regional Airport Usage: Most used regional airport is Minneapolis-St. Paul International Airport.

Business Confidence Indicators:

- Overall business confidence still remains positive
- Many respondents are projecting further growth in the next 6 months
- Businesses feel uncertainty due to upcoming presidential election

Lots more details in this report, I will bring copies to the meeting.

- Community Connect – Success! Thanks to the EDA’s generous support the event was a great success. We served more than 100 people and there were 36 vendors represented! I anticipate this becoming an annual event eventually serving all in need in Cook County.
- One of my client’s success was featured in the UMDCED newsletter:

Meet Naomi Marie Smith!

Naomi has just published *The Belly Bulb Adventures*, a children’s book about growing into who you are.

This awesome children’s picture book is the story of Little Bug. While being tucked in at bedtime by Grandpillar and Grandmiller, Little Bug notices how colorful their caterpillar belly bulbs are and asks how they grew. Through the telling of four different adventures they teach Little Bug that he too will grow, and become who he is by the actions and experiences he has in life. When an experience is meaningful, a belly bulb will **grow with a POP!** and forever be a colorful reminder of that event or feeling.

Naomi requested assistance from the UMD Center for Economic Development on publishing her novel. Initially her preference was to look for an agent and a publisher who loved the book and was anxious to work with her. What she quickly learned is that the market is saturated and even if a publisher would take on the book, it

would be up to 2 years before it even hit the shelves. It was then she decided starting her own business was a better opportunity.

During the decision making time Naomi worked with Pat Campanaro, a SBDC business consultant. Pat suggested she printed prototypes of the book and set up focus groups with Preschoolers – 3rd grade classes, child-life specialists, teachers and parents to test the book. Out of this experience the book changed a bit and the coloring pages were born. They seemed like an excellent communication tool for teachers and caregivers.

Writing and illustrating the book is only 1/3 of the process. The next step was learning an entire business from the ground up. This includes learning about ISBN numbers, copyright laws, barcodes, building a website, learning about shipping rates, PayPal buttons, hyperlinks, etc. "Publishing just *one book* is actually setting up an entire business around that one product. The final step will be securing my vendors and book signing events; AKA the marketing/promotional side of the business. CED was helpful in all aspects of getting my business off the ground," said Naomi.

To print the book, she worked with an amazing team of people at Print Ninja Children's Book Printer. "Soon we were off to the press in Shenzhen China. It could not have been a better experience working with them and the book turned out beautiful! I especially like how the coloring pages on the back of the dust jacket turned out," Naomi said.

To purchase your copy of *The Belly Bulb Adventures*, the perfect holiday gift, go to www.omigoat.com .

Naomi was born in Grand Rapids, Minnesota. She earned a Bachelor's Degree in Graphic Design from the University of Minnesota, Duluth, and has been a graphic designer for a large healthcare system for the past 16 years.

Naomi, her husband Mark and daughter Olivia live in the historical city of Duluth, Minnesota.

Questions, or comments always welcome.

Sincerely,

Pat