

# A G E N D A

## COOK COUNTY BOARD OF COMMISSIONERS

### REGULAR MEETING COURT HOUSE, GRAND MARAIS, MN OCTOBER 11, 2016

---

---

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

- 8:30 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. Cook County Board minutes for August 15, Sept. 13, 27, 2016
- 8:45 a.m. 4. Diane Booth, Com. Center/MN Ext. Director  
A. Curling Club Lease Agreement. Action
- 9:00 a.m. 5. Bill Lane, Land Services Administrator  
A. CUP for recreational facility/hostel in Hovland
- 9:10 a.m. 6. Braidy Powers, Auditor-Treasurer  
A. Appoint Election Judges for 2016 General Election. Action
- 9:15 a.m. 7. Jeff Cadwell, Administrator  
A. CCEA Grievance. Action  
B. Approve internal posting for Residential Appraiser. Action  
C. Approve hiring of Rachel Espe Residential Assessor. Action  
D. Budget discussion: Sheriff's Department. Information  
E. Budget discussion: CCLEP. Information  
F. Budget discussion: EDA. Information  
G. YMCA Contract. Action
- 10:45 a.m. 8. B R E A K
- 11:00 a.m. 9. Employee Concerns  
Commissioner Concerns  
A. Commissioner Reports  
B. Meetings to note  
C. Meeting updates  
D. WTIP interview on 10/12/2016: Commissioner Storlie

- E. Discuss meeting dates for November and December, 2016. Action
- F. Administrator Evaluation. Information

- 11:15 a.m. 10. Correspondence – Memos:
- A. NACo News. Information
  - B. C.C. Historical Society meeting materials. Information.
  - C. C.C. Higher Education meeting materials. Information.

A D J O U R N

\* \* \* \*

NOTE: Upcoming events that are not official meetings but there may be a quorum of Commissioners attending; No action will be taken.

District 1 Meeting in Silver Bay, MN on October 12 & 13, 2016

Annual Celebration and Awards Banquet at Lutsen, MN on October 25, 2016

<b>October:</b>	<b>Years:</b>	<b>Department:</b>
Wood, Russell	2	LEC
Strand, Pat	28	PHHS/VSO
Kristenson, Joni	25	PHHS

MINUTES OF THE SPECIAL MEETING OF THE COOK COUNTY BOARD OF COMMISSIONERS

Grand Marais, Minnesota

August 15, 2016

The Board met in special session this 15th day of August, 2016, at the Courthouse in Grand Marais, Minnesota for a Public Hearing to discuss the Greater Minnesota Transportation Sales and Use Tax.

The meeting was called to order at 6:00 p.m. by Chair Doo-Kirk with the following members present: Commissioners Gamble, Doo-Kirk, Moe, Storlie and Sivertson. Absent: None. Also present was County Administrator Jeff Cadwell, County Auditor-Treasurer Braidy Powers, Josh Beck PHHS Director, and David Betts, County Highway Engineer.

Board Chair Doo-Kirk called the meeting to order and introduced the County Commissioner Board, County Administrator Cadwell, and County Auditor Powers. Doo-Kirk then turned the meeting over to Betts for a presentation on the Greater Minnesota Transportation Sales and Use Tax. The presentation included: Cook County Demographics; Road and Bridge Overview; The Cost of Maintaining our Roads; Greater Minnesota Transportation Sales and Use Tax; Implementation Strategy; and final thoughts.

Board Chair Doo-Kirk opened the Public Comment portion of the meeting. Many citizens were present and several spoke in favor or against the proposed Transportation Sales and Use Tax, including: Jim Boyd, Chamber Director, Pat Campanaro, MNSBDC Consultant, Steve Persons, Bob Pranis, David Tur, Pam Doris, Jill Pederson, Charlie LaBoda, Jim Dockerty, Pete Harris, Stan Tull, Judy Boots, and Nevin Holmberg.

No action was taken.

There being no further business, motion was made and carried that the meeting be adjourned at 7:50 p.m.

\_\_\_\_\_  
Heidi Doo-Kirk, Chair  
Cook County Board of Commissioners

\_\_\_\_\_  
ATTEST: BRAIDY POWERS  
Auditor-Treasurer

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

Grand Marais, Minnesota  
September 13, 2016

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

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

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

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

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

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

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

A. Claims

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

C. Network Switch Replacement. Rena Rogers

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

F. Community Center Board of Trustees. Diane Booth

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

**RESOLUTION # 2016-67**

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

**Revenue Fund**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Correspondence – Memos:

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

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

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

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

---

**HEIDI DOO-KIRK**, Chair  
Cook County Board of Commissioners

---

ATTEST: **BRAIDY POWERS**  
Auditor-Treasurer

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

Grand Marais, Minnesota  
September 27, 2016

The Board met in regular session this 27th day of September, 2016, at the Courthouse in Grand Marais, Minnesota.

The meeting was called to order at 8:30 a.m. with the following members present: Commissioners Doo-Kirk, Gamble, Moe, Storlie, and Sivertson. Absent: None.  
Also present were, County Administrator Jeff Cadwell, Auditor-Treasurer Braidy Powers, County Attorney Molly Hicken, and Office Support Specialist Bev Wolke.

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

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

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

The Board considered the consent agenda consisting of numerous items that the Board may approve as a whole. County Board Chair Doo-Kirk asked if any Commissioner wanted to remove any items from the consent agenda.

- A. Claims
- B. Extend the Date of Firewise Contracts
- C. New Firewise Service Agreement

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

**RESOLUTION # 2016-70**

BE IT RESOLVED, that the following claims totaling \$56,336.06 having been audited and found to be true and correct claims against Cook County, are approved and the Auditor-Treasurer is hereby authorized to draw warrants in payment of said claims:

**Revenue Fund**

Aitkin County Sheriff	1,329.00
AmeriPride Services	42.44
Boreal Community Media	26.85
Cadwell/Jeffrey	351.00
Citi Lites	108.00
Cook County Home Center	143.41
Cook County News Herald Inc	92.00
Creative Product Sourcing INC	378.98
D S C Communications	500.00
Dalco	220.55
Dell Marketing L P	1,307.10
Dennis J Linder & Assoc	1,518.00
Essentia Health	33.97
Hicken/Molly	80.00
Lake County Sheriff	4,700.00
M R Sign Co Inc	26.62
My Brothers Place Auto Repair LLC	38.00
Nordic Electric Of Gm Inc	384.62
North Shore Health	3,769.00
PROPAC	31,672.50

Rogers/Rena	125.28
Sawtooth Mountain Clinic	207.00
Smith/Todd	324.00
Sonju Two Harbors LLC	303.30
Steve's Sports & Auto	280.43
Tire And Auto Lodge	117.93
Watkins/Rowan	149.16
Zallar/Joseph	106.92
<b><u>Fund 34</u></b>	
Fred Kolkmann Tennis & Sport Surfaces	8,000.00

Braidy Powers, Auditor-Treasurer, and Mike Larson, appeared before the Board to present a Revolving Loan Fund Application for Mike Larson and Stephan Surbaugh. Powers explained that the loan would be used to complete the financing of purchasing and renovating the Norshor Building located in Grand Marias by Larson's and Surbaugh's company, 47N90W Enterprises, LLC. Larson requested the Board postpone the request until Larson and Surbaugh were able to work more with the City of Grand Marais on a zoning issue. Motion was made by Doo-Kirk, seconded by Gamble, and carried by unanimous vote to approve tabling the Revolving Loan Fund Application for Mike Larson and Stephan Surbaugh, 47N90W Enterprises, LLC until further notice.

Josh Beck, Public Health and Human Services Director, Yafa Napadensky, Fiscal Supervisor, and Alison McIntyre, Financial Assistant Supervisor, appeared before the Board. McIntyre stated that the Public Health and Human Services Offices were requesting the hiring of two part-time and one full-time positions in their office. Beck explained the reason for hiring additional staff is due to filling an existing position that is moving to part-time and due to State requirements. Motion was made by Sivertson, seconded by Doo-Kirk, and carried with the following vote to approve the hiring of Katy Smith as Office Support Specialist/Case Aide at B21-1 Step 2 at 21 hours per week effective October 3, 2016, and approve the hiring of Elis Walch as Office Support Specialist/Case Aide at B21-1 Step 2 at 22.5 hours per week effective October 3, 2016, and approve the hiring of Agne Smith as Eligibility Specialist at B23-1 Step 2 at 40 hours per week effective October 31, 2016. Ayes: Sivertson, Doo-Kirk, Gamble, and Storlie. Nays: Moe.

Powers requested approving an application for a temporary, one day liquor license for the Schroeder Area Historical Society wine tasting fund raiser event on October 6, 2016. Motion was made by Sivertson, seconded by Storlie, and carried by unanimous vote to approve a temporary, one day liquor license for the Schroeder Area Historical Society wine tasting fund raiser event on October 6, 2016.

Powers asked the Board to set the 2017 Cook County Proposed Budget and Levy. The preliminary levy requests were at a 26% increase over 2016. Cadwell explained that savings from the ½% transportation tax, eliminating several new requests in the general fund, and deferring non-highway capital requests could reduce the levy to 19.9% but that to make significant further reductions would require changes to the County service levels. Motion was made by Doo-Kirk, seconded by Sivertson, to set the 2017 Cook County Proposed Budget and Levy at 19.9%. Much discussion was had. Cadwell explained that the increase is largely comprised of commitments that the County made with respect to staff, union contracts, the Highway Capital Equipment Replacement Policy, and other increases in the PHHS budget. Motion was made by Moe to amend the motion to reduce the Budget and Levy from 19.9% to 9.9%. There was no second and the motion to amend failed. Doo-Kirk called the vote and the motion carried with the following vote to approve setting the 2017 Cook County Proposed Budget and Levy at 19.9%. Ayes: Doo-Kirk, Sivertson, and Storlie. Nays: Moe and Gamble.

Powers requested setting a Public Hearing date, to discuss with the public, the 2017 Cook County Proposed Budget and Levy. Motion was made by Gamble, seconded by Doo-Kirk, and carried by unanimous vote to approve setting a Public Hearing for the 2017 Budget and Levy, Truth and Taxation for December 1, 2016 at 6:00 p.m. in the Commissioner's Room.

Jeff Cadwell, County Administrator, appeared before the Board to present an Aquatic Invasive Species Billboard Lease Agreement between Superior Ridge Resort Motel and the County for the Aquatic Invasive Species Program. Motion was made by Moe, seconded by Gamble, and carried by unanimous vote to approve a lease agreement with Superior Ridge Resort Motel for a 10' by 20'

billboard on North Highway 61 for one year starting November 1, 2016 and ending October 31, 2017 at an annual cost of \$4,500.00 for the purpose of the Aquatic Invasive Species Program and to add a signature line to authorize the Auditor/Treasurer to sign the agreement on behalf of the County.

Cadwell, along with David Betts, County Highway Engineer, and Lisa Sorlie, Highway Department presented a resolution authorizing and implementing a 1/2 % countywide sales tax for transportation as provided for in Minnesota Statute 297A.993 and direct the County Auditor/Treasurer to certify the tax to the Minnesota Department of Revenue for collection of the sales tax on or before January 1, 2017. Commissioner Gamble moved the adoption of the following resolution and upon seconding by Commissioner Doo-Kirk was adopted by unanimous yeas of all members present:

#### **RESOLUTION #2016 -71**

##### **Local Sales Tax For Transportation**

WHEREAS, the quality of Cook County's transportation system has a direct impact on the safety of system users, the County's economy and future economic development, and

WHEREAS, the deterioration of the Cook County transportation system continues to outpace available levels of local, state and federal transportation funding, and

WHEREAS, the lack of adequate transportation funding causes the deferment of many needed transportation projects and improvements every year, and

WHEREAS, Minnesota Statute 297A.993, Subdivision 1, authorizes the County Board of Commissioners to adopt a countywide sales tax for transportation of up to ½ percent (0.5%) after holding a public hearing and passing an official resolution, and

WHEREAS, the Cook County Board of Commissioners held a public hearing on the proposed transportation sales tax on August 15, 2016, and

WHEREAS, Minnesota Statute 297A.993, Subdivision 2, requires the sales tax to terminate when revenues raised are sufficient to finance the identified projects or improvements, and

WHEREAS, The Cook County Board desires to mitigate the impact of the road and bridge levy on local property tax, and

WHEREAS, proceeds of the sales tax for transportation related projects shall be spent only on projects listed on the Cook County Transportation Sales Tax Project List (The Project List), and

WHEREAS, the addition of projects, facilities or improvements not on The Project List, to be considered for funding by countywide sales tax for transportation, shall be presented at a public hearing and included in a resolution passed by the Cook County Board of Commissioners, and

WHEREAS, the Cook County Board desires to implement the countywide sales tax for transportation and have the State Department of Revenue collect and distribute the sales tax.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of Cook County, Minnesota, authorizes and implements a ½ percent (0.5%) countywide sales tax for transportation as provided for in Minnesota Statute 297A.993.

BE IT FURTHER RESOLVED the countywide sales tax for transportation shall continue each subsequent year until sufficient revenues raised are sufficient to finance all projects identified on the Cook County Transportation Sales Tax Project List or until the Cook County Board of Commissioners ends the sales tax by resolution.

BE IT FURTHER RESOLVED that the provisions of Minnesota Statute 291A.99, Subdivisions 4, and 6 through 12, shall govern the imposition, administration, collection and enforcement of the tax.

BE IT FURTHER RESOLVED that the Cook County Board of Commissioners hereby directs the County Auditor-Treasurer to certify the tax to the Minnesota Department of Revenue for collection of the sales tax on or before January 1, 2017.

Moe informed the Board that there would be a public listening session on the 2017 Cook County Proposed Budget and Levy at the Hovland Town Hall on October 20, 2016 at 6:00 p.m.

Storlie asked Moe for an update on the Hovland Town Hall renovations.

Doo-Kirk stated Administer Cadwell is preparing to schedule a meeting for the public for information on what the County provides its residents.

Cadwell requested the appointment of Todd Smith as the new County Assessor. Cadwell explained that Smith has completed the Accredited Minnesota Assessor credentialing to be eligible to be appointed Cook County Assessor. Motion was made by Doo-Kirk, seconded by Storlie, and carried by unanimous vote to approve the hiring of Todd Smith as the new County Assessor.

Kim Shepard, Deputy Court Administrator, administered the oath of office to newly appointed County Assessor Todd Smith.

STATE OF MINNESOTA            }  
  } S.S.  
COUNTY OF COOK                }

I, Todd Smith, swear or affirm that I will support the Constitution of the United States and of this State, that I will be diligent, faithful, and impartial in the performance of the duties of the office and trust that I now assume as Assessor for the County of Cook. So help me God.

Commissioner Gamble reported that he would attend the WTIP interview on September 28, 2016.

There being no further business, the Board adjourned at 11:30 a.m.

\_\_\_\_\_  
**HEIDI DOO-KIRK**, Chair  
Cook County Board of Commissioners

\_\_\_\_\_  
ATTEST: **BRAIDY POWERS**  
Auditor-Treasurer

**Cook County  
Request for Time**

e-mail form

4.A.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Curling Club Lease Agreement	b. Requested Date: 10-11-16	c. Amount of time with Board 10 - 15 minutes
2.	a. Person requesting/presenting Diane Booth	b. Phone: 218-387-3015	c. Email: diane.booth@co.cook.mn.us
3.	a. Departments affected: Community Center, County Attorney	b. Department Head: Diane Booth	c. Dept been contacted? Yes
4.	a. Has the Board addresses this before? Not this year	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? Molly Hicken has reviewed the lease agreement.		
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Please review lease agreement and make a motion to approve for the 2016-2017 curling season.		
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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). This lease agreement has been in effect for the last 3 years and has been working well between the Curling Club and the Cook County Community Center Board of Trustees. It has been reviewed by our County Attorney Molly Hickens.		
8.	How will this request affect the County Budget? It won't.		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, 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"/>

**COOK COUNTY COMMUNITY BUILDING**  
**LEASE AGREEMENT**

This LEASE AGREEMENT (the "Lease" or the "Agreement") is made as of October 11, 2016 (the "Effective Date") by and between the County of Cook, State of Minnesota (the "Lessor") and the Cook County Curling Club (the "Tenant") for use of specified areas of the Cook County Community Center for Curling and related activities.

In consideration of the mutual covenants hereinafter set forth, and intending to be legally bound, the parties do hereby agree as follows:

1. **DEMISE.**

- a. **Lease.** Lessor does hereby demise, lease, and rent to Tenant and Tenant does hire, rent, and take from Lessor that part of the Cook County Community Center except common areas, Conference Room, and the Office of the County Extension Educator and Community Center Office.
- b. **Condition of Premises.** Parties agree that the leased premises are presently in good repair and condition.
- c. **Tenant Inspection.** Tenant acknowledges that upon occupancy hereof:
  - i. it will cause the leased premises to be inspected in order to ascertain the condition thereof; and
  - ii. any objections thereto not delivered in writing to Lessor within twenty (20) days after occupancy shall be deemed waived.
- d. **Use of Premises.** Pursuant to the terms of this Lease, Tenant:
  - i. May use and occupy the leased premises solely for \_\_\_\_\_ purposes related to curling and curling activities, and no other use is authorized without the prior written consent of Lessor; and
  - ii. Will have sole use of the curling ice during the terms of the lease agreement.
  - iii. May use the kitchen, social room, from 5:30 p.m. until midnight on Monday, Tuesday, Wednesday, and some agreed upon Friday nights **and Wednesday afternoons from 1:00 – 4:30 p.m.** during the term of the Lease with any additional times to be mutually agreed upon; and
  - iv. Will provide a schedule of times to Lessor when events are taking place in the various rooms being leased by the Tenant, so that Lessor may schedule other events in the Social Room and Kitchen when those spaces are not being used by Tenant.
- e. **Children.** Children who accompany parents to curling activities must be supervised.
- f. **Common Areas.** Tenant, its employees and invitees shall have in common with other Building tenants and tenants of any building which Lessor may erect adjacent to the Building full and unimpaired access to common areas,

including but not limited to the adjacent parking facilities, halls, toilet and sanitary facilities, sidewalks and delivery areas, all of which are sometimes referred to herein as the "appurtenances", but always subject to the reasonable and uniform rules established by Lessor. Lessor reserves the right to restrict, on a temporary basis, access to any portions of such common areas from time to time for the purpose of repairing or improving the same. Lessor further reserves the right to construct additional buildings and facilities on the property and to make reasonable use of the common areas outside of the building during the construction period.

- g. **Parking Lots.** The Tenant agrees not to use the parking areas for overnight storage of automobiles or other vehicles without the written permission of Lessor.
- h. **No Unlawful Uses.** Tenant will not use, occupy or permit the leased premises or any part thereof to be used or occupied for any unlawful or illegal business, use or purpose, nor for any business, use or purpose deemed by Lessor to be disreputable or extra-hazardous, nor in such manner as to constitute a nuisance of any kind, nor for any purpose or in any way in violation of any present or future laws, rules, requirements, orders, directions, ordinances or regulations of the United States of America, or of the State, county or city government, or other municipal, governmental or lawful authority whatsoever, and shall indemnify and hold Lessor harmless from the consequences of any such violation. If Tenant receives any written notice of any such violation, applicable to the leased premises, it shall give prompt notice thereof to Lessor.
- i. **Obligation of Tenant to Conform to Lawful Uses.** Tenant shall, at its expense, conform to all laws, orders, ordinances and regulations of Federal, State, County and Municipal Authorities, and with any directives made pursuant to law by any Public Officer or Officers which shall, with respect to the occupancy, use or manner of use of the leased premises, or to any abatement of nuisance, impose any order or duty upon Lessor upon Tenant arising from Tenant's occupancy, use or manner of use of the leased premises. Tenant shall be permitted to sell non-intoxicating malt beverages and set ups provided that all required licenses are obtained.
- j. **Hazardous Uses.** Tenant will not conduct or permit to be conducted any activity or place any equipment in or about the leased premises, which will in any way increase the rate of fire insurance or other insurance on the building; and if any increase in the rate of fire insurance or other insurance is stated by any insurance company or by the applicable Insurance Rating Bureau to be due to activity or equipment of Tenant in or about the leased premises, such statement shall be conclusive evidence that such increase in such rate is due to such activity or equipment. In such event, Lessor shall have the option, exercisable in its sole discretion, to terminate this Lease or to require Tenant to pay to Lessor the increase in the rate of such insurance attributable to such activity or equipment of Tenant and Tenant shall pay such amount to Lessor upon demand therefor.
- k. **Landlord's Rules and Regulations.** Tenant, its officers, employees, agents and invitees, shall observe and comply with all reasonable rules and regulations governing the building and the adjacent parking facilities as may

be determined from time to time in writing by Lessor for the general safety, comfort and convenience of the Tenant, other tenants and the general public. Any failure to observe any such rule or regulation shall constitute failure to perform a term of this Lease and, consequently, a breach on the date of execution of this Lease.

## 2. **TERM and TERMINATION.**

- a. **Term.** The term of this lease shall be for 5 1/2 months commencing October 15, 2016 and ending on March 31, 2017, unless earlier terminated by law or as provided herein.
- b. **Surrender of Premises.** On the last day of the term of this Lease or on the sooner termination thereof, Tenant shall peaceably surrender the premises broom clean and in a good condition as when received except for reasonable wear and tear and except for damage for which the Lessor is obligated to repair, and all Tenant members and officers shall turn in their keys to the Lessor.
- c. **Rent Deposit.** The Tenant shall pay the base rent for the lease premises according to the formula: \$13,750 for 5 1/2 months, each monthly payment to be \$2,500.
- d. **Holding Over.**
  - i. If Tenant does not vacate the leased premises at the end of the lease term, or upon other termination of Tenant's right of possession, then Tenant's further possession shall be wrongful and Tenant shall be subject to eviction at any time, pursuant to law.
  - ii. Tenant shall be liable to pay Lessor as damages for wrongful holding over, an amount equal to two (2) times the monthly installment of rent payable under this Lease, including any additional rent prorated for such period of holding over, and in no event shall holding over by Tenant imply any extensions of this Lease.
  - iii. However, this Lease will be automatically extended if curling club members are successful in their competitive season and thereby are able to extend their season for extra competition, in which case no extra charges will assessed pursuant to this Lease.
- e. **Condition of Premises.** On the last day of the term of this Lease or on the sooner termination thereof, Tenant shall peaceably surrender the Leased Premises broom-clean and in as good condition as when received, except for reasonable wear and tear and except for damage which Landlord is obligated to repair.
- f. **Removal of Tenant's Property.**
  - i. If Tenant shall vacate or surrender the leased premises after the termination of this Lease without removing all of Tenant's personal property and fixtures as agreed, Lessor may, in Lessor's sole discretion, elect to treat such property as having been abandoned by Tenant and, in such event, Tenant hereby authorizes Lessor to dispose

of such property without advance notice to Tenant, and, upon demand, Tenant shall reimburse Lessor for all such costs of disposal.

- ii. However, Tenant is permitted pursuant to this Lease to store some limited curling related materials in the compressor room of the Premises (including, but not limited to, curling rocks and extra supplies, etc.), provided that such storage area is not expanded and is kept in a neat and orderly fashion.

### **3. LOSS OR DAMAGE.**

- a. **Tenant's Property.** All property and improvements of Tenant in or about the leased premises shall be kept, stored and/or maintained at the sole risk of Tenant without any liability of Lessor for loss or damage thereto, including but not limited to loss from fire, explosion, wind, rain, hail, water leakage, bursting of pipes or conduits, sprinklers, gas, electricity, or structural failure, regardless of negligence, nor shall Lessor be liable to Tenant for any interruption of business conducted by Tenant, regardless of cause.
  - b. **Casualty; Termination of Lease.** If the Building is damaged or destroyed by fire or other casualty and the Lessor, by notice given to Tenant not later than one hundred eighty (180) days after such damage or destruction, elects not to restore the Building, then this Lease shall cease and terminate, and any rents and all additional payments due hereunder shall be apportioned, as of the date of such damage or destruction, and Tenant shall vacate the leased premises and surrender the same to Lessor on or before thirty (30) days after the giving of such notice.
  - c. **Casualty; Restoration of Building.** If a portion of the leased premises is damaged by a fire or other casualty and Lessor does elect to restore the Building, then this Lease shall not terminate and Lessor shall, at its expense, restore the leased premises, exclusive of any improvements or other changes made to the leased premises by the Tenant, to as near the condition which existed immediately prior to such damage or destruction as reasonably possible.
  - d. **Casualty; Abatement of Rent.** Base rent shall abate during such period of time as the leased premises are rendered untenable by any such casualty, in the proportion that the untenable portion of the leased premises bears to the entire leased premises.
4. **UTILITIES / SERVICES.** Lessor shall provide payment for all electricity, gas, city water, and sewage services. Upon the end of this lease, the premises shall be left "broom clean" by tenant.
  5. **ICE MANAGEMENT.** The Tenant shall be responsible for setting up the ice, maintaining the ice throughout the lease period, and the Tenant will work in conjunction with the County and Community Center staff to mutually repair any ice related issues, as needed.
  6. **LOSS OR DAMAGE.** All property and improvement of Tenant in and about leased premises shall be kept stored and / or maintained at the sole risk of Tenant without any liability of Lessor for loss or damage thereto, including but not limited thereto,

loss from fire, explosion, wind, rain, hail, water leakage, bursting of pipes or conduits, sprinklers, gas, electricity, or structural failure, regardless of negligence.

## 7. ALTERATIONS.

- a. **Consent Required.** Tenant will not make any additions or improvements to the leased premises without first obtaining the prior written consent of Lessor as to the character of such alterations, additions or improvements and the manner of doing the work, which consent may, except as to interior decorating, be withheld. If any such alterations, decoration, addition or improvement is made without the prior written consent of Lessor, Lessor may correct or remove the same and the Tenant shall be liable for any and all expenses incurred by Landlord in the performance of this work. Tenant shall obtain, at its own cost, all necessary permits and licenses.
- b. **Quality of Work.** Tenant agrees that all work shall be done in a good and workmanship-like manner, in conformance with all municipal and other government codes and that the structural integrity of the building shall not be impaired.
- c. **Security.** Before commencing any construction, Tenant shall deposit with Lessor a bond or certificate not to exceed one and one-half (1 1/2) times the reasonably estimated cost of the alteration, addition or improvements, in form and amount and with surety satisfactory to Lessor, guaranteeing the completion of the work free and clear of all mechanics and materialmen's liens.
- d. **Restoration to Original Condition/Ownership.** All alterations, additions, improvements and all fixtures and equipment attached to, or built into, the leased premises, whether by Lessor at its own expense or at the expense of the Tenant, or by the Tenant, shall remain as Lessor's property and shall be surrendered with the leased premises as a part thereof, and shall not be removed by the Tenant at the end of the term, unless otherwise agreed. However, if before termination or within fifteen (15) days after, the Lessor so directs by written notice, the Tenant shall promptly remove the aforesaid alterations, additions, improvements, which shall be designated in such notice, and the Tenant shall repair any damage caused by removal. Tenant shall, however, remain the owner of any installed trade fixture and shall have the right to remove such trade fixture at the expiration of this Lease Agreement, so long as Tenant's not then in default and the premises are restored to the original condition.
- e. **Signs.** The Tenant shall have the right, at its own risk and expense, to place signs identifying its business next to or on any doors opening directly into the leased premises, so long as all such signs conform with the Lessor's building standards and criteria and with all applicable zoning laws. Said signs shall not be erected without the written prior approval of the Lessor. Tenant agrees to maintain its signs in good repair, to remove its signs at the end of the term or any extended term, repairing any damage caused by such removal, and to hold Lessor harmless from any loss, cost or damages resulting from the erection, existence, maintenance or removal of Tenant's signs. The Tenant agrees not to place signs on or near its window(s) which are easily visible from the exterior. The Lessor reserves the right to remove all unapproved signs at the expense of Tenant.

## 8. INDEMNIFICATION.

- a. **Tenant to Indemnify.** Tenant shall hold Lessor harmless from and indemnify Lessor against any and all liability, damage, loss and expense arising or resulting from the acts or omission of or caused by Tenant or Tenant's employees, servants, agents, guests, assigns, subtenants, visitors or licensees in, upon or about the demised premises, the Building or the adjacent areas, including all common areas or arising out of or related to the use and occupancy of the demised premises or the business or activity conducted with respect thereto, including injuries to person and property.
- b. **Limit of Lessor's Liability.** In the event Tenant shall have any claim of any nature whatsoever in respect to this Lease or Tenant's use of the leased premises or any part of the Building and notwithstanding any other provisions of this Lease to the contrary, Tenant shall have no right or cause of action against Lessor personally or against any of the partners of Lessor. Tenant expressly consents as a condition of this Lease to look solely to Lessor's interest in the Building and underlying land and any insurance thereon in the event of any such claim.
- c. **Liens.** Tenant will not commit or suffer any act or neglect whereby the leased premises or any part of the Building or land on which the Building is located will, at any time during the term of this Lease, become subject to any attachment, judgment, lien, charge or encumbrance whatsoever, and will indemnify and hold Lessor harmless from all loss, cost and expense with respect to such encumbrance. If Tenant shall fail to discharge any such lien within ten (10) days after notice from Lessor, Lessor may, at its option, discharge the same and treat the cost thereof, plus interest thereon at the rate of eight percent (8%) per annum, as additional rent payable with the monthly installment of base rent next becoming due, it being expressly agreed that such discharge by Lessor shall not be deemed to waive or release the default of Tenant in not discharging the same.
- d. **Joint and Several Liability.** If more than one person or entity shall sign this Lease, the obligations set forth herein shall be deemed joint and several obligations of each such party.

## 9. INSURANCE.

- a. **Tenant Insurance.** Tenant shall carry contents insurance in an amount to be agreed upon by the parties and will provide Lessor with proof of such insurance.
- b. **Lessor's Insurance.** Lessor shall keep the building and any leasehold improvements installed by Lessor at its expense, insured during the term of this Lease, against loss or damage by fire and by any of the casualties covered by standard extended coverage in an amount at least equal to the insurable value of the building, minus deductibles. Such policy shall contain a provision that the policy shall not be cancelled without a ten (10) day written notice to Tenant.

10. **FOOD LICENSURE.** Tenant shall contact MN Dept. of Health at (651) 201-4505 about the correct food licensure you need to have for your club and have your permit posted on the wall in the kitchen.

11. **ASSIGNMENT; SUBLETTING.** Tenant shall not: (i) sell, assign, mortgage, pledge or in any manner transfer this Lease or interest hereunder; or (ii) sublet the leased premises or any part or parts thereof without the prior written consent of Lessor in each instance.

12. **MAINTENANCE AND REPAIRS.**

a. **Lessor's Obligations.**

- i. Lessor shall, at its expense but subject to Tenant's obligation to make all necessary structural repairs to the Building and appurtenant facilities as well as all other repairs, replacements and appropriate maintenance to the lease premises, the Building and appurtenant facilities and the surrounding grounds, in order to keep the same in good order and repair and where appropriate, in a safe, neat, clean and sanitary condition, except for all repairs or maintenance measures required herein to be made by Tenant.
- ii. Without limiting the generality of the foregoing, Lessor shall repair and maintain all public hallways, stairways, glass, and all plumbing, heat, air-conditioning, gas and electricity to the building.
- iii. Lessor shall keep the sidewalks and parking lots free from ice and snow and other obstructions and keep in orderly condition the lawn and other vegetation and soil on the property.
- iv. All repairs, alterations, improvements or additions referred to in this section shall be made with as little inconvenience to Tenant's business as reasonably possible and in such manner as not to unreasonably interfere therewith.

b. **Tenant's Obligations.**

- i. Tenant agrees to notify Lessor of the necessity for any repairs of which Tenant may have knowledge and for which Lessor may be responsible under the provisions of the preceding paragraph. Subject to Lessor's obligation to provide janitorial services.
- ii. Tenant, all at Tenant's own cost and expense, shall keep the leased premises neat, clean and in sanitary condition, and in as good order and repair as of the time Tenant took possession of the same, reasonable wear and tear and damage from fire or other casualty for which insurance proceeds are available to Lessor and Tenant excepted. **Tenant agrees to keep the electrical panel area in the compressor room free and clear for access.**

- iii. All damage or injury to the leased premises and to its fixtures, appurtenances and equipment or to the Building, if not covered by fire and extended coverage insurance on the Building, caused by (i) Tenant moving property in or out of the building, or in or out of the leased premises, however caused, or (ii) by installation or removal of furniture, fixtures or other property, however caused, or (iii) fire, explosion, short circuits, flow or leakage of water, steam, gas, sewage or odors or by frost or by bursting or leaking of pipes or plumbing works, or other cause if due to carelessness, omission, neglect, improper conduct or other cause of Tenant, its servants, employees, agent, visitors, or licenses, shall be repaired, restored or replaced promptly by Tenant at its sole cost and expense to the satisfaction of Lessor. All aforesaid repairs, restorations, and replacements shall be in quality and class equal to the original work or installations and shall be done in a good and worker-like manner.
- iv. If Tenant fails to promptly make such repairs, restorations or replacements, the same may be made by Lessor at the expense of Tenant. If the Lessor makes such repairs, Lessor will not be responsible to the Tenant for any loss or damage that may accrue to Tenant's property or business by reason of making the repairs and all sums so spent and expenses incurred by Lessor, less any insurance proceeds received by Lessor, shall be collectible as additional rent and shall be paid by Tenant within ten (10) days after delivery of a bill or statement therefor.

**13. SUBROGATION WAIVER.** Notwithstanding any other provision in this Lease to the contrary, Lessor and Tenant hereby release each other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to person or property where and to the extent such loss or damage is insured against under any insurance policy, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible. Lessor and Tenant each agree that its insurance policies will include such a clause or endorsement so long as the same shall be available without cost. In the event such a provision is not available without cost, the released party shall pay the cost thereof to the releasing party.

**14. LESSOR'S RIGHT OF ENTRY.**

- a. **For Inspection.** Lessor and Lessor's agents and representatives shall have the right to enter into or upon the leased premises, or any part thereof at all reasonable hours for any reasonable purpose.
- b. **For repairs.** Lessor and Lessor's agents shall have the right to enter the leased premises at all times upon reasonable notice, except in emergencies, and then without notice, to make such alterations, improvements, repairs or additions to pipes, ducts and conduits or other machinery or equipment of Lessor, or make such other alterations, improvements, repairs or additions as Lessor may deem necessary or desirable, and to take all material into and upon the leased premises as may be required of any such purposes without the same constituting an eviction of Tenant in whole or in part, provided the Lessor repairs and refinishes the affected areas and provided that Tenant's

usable space is not unreasonably diminished and Tenant's use and enjoyment of the leased premises is not unreasonably interfered with.

- c. **Pass Keys.** Lessor shall have the right to have pass keys to the leased premises. **Curling Club officers may keep their keys year -round. All other members need to turn in their keys at the end of the season.**

#### 15. DEFAULT.

- a. **Lessor's Breach.** Should Lessor breach any of the covenants or obligations of this Lease, Tenant shall give Lessor written notice of such breach. Lessor shall commence to cure such breach within ten (10) days following the giving of such notice, and having commenced, shall diligently proceed with and complete the curing of such breach within a reasonable time. If Lessor fails to cure such breach after notice as herein provided, Tenant shall have the right to cure such breach or terminate this Lease. If Tenant cures such breach, Lessor shall, upon demand, reimburse Tenant for the cost of curing such breach, or Tenant may, at its option, set up such cost against future rent.
- b. **Tenant's Breach.** Should Tenant breach any of the terms of this Lease including the covenant to pay rent, Lessor shall give Tenant written notice of such breach and Tenant shall immediately commence to cure such breach, and shall diligently proceed with and complete the curing of such breach within a reasonable time.
- c. **Force Majeure.** The time within which the parties hereto shall be required to perform any act or acts under this Lease except for payment of monies shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, fire, windstorm, flood, explosion, collapse of structures, riot, war, delays or restrictions by governmental authorities, inability to obtain or use necessary materials, or any other cause beyond the reasonable control of a party unless the occurrence could have been foreseen and reasonable action could have been taken to prevent the delay, provided, however, that the party entitled to such extension hereunder shall give notice to the other party of the occurrence causing said delay. Any such extension of time to perform shall not serve to extend the term of this Lease.

#### 16. RE-ENTRY.

- a. **Lessor's Option.** Upon re-entry Lessor may terminate:
  - i. This Lease; and/or
  - ii. Tenant's right to possession on part or all of the leased Premises.
- b. **Costs of Re-entry.** Upon such re-entry, whether or not Lessor shall terminate this Lease, Tenant shall pay to Lessor upon demand (i) all rent, additional rent and any other amount due to Lessor at the time of re-entry and (ii) all costs and expenses incurred by Lessor to effect such reentry, including without limitation, repairs to any damages sustained by the leased premises as a consequence of such re-entry. No such re-entry shall be deemed a termination of this Lease unless Lessor notifies Tenant that this Lease is terminated; and any such termination shall be effective only as of the date set forth in such notice.

**c. Re-entry Without Termination.**

- i. Following any re-entry, Lessor may, if it does not elect to terminate this Lease, relet the leased Premises or any part thereof for the account of Tenant for such term or terms whether longer or shorter than the unexpired term of this Lease, at such rent and upon such reasonable terms, conditions and covenants as Lessor, in its sole discretion, may deem advisable.
- ii. Upon each such reletting, all rent received by Lessor shall be applied to the following obligations of Tenant to the extent not then satisfied. First, to the re-entry costs described in Section 18.2; second, to any costs and expenses incurred by Lessor in reletting the leased premises or part thereof, including, without limitation, the costs of reasonable brokers' and attorney's fees; third to the payment of any rent or additional rent unpaid and due to Lessor at the time of such reletting; fourth, to any other unpaid amount then due to Lessor; and the balance if any, shall be held by Lessor and applied in payment of rent and additional rent as the same shall become due hereunder.
- iii. If the rent received upon such reletting during any calendar month shall be less than the rent that would have been paid by Tenant for that month, Tenant shall pay the deficiency to Lessor, such deficiency being calculated on a monthly basis.

17. **ELECTION OF REMEDIES/NON-WAIVER.** No remedy provided hereunder shall be deemed an exclusive remedy and the election of any such remedy shall not bar pursuit of any other remedy or any combination thereof, or subsequent seeking of the same remedy for other damages or otherwise, whether available hereunder or existing at law or in equity. No waiver of any breach of any covenant, condition or agreement herein contained shall operate as a waiver of any subsequent breach thereof. No payment by Tenant or receipt by Lessor of a lesser amount than the monthly rent installment due shall be deemed to be other than on account of the earliest rent due. Lessor may accept such check or payment without prejudice to Lessor's right to recover the balance of such rent or to pursue any other remedy provided in this Lease. Lessor, at its option, may demand payment by certified check or money order. Any endorsement or statement on any check or letter accompanying a check for payment of rent shall not be deemed an accord and satisfaction unless so stated in writing by Lessor. No re-entry of Lessor, and no acceptance by Lessor of keys from Tenant, shall be considered an acceptance of a surrender of the Lease, unless so stated in writing by Lessor.

18. **NOTIFICATION.** Whenever notice is required by the terms hereof, it shall be in writing and delivered by hand or by certified or registered mail addressed to:

LESSOR

Cook County Auditor-Treasurer  
411 West 2<sup>nd</sup> Street  
Grand Marais, MN 55604

TENANT

Cook County Curling Club

If notice is given by mail, it shall be effective two (2) days after mailing.

19. **TIME OF ESSENCE.** Lessor and Tenant agree that time is of the essence in the Lease and the performance and payment of each and every obligation herein.

20. **CONTRACT INTERPRETATION.**

- a. **Captions; Meanings.** The section captions and headings herein are for convenience and reference only and do not limit or construe the provisions hereof. When the context so requires, the neuter gender includes the masculine and/or feminine; and the singular includes the plural.
- b. **Entire Agreement.** This Lease represents the entire agreement between the parties hereto, and there are no agreements, understandings or undertakings except as set forth herein. All prior negotiations and writings between the parties and their representatives are superseded hereby. This Lease may not be amended, modified or supplemented except by a writing, duly and properly executed, and no term, condition or covenant hereof may be waived other than by such writing.
- c. **Applicable Law; Severability.** The validity, performance, interpretation and enforcement of this Lease shall be governed by the laws of the State of Minnesota. If any provision of this Lease, or portion thereof, or the application thereof to any person or circumstance shall, to any extent, be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

21. **AUTHORITY.** Each individual executing this Lease on behalf of a corporation or organization represents and warrants that they are duly authorized to execute and deliver this Lease on behalf of said corporation or organization and that this Lease is a valid and binding obligation of said corporation or organization in accordance with the terms hereof.

22. **MISCELLANEOUS.**

- a. **No Partnership.** Nothing contained in this Lease shall be deemed or construed to create a partnership or joint venture of or between Lessor and Tenant, or to create any other relationship between the parties hereto other than that of Landlord and Tenant.
- b. **Brokers.** Lessor and Tenant each represent and warrant one to another that except as hereinafter set forth neither of them has employed any broker in carrying on the negotiations relating to this Lease. Lessor shall indemnify and hold Tenant harmless, and Tenant shall indemnify and hold Lessor harmless, from and against any claim or claims for brokerage or other commission arising from or out of any breach of the foregoing representation and warranties by the respective indemnitors.

**IN WITNESS WHEREOF,** the parties have executed this Lease Agreement as of the Effective Date first shown above.

COOK COUNTY

By: \_\_\_\_\_  
Heidi Doo-Kirk, Board Chair

The Cook County Curling Club

By: \_\_\_\_\_  
Bridy Powers, Auditor-Treasurer

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Cook County

e-mail form

Request for Time

5.A.

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) CUP for recreational facility/hostel in Hovland	b. Requested Date: October 11, 2016	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Bill Lane	b. Phone: 3635	c. Email: bill.lane@co.cook.mn.us	
3.	a. Departments affected: Land Services	b. Department Head: Tim Nelson	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? similar requests, yes.	b. If so, When? August, 2016	c. What was the result? IUP approval	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): The Planning Commission respectfully requests approval of the Points Unknown LLC request to establish a hostel and private recreational facility on their property adjacent to Irish Creek Road and the Arrowhead Trail.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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). Points Unknown LLC is in the formative stages of developing an outdoor education/adventure facility, with a focus on dog sledding and other wilderness-type trips. For a more complete overview, please see the attached Land Services CUP narrative.			
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"/>

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD  
COOK COUNTY, MINNESOTA**

NO.

ADOPTED

---

BY COMMISSIONER:

**RESOLUTION NO.**

**COOK COUNTY BOARD OF COMMISSIONERS  
RESOLUTION OF FINDING AND RECOMMENDATION**

**BE IT RESOLVED**, that upon recommendation of the Cook County Planning Commission, and after public hearing duly held on September 21, 2016, the following Conditional Use Permit is granted, subject to the noted conditions:

Linda Newman and Neil Slaughter: Request for a Conditional Use Permit to establish a hostel and private recreational facility on property adjacent to the Arrowhead Trail and Irish Creek Road.

Legal Descriptions: SEE EXHIBIT A

CONDITIONS ON BACK SIDE OF THIS PAGE

**BE IT FURTHER RESOLVED**, that the County Auditor is directed to file a certified copy of this resolution with the County Recorder.

Commissioner \_\_\_\_\_ seconded the motion for the adoption of the resolution and it was declared adopted upon the following vote:

Ayes:  
Nays:  
Absent:

1. All operations conducted by Points Unknown LLC must comply with Minnesota Rule 7080, and the Cook County Septic Ordinance.
2. The property owners shall consult with a certified and licensed septic designer to evaluate septic capacity for all phases of proposed build-out of their facility (Mitch Everson letter enclosed).
3. All structures must conform to Cook County Zoning Ordinance criteria, including necessary land use, septic, or other permits. The property shall conform to all components of the Wetland Conservation Act.
4. All relevant guidance provided in the Cook County Zoning Ordinance for the FAR-1 zone district shall be followed.
5. This permit shall be reviewed by the OPZ 1-year following its approval, with results presented to the Planning Commission and Board of Commissioners.
6. Upon sale or transfer of the property, this Conditional Use Permit shall terminate. New property owners shall have 60-days to apply for a new CUP, allowing operations established by Points Unknown to continue.

---

**STATE OF MINNESOTA  
COUNTY OF COOK  
OFFICE OF COUNTY AUDITOR)**

I, Braidy Powers, Auditor of the County of Cook, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2016, and that the same is a true and correct copy of the whole thereof.

**WITNESS MY HAND AND SEAL OF OFFICE** at Grand Marais, Minnesota, this      day of      A.D., 2016.

**COUNTY AUDITOR,**

**BY**

COOK COUNTY PLANNING COMMISSION REPORT TO THE BOARD OF COMMISSIONERS

Application date: August 1, 2016

Planning Commission hearing date: September 21, 2016

Property description: Legal Description: NW ¼ of the NE ¼, Section 19, Township 63 North, Range 4 East.

Parcel IDs: 56-319-1200

Fee Paid: \$300.00

Case #: 2016-4CUP

Request for a Conditional Use Permit to establish a hostel and private recreational facility on property adjacent to the Arrowhead Trail and Irish Creek Road.

Applicant: Linda Newman and Neil Slaughter  
82 Irish Creek Road  
Hovland, MN 55606

1. The Newman/Slaughter parcel is 40-acres in size, with frontage on Irish Creek Road.
2. They currently operate Points Unknown LLC, which focuses on dogsledding and related recreational activities.
3. The property is contained in the Forest Agriculture Recreational (FAR-1) zone district.
4. Dog kennels are identified as a permitted use in the FAR-1 zone district.

---

A conditional use is an activity or use that would not be appropriate if allowed outright in any number; but which if controlled as to number, location and activity, could be consistent with the Comprehensive Plan and not be injurious to the public health, safety or general welfare. The review of each proposed use must determine that it will or will not be compatible with the standard of this article and if it is found to be, must attach conditions to insure this continued compatibility. (*Section 10.02, Cook County Zoning Ordinance*).

Any use not expressly identified as a permitted, conditional or prohibited use within this Ordinance may, at the discretion of the County, be processed as a conditional or interim use (*Section 10.03 (D), Cook County Zoning Ordinance*).

#### Application, Hearings, Decisions and Conditions

##### A. Applications

1. An application for a conditional or interim use permit shall be filed with the Planning & Zoning Administrator on a proper form provided for that purpose, and shall be submitted in a timely manner as prescribed by the Planning Commission in its rules of procedure.
2. The application shall be complete and shall be accompanied by the required fee, detailed plans drawn to scale and showing all details of the land area and proposed use, as well as any other information hereinafter prescribed or as is necessary to make clear the nature of the request and proposed use.

3. The Planning & Zoning Administrator shall reject, and refuse to refer to the Planning Commission, any application not complying with the foregoing. Notification of rejection, along with the reason for such action, shall be given to the applicant within ten days of the decision.

**B. Public Hearing Required**

The procedure of Article 15 shall be followed in connection with each conditional use permit. Public hearings for interim use permit requests shall be processed through the same procedures outlined for conditional use permits.

**C. Decisions**

1. Decisions of the Planning Commission on all conditional and interim use permit applications shall be made according to the general requirements and criteria for such permits as listed in Sec. 10.05 of this Ordinance, and to any special requirements and criteria applicable to the particular application as listed in Sec. 10.06 of this Ordinance.
2. The Planning Commission shall report its findings and recommendations in writing to the County Board of Commissioners within 35 days of the close of the public hearing. The vote of the Commission shall be indicated on the written report.
3. Upon receipt of the report of the Planning Commission, the County Board of Commissioners shall make a decision upon the proposal to grant or deny a conditional use permit.
4. After a conditional or interim use permit is granted, a certified copy of the permit and decision shall be filed with the County Recorder or Registrar of Titles for record. The permit shall include a legal description of the property involved. It shall be the responsibility of the Planning & Zoning Administrator to carry out this provision.

**D. Conditions**

1. In issuing any conditional or interim use permit, the County Board of Commissioners may impose such conditions or restrictions as deemed necessary to protect the public interest, including but not limited to matters relating to appearance, lighting, hours of operation and performance characteristics.
2. A conditional use permit shall remain in effect for so long as the conditions agreed upon are observed. However, whenever it is deemed advisable, a time limitation or review requirement may be placed as a condition on any permit.
3. An interim permit shall remain in effect until the termination date established through the approval process, so long as the conditions agreed upon are observed (*Section 10.04, Cook County Zoning Ordinance*).

**Sec. 10.05 General Criteria and Requirements**

- A. All classes of conditional use permits may be approved only upon a showing by the applicant that the standards and criteria stated in this section will be satisfied. Since by definition a conditional use is a special use not generally appropriate within the zone district, the applicant bears the burden of demonstrating a right to the permit by making such a showing. Absent such a showing, the Planning Commission shall not recommend approval of the application.

- B. A conditional use permit may be granted on upon finding all of the following:
1. The use conforms to the land use or comprehensive plan of the county;
  2. The use is compatible with the existing neighborhood;
  3. The use will not impede the normal and orderly development and improvement in the surrounding area of uses permitted by right in the zone district; and
  4. The location and character of the proposed use is considered to be consistent with a desirable pattern of development for the area.

C. When in the opinion of the Planning Commission a conditional use permit may result in a material adverse effect on the environment the applicant may be requested by the Planning Commission to demonstrate the nature and extent of the effect.

---

#### Sec. 4.05 FAR-1 Forest/Agriculture Recreation District

The principal purpose of the Forest/Agriculture Recreation (FAR-1) District is to provide for forest management, agriculture uses and recreational activity in the less developed areas of the County.

##### A. Permitted Uses:

1. Forest management facilities.
2. Forest harvesting and replanting based on a specific management plan by the appropriate Federal, State or County agency having jurisdiction.
3. Wildlife preserves.
4. Orchards, harvesting of wild crops such as marsh hay, ferns, moss, berries, tree fruits and tree seeds, collection and processing of maple syrup, and livestock grazing, all when consistent with any other existing management plan for the areas in question.
5. Kennels.
6. Single Family dwelling/manufactured homes.
7. Temporary chipping, debarking and sawmill operations.
8. Farming, including the raising of crops and livestock.
9. Home occupations.
10. Accessory uses, and one accessory structure up to 3,000 square feet without the existence of a primary structure.
11. Vacation Rental Home.
12. Temporary Recreational Vehicle.

##### B. Conditional Uses:

1. Commercial bunkhouse operation.
2. Private and public recreational facilities such as camping areas, golf courses, etc.
3. Schools, churches, and fire stations.
4. Home business.
5. Mobile homes and long term use recreational vehicle.
6. Riding Stables.
7. Bed and breakfast homes.

8. An accessory structure in excess of 3,000 square feet, or any more than one accessory structure without the existence of a primary structure.

### C. Requirements

1. Minimum lot area 20 Acres
2. Minimum lot width 600 Feet
3. Lot line setbacks:
  - a. Rear Yard 50 Feet
  - b. Side Yard 50 Feet
4. Road Setbacks (from centerline):
  - a. State Highway 130 Feet
  - b. County Road 85 Feet
  - c. Other Public and Private Roads 65 Feet
  - d. Or 35 feet from right-of-way line, whichever is greater.
5. Maximum building height 35 Feet

---

*Excerpts from the Land Use Guide Plan (LUGP) for Cook County, Minnesota, 2016*

### This is a Special Place

Economics and Development: Small is Vibrant

Cook County's economy is based upon natural resources and individual talent and determination. Few businesses can be considered large and nearly all are owned by local residents. The county's highly desirable qualities attract and keep creative people capable of using their own and the area's resources to fashion household supporting livelihoods within the county's vibrant, diverse and rurally scaled economy (*LUGP for Cook County, Minnesota, 2016. Page 4.*).

Tourism dominates Cook County's economy representing 54% of wage and salary jobs and 55% of Gross Regional Product (this includes the retail sector). It is based on the county's outstanding natural resources, the arts, and North Shore culture. The next largest sector is public administration followed by health care, construction and educational services (*LUGP for Cook County, Minnesota, 2016. Page 6.*)

### A Changing Reality

#### Roads and Land Use

The USFS has an extensive road network lacing the interior of the county. This system of approximately 22 miles of crushed aggregate surfaced roads is designated as "administrative" designed and intended to serve national forest purposes (e.g., timber management, access to federal recreation areas); they are not "public roads" in the sense of County roads and are not meant to meet general transportation needs such as providing access to privately owned land or owners to access year-round and seasonal homes (*LUGP for Cook County, Minnesota, 2016. Page 11.*).

## Cook County in 2035

### General Conditions throughout Cook County

The county's economy is healthy, resilient and growing; centered on a vibrant four-season tourism industry. It features a diverse mix of small businesses in the arts, light manufacturing, retail, services and professional enterprises taking advantage of the county's special sense of place, business clusters, and the creativity and talents of local workers and entrepreneurs. Economic activity emphasize locally produces and supplied goods and services and tends to be small-scale, locally owned, minimally polluting, and supports young workers and families attracted to or desiring to remain in the county (*LUGP for Cook County, Minnesota, 2016. Page 19.*).

## Guiding Principles

### General Land Use

*Goal:* To have an inventory of land suitable and appropriately located for the anticipated types of land uses, compatible with natural resources, and proximity to existing infrastructure. To protect non-compatible land uses from one another (*LUGP for Cook County, Minnesota, 2016. Page 29.*).

Land uses with compelling location-specific requirements such as an industry's need to be adjacent to water and highway for shipping, special commercial facilities (such as ski hills, golf courses or resorts, or uses utilizing existing structures or sites with extraordinary limiting features) must be evaluated in light of those unique requirements or features and the uses potential adverse impacts on adjacent property and uses (*LUGP for Cook County, Minnesota, 2016. Page #7. Page 29.*).

Land ownership should not be a sole determining factor in the development or non-development of land. Overall development patterns of adjacent areas, the ability to economically provide needed public services, natural features, the land's importance or potential importance to larger ecosystems, impacts on the local economy, and other such intrinsic factors must be considered as well (*LUGP for Cook County, Minnesota, #8. Pg 29.*).

Review of conditional uses or rezoning must evaluate impacts on but not limited to: a relationship to the land use plan, benefit to the overall community, adjacent use, air and water quality, traffic generation, public safety and health, area aesthetics, and economic impact on area (*LUGP for Cook County, Minnesota, 2016. #12. Page 29.*).

### Natural Features and Environmental Concerns

Evaluate and minimize adverse impacts on air quality, surface and ground waters, wildlife habitat, ecological systems, and other natural features through land use decisions (*LUGP for Cook County, Minnesota, 2016. #16. Page 30.*).

Consider visual impact of landscape alteration in new development (*LUGP for Cook County, Minnesota, 2016. #17. Page 30*).

The value of natural features as the basis for economic activity in the county should be maintained and enhanced (*LUGP for Cook County, Minnesota, 2016. #18. Page 30*).

Encourage the conservation and preservation of unique or distinctive natural features and systems (e.g., lakes, land areas or other features of scientific, natural history, or archeological significance) in recognition of their importance to the quality of life in Cook County (*LUGP for Cook County, Minnesota, 2016. #19. Page 30*).

Evaluate the cumulative effects of land use decisions on watershed and ecoregion scales; include riparian ecosystem function and the permanent conversion of land (*LUGP for Cook County, Minnesota, 2016. #22. Page 30*).

Minimize adverse impacts of noise and night lighting on adjacent properties and land uses (*LUGP for Cook County, Minnesota, 2016. #23. Page 30*).

Maintain the function and health of the county's hydrologic cycles by protecting wetlands, riparian areas, and streambeds (*LUGP for Cook County, Minnesota, 2016. #24. Page 30*).

---

## Considerations

This request is intended to enhance Points Unknown LLC's ability to function as a destination recreational facility, emphasizing dog sledding and other outdoor pursuits and adventures. Using the kennel as their recreational foundation, the applicants propose a modest and phased expansion of their operations to accommodate both their guests and others using other hiking and recreational resources in Cook County's "east end".

The Points Unknown parcel is remotely situated in a landscape dominated by state and federal holdings. The nearest seasonal residence is approximately 3,000 feet away. The property's presence in the FAR-1 zone district affords relief from some of the more restrictive, residential zone district uses, including kennels.

Points Unknown LLC proposes a phased build-out of their operation, invoking uses generally connected as a mix of bed and breakfast (BandB), hostels, and small guest-oriented lodging facilities. As part of their application, they have identified the following developmental phasing:

1. Establish a rustic hostel/bunkhouse for overnight guest accommodations;
2. Expand site resources to supplement lodging with breakfast, mirroring a "bed and breakfast operation.
3. Expand to include a guest-specific, stand-alone building; and,

4. Provide a variety of lodging options, including two yurts on the Points Unknown property.

Based upon this outline, several items in the Points Unknown request warrant further discussion. First, although a “bed and breakfast” is cited as a model for their operation, the guidance for a bed and breakfast (*Section 10.08, Cook County Zoning Ordinance*) is largely intended for more densely populated residential zones and may not be applicable to the Points Unknown request. For example, parking is defined as a “a minimum of one space per guest room and one space for the operator” (*Sec 10.08 B*). This will prove irrelevant, given the applicants’ 40-acres. Second, compliance with Minnesota Rule 7080 and the Cook County Septic Ordinance is integrated into land use whether as a private residence or a publicly available facility and is not specific to a BandB/hostel or a recreational facility operation. Finally, and perhaps most compelling is that the applicants have expressed limited desire to expand their operation beyond those uses/facilities listed as part of their phased timeline.

Two recent Conditional/Interim Use Permits approved by the Planning Commission have addressed issues similar to the Newman/Slaughter request. In 2016, Cazier Properties LLC. (Positive Energy Outdoors) received an interim use permit to establish a recreational facility in the FAR-1 zone district. Like Points Unknown, land use activities were centered on dog sledding, with an intended expansion of recreational opportunities as the property was developed.

In 2013, Jeremy and Kate Keeble received a CUP to establish a “hostel/bunkhouse” on their property in the FAR-3 zone district. While the inclusion of a bunkhouse provides a connection with Ordinance language (*Section 2.17, Cook County Zoning Ordinance*), the term “hostel” represents a new “use” currently not identified in guiding County documents. From a local government perspective, bunkhouse and hostel could be viewed as interchangeable, and are essentially the same use with perhaps different generational recognition.

Given the location and relative isolation of the Points Unknown property, the current and proposed activities provide a good fit with both the Land Use Guide Plan and the Cook County Zoning Ordinance.

The following conditions may be assigned to this CUP request:

1. All operations conducted by Points Unknown LLC must comply with Minnesota Rule 7080, and the Cook County Septic Ordinance.
2. The property owners shall consult with a certified and licensed septic designer to evaluate septic capacity for all phases of proposed build-out of their facility (Mitch Everson letter enclosed).
3. All structures must conform to Cook County Zoning Ordinance criteria, including necessary land use, septic, or other permits. The property shall conform to all components of the Wetland Conservation Act.
4. All relevant guidance provided in the Cook County Zoning Ordinance for the FAR-1 zone district shall be followed.

5. This permit shall be reviewed by the OPZ 1-year following its approval, with results presented to the Planning Commission and Board of Commissioners.
6. Upon sale or transfer of the property, this Conditional Use Permit shall terminate. New property owners shall have 60-days to apply for a new CUP, allowing operations established by Points Unknown to continue.

---

Twenty-seven letters of notification were sent to adjacent property owners. At the time of this narrative preparation, no comments had been received in the OPZ.

#### Planning Commission Meeting Review

Following the application review by Land Services, Chair Barton opened the meeting to the public. Ms. Newman took the opportunity to more fully define Point Unknown LLC, including both adventure and educational components. She confirmed that the outline of the permit request was accurate and suggested that their operation would fulfill a valuable niche in Cook County.

Thereafter, Mr. Barton opened the meeting to the commissioners. Commissioner Seaton had no concerns regarding the Newman/Slaughter request, but did add a peripheral comment wondering about the validity of Condition 5 and the need for “a 1-year review.”

Commissioner LaBoda had no comments. Commissioner Tull stated he had been to the property and “was impressed” with the operation, including the management of the kennel. He also expressed some concern about septic compliance, especially as the phased build-out was implemented.

Commissioner Gervais indicated he had “no problems” with the request and confirmed support of the six proposed conditions.

Commissioner Doo-Kirk suggested the location and focus of Points Unknown LLC “should be wonderful.”

Chair Barton asked aloud about the Seaton-referenced need for Condition 5 (1-year review). In response, Commissioner LaBoda stated that his father (Dennis) had received a CUP for a kennel in 2011 (Resolution 2011-53) and that the review was effective in allaying adjacent property owner concerns regarding kennel operations. In response, Mr. Barton indicated he was comfortable retaining the 1-year review and thereafter, asked for a motion from commission members.

Commissioner LaBoda offered a motion to approve the CUP request with the six assigned conditions. The motion was seconded by Commissioner Gervais and by unanimous vote, forwarded to the Board of Commissioners with the recommendation they too approve the Newman/Slaughter CUP.



**Site Depiction**

Attach a separate map or sketch plan of the site, including *all structures* on your property and *accurate distances from property lines, roadways, and other property features.*

**Conditional Use/Interim Use Questionnaire (may be answered as a separate narrative)**

Please keep in mind that the Planning Commission members, to whom this application is being presented, may not have personal experience or understanding of your intended property use. You will want to give a **full description of the proposed use or operation** and how it will benefit Cook County.

Also, please note that a *Conditional or Interim Use Permit* may be granted only upon finding **all** of the following:

1. The use conforms to the land use or comprehensive plan of the county;
2. The use is compatible with the existing neighborhood;
3. The use will not impede the normal and orderly development and improvement in the surrounding area of uses permitted by right in the zone district; and,
4. The location and character of the proposed use is considered to be consistent with a desirable pattern of development for the area.

Please describe the proposed Conditional or Interim Use:

We would like to create a "Bed N Sled" (bunkroom/hostel), that caters to our winter dog sledding guests as well as for those folks year 'round that use the Superior Hiking Trail and the Arrowhead Trail access to the BWCAW, both nearby. Please read the attached for details on this proposed use and how we hope it to be progressive from a bunkroom/hostel to a full bed and breakfast then to the addition of rental yurts. Initial capacity would be 4-6 people.

What is the expected duration of the permitted use?

We hope to offer this service as long as we live in this home; 20+ years.

Where will this use or operation be conducted?

The bunkroom/hostel will be located in one of the bedrooms in our home.

How will this use or operation be conducted (i.e., season of operation; hours of operation)?

We plan to be open year 'round with a special emphasis on our winter dog sledding adventures.

Describe what property development, building construction, and land use or other permitting will be needed to conduct this operation:

We believe that we can operate the initial business "as is" but do understand that we will need to have a plan in place for the septic system should it be determined that we must expand or revise. The current room that will house the bunkroom will be finished with rustic appeal and will contain 3-4 bunk beds and a small kitchenette. Eventually, a deck will be installed outside the patio door on this second level space to provide an outside and private entrance.

Does your permit meet criteria established by the Land Use Guide Plan of Cook County and the Cook County Zoning Ordinances? Please describe:

Our property zoning allows for a bed and breakfast with the permit to which we are applying.

Will the proposed use have an adverse effect on adjacent properties?

Our closest year 'round neighbor is over 2 miles away. We have State land on three sides. This will not have an adverse affect on any of our neighbors.

Will the proposed use impact water quality, air quality, or other shared resources?

It will not impact water quality, air quality or other shared resources.

Does the proposed use require permits from other permitting sources (i.e., state, federal)?

Yes it does. We will need to receive approval and go through an inspection process by the Department of Health.

Include any further comments that might clarify your situation to the Planning and Zoning staff and to the Planning Commission:

Legal Description - Sec 19 TWP 63 RG 4 NW/NE

**Signature Page**

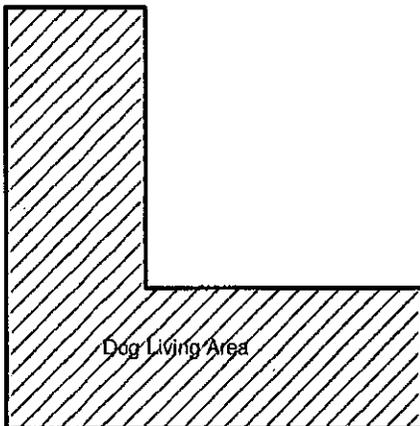
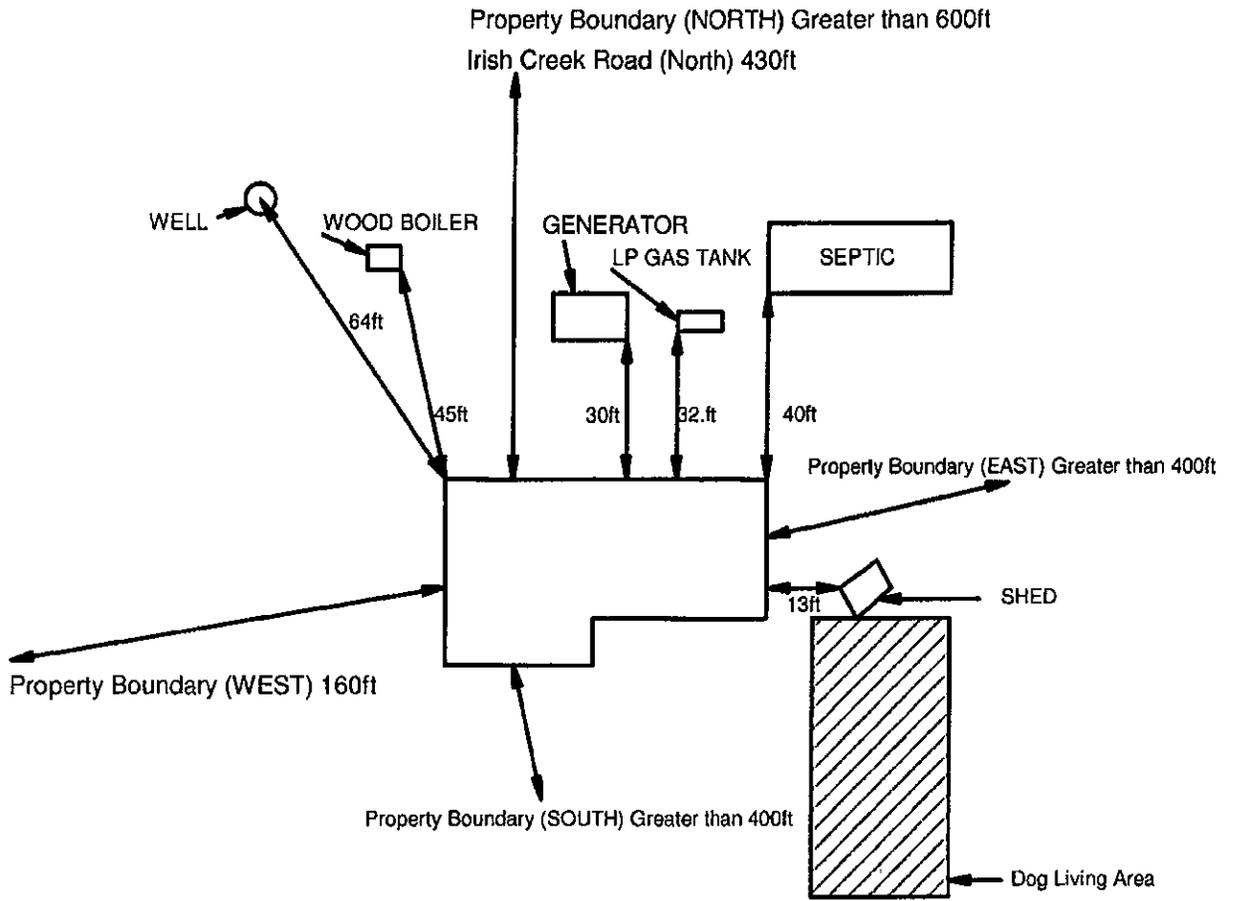
I hereby certify with my signature that all data on my application forms, plans, and charts are true and correct to the best of my knowledge. I understand further that falsification of this application or any attachments thereto, will render this application and subsequent permits invalid.

Signature



Date July 25, 2016

# 82 IRISH CREEK ROAD SITE PLAN





July 25, 2016

RE: Conditional Use Permit for 82 Irish Creek Road, Hovland, MN 55606

To Whom it May Concern,

We are applying for a conditional use permit to expand our current educational dog sledding business, Points Unknown, LLC, by creating what we are calling a "Bed N Sled" so that we can become a dog sledding destination, offering inexpensive, rustic, hostel-like accommodations for 4-6 people at a time, wanting to fully experience our off-grid lifestyle; living and working with traditional sled dogs. Our hostel/bunkroom would also serve to expand tourism up the Arrowhead Trail, allowing visitors/hikers to the BWCAW and the Superior Hiking a comfortable place to lay their head. Not to mention the myriad of contractors that find themselves up this way be it for private, state and federal projects.

We are also interested in exploring the idea of creating a shuttle service for those aforementioned hikers that will be staying with us. To avoid complicated insurance and vehicle restrictions and requirements, we are investigating the idea of using our guests' vehicles to shuttle them to and from our location. Kate Bailey Keeble, owner of the Hungry Hippie, has shared that she has heard from her guests that they only hike to Judge Magney State Park because of the lack of services in our area. Adding inexpensive accommodations and a shuttle service would bridge this gap.

We have a multi-stage plan in mind.

1. Begin with a rustic hostel/bunkroom format in one large room of our home to begin within a couple months after pending approval.
2. Once funds are available, add the "breakfast" portion of the bed and breakfast model.
3. Pending funds, expand to adding another building with private rental rooms.
4. Pending funds, add two yurts for an even more unique off-grid experience.

Please note that #3 and #4 may change orders depending upon unforeseen discoveries. This multi-phase plan will take years to complete.

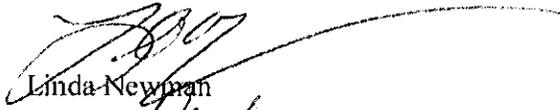
Our conditional use would be compatible to our area and have minimal to no effect on our neighbors. We have a private parcel with a seasonal cabin to the south and state land on the other three sides. We are serviced by Irish Creek Road, a minimal maintenance forest road with a subordinate plow district in the winter. If need be, we are close enough to the state gravel pit where county plowing ends, to open that portion of the road up for our guests.



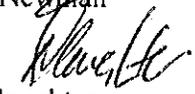
Our proposed plan will benefit Cook County in that it will bridge a gap in affordable accommodations and actually provide accommodations that are lacking between the area currently serviced by the new Hungry Hippie Hostel and our location 7 miles up the Arrowhead Trail. This affordable accommodations gap also extends up Highway 61 to Grand Portage. Those wanting to experience the Superior Hiking Trail and the BWCAW with entry points off of the Arrowhead Trail and those wanting to immerse themselves more fully into a Points Unknown Dog Sledding Adventure would now have the option to include a “luxury” that does not currently exist. This could also open the doors to new visitors wanting to experience this specific area but not being keen on spending all or even any of their nights out on the trail.

Thank you for taking the time to review our request. If there are any questions or concerns, please don't hesitate to contact us.

Sincerely,



Linda Newman



Neil Slaughter

**COOK COUNTY  
ENVIRONMENTAL HEALTH**

TIM NELSON-ENVIRONMENTAL HEALTH DIRECTOR  
MITCHELL J. EVERSON-ENVIRONMENTAL HEALTH OFFICER

COURTHOUSE  
411 W. 2ND ST  
GRAND MARAIS, MN 55604  
Phone (218) 387-3632 Fax (218) 387-3042  
e-mail [mitch.everson@co.cook.mn.us](mailto:mitch.everson@co.cook.mn.us)

Water Quality  
Solid Waste  
Sewage Treatment  
Health Nuisances  
Radon

September 13, 2016

To: William Lane, Planning and Zoning Administrator

Re: Linda Newman/Neil Slaughter-Conditional Use Permit  
56-319-1200  
82 Irish Creek Road

In 2012, an on-site septic inspection was made of the sewage treatment system at the above address. The existing system was built for a 450 gpd, three bedroom dwelling.

Reviewing proposed request, system design and design flows may vary from actual flows and could likely impact system performance. Therefore, an operation and maintenance agreement or management plan should be employed.

At this point, property owners need to get in touch with a certified and licensed designer in amending existing system permit, making sure adjusted design flow numbers for proposed hostel coincide with the already installed system.

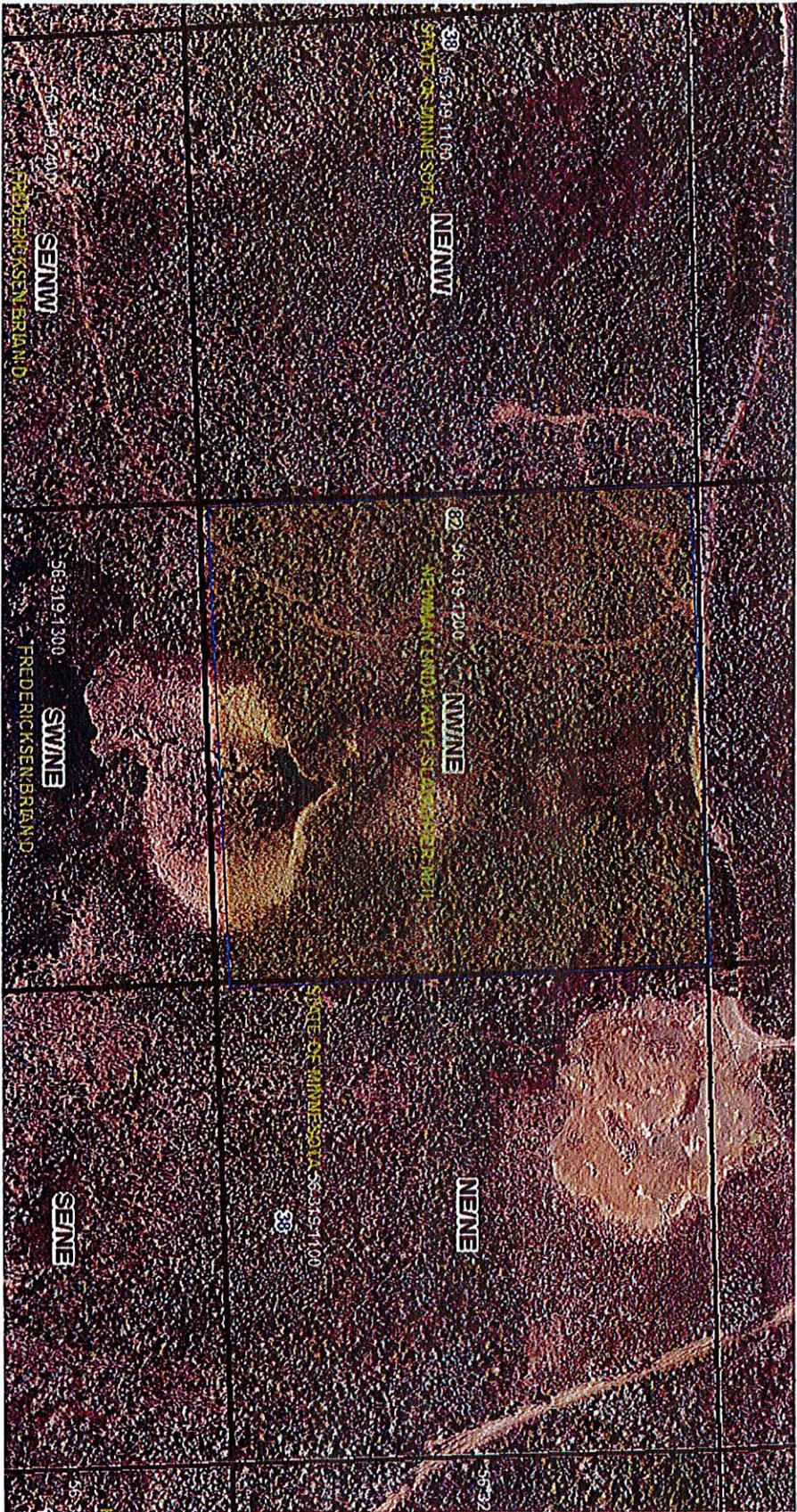
A requested modification would be the addition of flow measurement, a time dose panel, which will control daily flows, protecting property owners investment, ensuring system reliability and system longevity.

Sincerely,



Mitchell J. Everson,  
Environmental Health Officer

Linda Newman and Neil Slaughter: September 21, 2016





**A000120380**  
**OFFICE OF THE COUNTY RECORDER**  
**COOK COUNTY, MINNESOTA**  
**CERTIFIED, FILED, AND/OR**  
**RECORDED ON**

8/15/2014 3:30 PM  
 AS DOC #: A000120380

DUSTY NELMS  
 COOK COUNTY RECORDER  
 BY *Dusty Nelms* Dep

PAGES: 2

No delinquent taxes and transfer entered;  
 Certificate of Real Estate Value ( ) filed  
 (✓) not required Certificate No. \_\_\_\_\_

August 15, 20 14  
Brady Powers  
 County Auditor-Treasurer,  
 by Cornelia Bernier  
 Deputy

56-319-1200

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED  
 Individual(s) to Joint Tenants

Minnesota Uniform Conveyancing Blanks  
 Form 10.3.3 (2011)

DEED TAX DUE: \$ 1.65

DATE: 8/7/14  
(month/day/year)

FOR VALUABLE CONSIDERATION, LINDA KAYE NEWMAN f/k/a LINDA KAYE FREDERICKSON and NEIL SLAUGHTER,  
(insert name and marital status of each Grantor)

wife and husband ("Grantor"),

hereby conveys and quitclaims to LINDA KAYE NEWMAN and NEIL SLAUGHTER  
(insert name of each Grantee)

\_\_\_\_\_ ("Grantee"), as joint  
 tenants, real property in Cook County, Minnesota, legally described as follows:

The Northwest Quarter of the Northeast Quarter, in Section Nineteen, Township Sixty Three North, Range Four, East of the Fourth Principal Meridian, Cook County, Minnesota.

TOTAL CONSIDERATION FOR THIS TRANSFER IS \$500.00 OR LESS.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

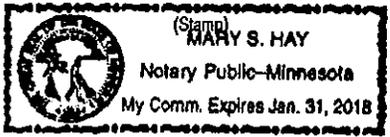
*Linda Kaye Newman*  
(signature) LINDA KAYE NEWMAN

*Neil Slaughter*  
(signature) NEIL SLAUGHTER

State of Minnesota, County of Cook

This instrument was acknowledged before me on 8/7/14 by LINDA KAYE NEWMAN and  
(month/day/year)

NEIL SLAUGHTER, wife and husband  
(insert name and marital status of each Grantor)



Mary S. Hay  
(signature of notarial officer)  
Title (and Bank): Notary  
My commission expires: 1/31/18  
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:  
(insert name and address)

SWANSON & HEEREN, P.C.  
1708 West Highway 61  
P.O. Box 819  
Grand Marais, MN 55604

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:  
(insert legal name and residential or business address of Grantee)

LINDA KAYE NEWMAN and NEIL SLAUGHTER  
PO Box 51  
Hovland, MN 55606

Deed Tax hereon of \$ 1.65 Paid  
Brandy Powers  
County Auditor-Treasurer  
Cestree Bernier  
Deputy

## Request for Time

## Before the Board of Commissioners

O.A.

1.	a. Topic or Issue: (As should be listed on agenda) Appoint Election Judges	b. Requested Date: 10/11/16	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting 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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): It was determined that additional election judges may be needed for the General Election. The County Auditor's Office has trained the following judges. Please appoint, by motion, these judges for the 2016 General Election.  Ethel Johnson Joan Hall Linda Waterhouse Sue Futterer Dale S. Peterson William J. Peterson Vera Schumann Krista Mixdorf Jan Parish		
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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**

7.A.

1.	a. Topic or Issue: (As should be listed on agenda) CCEA Grievance	b. Requested Date: 10/11/2016	c. Amount of time with Board 10 minutes	Consent Agenda <input checked="" 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: Assessor	b. Department Head: Todd Smith	c. Dept been contacted? yes	
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? This matter affects CCEA leadership and membership, in particular Rachel Espe			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the grievance resolution between the CCEA, Rachel Espe and Cook County.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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 grievance resolution has been developed with input from the personnel committee, CCEA leadership and the Cook County Attorney.			
8.	How will this request affect the County Budget? no anticipated impact			
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"/>

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

T.B.

1.	a. Topic or Issue: (As should be listed on agenda) Approve internal posting for Residential Appraiser	b. Requested Date: 10/11/2016	c. Amount of time with Board 10 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: Assessor	b. Department Head: Todd Smith	c. Dept been contacted? yes	
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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Recommend approving the internal posting of Residential Appraiser to be filled in accordance with Article 29 of the CCEA contract.			
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (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><b>ARTICLE 29 LAY-OFFS</b></p> <p>Employees may be temporarily or permanently laid off from work due to abolition of their position, lack of funds, shortage of work, or other reason beyond the control of the employee. Decisions to lay off personnel shall be made by the Employer after consultation with the affected Department Head and the County Administrator. Employees, including temporary and probationary employees, shall be given as much advance notice of lay-off as feasible.</p> <p>In the event that lay-offs will lead to or result from a reorganization of duties and functions within a Department, the Department Head shall develop a proposal for the numbers, types, duties and classification of positions that will allow the Department to function as efficiently and effectively as possible. The resulting positions shall be filled by the best qualified non-probationary employees within the Department based on job-related factors such as experience, education and demonstrated ability to perform the set of duties assigned. Seniority shall be an additional factor to take into consideration in case of lay-off and/or reorganization. Such proposal shall be reviewed by the County Administrator and discussed with the Association on a meet and confer basis prior to presentation to the County Board for consideration.</p>			
8.	How will this request affect the County Budget? no anticipated impact			
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

7.C.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Approve hiring of Rachel Espe Residential Assessor	b. Requested Date: 10/11/2016	c. Amount of time with Board 10 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: Assessor	b. Department Head: Todd Smith	c. Dept been contacted? yes	
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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the hiring of Rachel Espe as Residential Assessor, B32-2 Step 2, according to the terms identified in the CCEA grievance resolution effective October 17, 2016.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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? no anticipated impact			
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

7.D.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Budget Discussions Sheriff's Department	b. Requested Date: 10/11/2016	c. Amount of time with Board 30 minutes	Consent Agenda <input checked="" 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: Sheriff	b. Department Head: Pat Eliassen	c. Dept been contacted? yes	
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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Review of Sheriff's department budget request for 2017, highlighting changes in proposed budget.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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

M.E.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Budget Discussions CCLEP	b. Requested Date: 10/11/2016	c. Amount of time with Board 20 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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Presentation from Staci Drouillard, CCLEP Project Coordinator			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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: 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"/>

## **The Cook County Residential Energy Efficiency Program (REEP)**

REEP is a publicly funded initiative designed to increase the energy efficiency of homes in Cook County by facilitating home performance energy audits before and after improvement work. Homeowners pay for the audits and improvements, followed by a 75% audit rebate with completion of selected improvements within 18 months of the initial audit. This partial rebate program provides home and business owners the incentive they need to make energy improvements, ultimately providing for long term savings on energy use, energy dollars and negative impacts to the environment.

As part of our mission to develop a local response to the worldwide transition away from fossil fuel-based energy sources, the CCLEP REEP program has encouraged 36 energy efficiency evaluations of local homes and businesses, which is consistent with the target goal of completing at least 10 audits each year. We have conducted 6 audits in the first half of 2016.

As with any publicly funded energy efficiency or renewable energy development, there are three basic underlying assumptions:

1) that climate scientists worldwide are in near-unanimous agreement that the Earth is warming rapidly which is causing changes in climate that are perilous to the Earth's natural systems and to human civilization; and

2) that the primary cause of that warming is human activity, especially through the combustion of fossil fuels which emit greenhouse gases such as carbon dioxide (CO<sub>2</sub>); and

3) that the continued use of fossil fuels is being propelled by a market failure whereby the costs of carbon emissions are not included in the price of fossil fuels.

Public funding of energy efficiency and renewable energy projects are an attempt by Federal, State, and local units of government throughout the U.S. and around the world to remedy that market failure and to encourage a more rapid transition away from fossil fuels. Additional benefits of local public investment in energy efficiency and renewable energy development are improved public health, retention of energy dollars within the local economy, increased local self-reliance, and job creation.

The REEP program is especially well justified within the above context for the following reasons:

1. Energy efficiency is the most cost effective way to reduce fossil fuel use and carbon emissions.
- 2) REEP supports our local building assessment and improvement trades.
- 3) REEP has been shown to have a significant and cumulative positive impact on our local economy (see chart, below and attached spreadsheet).

4) REEP has a proven track record of effectively facilitating the often difficult task of improving home energy efficiency throughout a community.

<b>REEP Tally from beginning (2013) to current (8-15-2016)</b>					
Clients:					
Residences	31				
Other	4				
Total	35				
Complete with rebates				17	
In construction or waiting				16	
Complete without rebates (ineligible)				2	
Total				35	
Of 19 complete:					
Cubic Ft. Minute & CO2 Reduction			8,315.2 CFM	\$6,310 annual savings	36,487 lbs CO2 saved
Energy Investment			\$148,200		

For more information, please visit the REEP program page, located at:

<http://www.cookcountylocalenergy.org/groups/energy-efficiency/reep>  
**The Cook County Residential Energy Efficiency Program (REEP)**

**Cook County Local Energy Project  
Residential Energy Efficiency Program**

Table: Projected Effect of REEP on Cook County Economy 2014-2018

	Money spent on energy improvements		Estimated energy cost savings		Economic impact	
	Annual	Total	Annual	Total	Annual	Total
8	\$ 62,400	\$ 62,400	\$ 7,680	\$ 7,680	\$ 70,080	\$ 70,080
18	\$ 78,000	\$ 140,400	\$ 9,600	\$ 17,280	\$ 87,600	\$ 157,680
35	\$ 132,600	\$ 273,000	\$ 16,320	\$ 33,600	\$ 148,920	\$ 306,600
54	\$ 148,200	\$ 421,200	\$ 18,240	\$ 51,840	\$ 166,440	\$ 473,040
74	\$ 156,000	\$ 577,200	\$ 19,200	\$ 71,040	\$ 175,200	\$ 648,240

7,800 based on average of 17 completed projects to date  
 960 based on average of 17 completed projects to date  
 y spent on improvements and energy savings.

**Cook County  
Request for Time**

e-mail form

7.F.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Budget Discussions EDA	b. Requested Date: 10/11/2016	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?	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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Review of EDA 2017 budget request			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (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 - Proposed

	<u>2017 Budget</u>	<u>2017 Notes</u>
<b>Revenues:</b>		
Cook County Levy	269,290	
SBDC/UMD	25,000	Does not include Cedar Grove - \$60,000
Chamber & AEQA Rent Income	5,520	SBDC contract for Pat C - Business Consultant
Other/Grants		Chamber is \$250/month, AEQA is \$210/month
<b>Total Revenues:</b>	<b>299,810</b>	

<b>Expenses:</b>		
<b>Operations</b>		
Accounting	3,000	Contracted
Audit	15,000	Includes EDA and SNL
Administrative Assistance	6,000	\$1500/quarter - City of Grand Marais
Office supplies/expenses	6,000	Computer, supplies, etc.
Meeting Expenses	600	Minutes, etc.
Rent Expense	3,000	\$750/quarter to City of Grand Marais
Insurance	5,000	League of MIN Cities
Legal	2,000	
Memberships	300	IREA and EDAM
<b>Staffing</b>		
Board Per Diem	2,160	6 directors X \$30 X 12 months
EDA Director	54,000	\$45,000 plus 20% burden
Training/Travel/Mileage	5,000	
SBDC Consultant	18,750	Business Consultant Services
<b>Projects</b>		
Housing Project	100,000	Land/Project Support/Buyers/Renters Assistance
Business Development Program	10,000	Scholarships, workshops, etc.
Advertising/Marketing	10,000	Sell lots at Cedar Grove
Mountain Biking Support	20,000	Superior Cycling Association employee?
Cook County Local Energy Project (CCLEP)	8,000	Residential Energy Efficiency Program (REEP)
Consultant	6,000	Chamber Partnership
KGM settlement	20,000	2017 will be the final payment
Contingency	5,000	
<b>Total</b>	<b>299,810</b>	

Difference

-

Cook County-Grand Marais Economic Development Authority  
2017 Annual Budget

	Proposed				2017 Notes
	2014 Actuals	2015 Actuals	2016 Budget	2017 Budget	
<b>Revenues:</b>					
Cook County Levy	208,993	171,392	161,675	269,290	
SBDC/UMD	28,219	30,448	25,000	25,000	Does not include Cedar Grove - \$60,000 SBDC contract for Pat C - Business Consultant
Chamber & AEOA Rent Income	1,260	4,020	5,520	5,520	Chamber is \$250/month, AEOA is \$210/month
Other/Grants	8,154	1,731			
<b>Total Revenues:</b>	<b>246,626</b>	<b>207,591</b>	<b>192,195</b>	<b>299,810</b>	
<b>Expenses:</b>					
Assisted Living					?
Housing project			64,825	100,000	
Mountain Bike Support				20,000	Employee
CCLFP				8,000	REEP
AEOA Housing Admin	25,025				
Cedar Grove	49,243				
Business Development Program	350	1,000	19,000	10,000	Judy Erickson?
Go Team Expense	6,000	12,921			
Consultant				6,000	
Cook County Local Energy Project		8,720			
SBDC Consultant	21,992	23,779	18,750	18,750	Pat C work for SBDC
Administrative Assistance		12,680	30,000		\$45,000 plus 20% burdon
EDA Director				54,000	
Training/Travel/Mileage				5,000	
KGM settlement		20,000	20,000	20,000	2017 will be the final payment
City Administration	9,225	6,000	6,000	6,000	\$1500/quarter - City of Grand Marais
Legal	7,249	900	2,000	2,000	
Insurance	3,752	2,572	5,000	5,000	
Office supplies/expenses	2,788	3,324	5,000	6,000	
State audit	4,336	13,923	14,000	15,000	Includes EDA and SNL
City Rent	3,750	2,250	3,000	3,000	\$750/quarter
Accounting	1,450	1,470	1,500	3,000	150 hours X \$20
Advertising/Marketing	1,510	295		10,000	Sell lots at Cedar Grove
Board per Diem	1,900	1,260	2,520	2,160	6 directors X \$30 X 12 months
Minutes/Meeting Expenses	769	557	600	600	12 meetings
Memberships				300	IREA and EDAM
Contingency at 10%/Other	2,038	(2,206)		5,000	
<b>Total</b>	<b>141,377</b>	<b>109,445</b>	<b>192,195</b>	<b>299,810</b>	
Difference	105,249	98,146			

**Cook County  
Request for Time**

e-mail form

7.6.

**Before the Board of Commissioners**

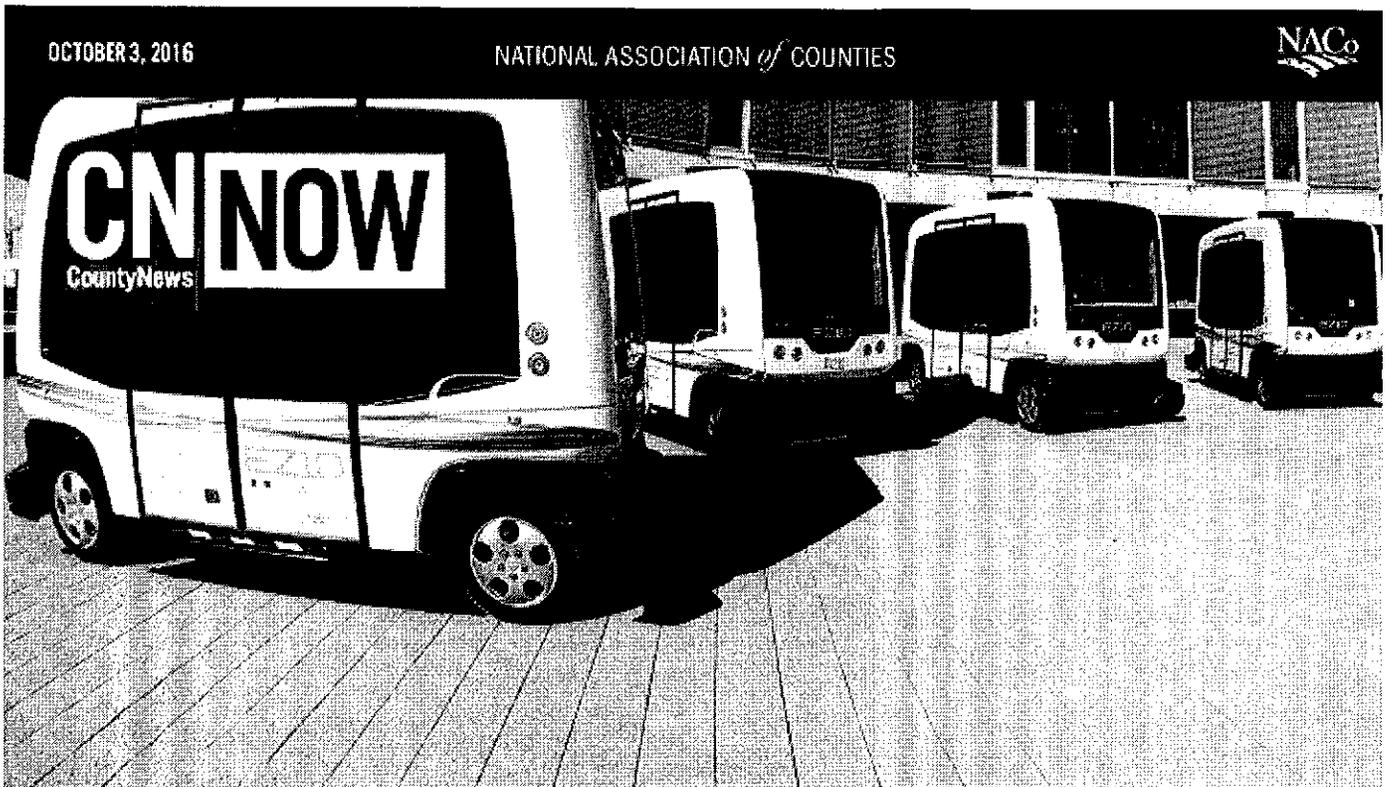
1.	a. Topic or Issue: (As should be listed on agenda) YMCA Contract/Budget	b. Requested Date: 10/11/2016	c. Amount of time with Board 30 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Maintenance/YMCA	b. Department Head: Brian Silence/Emily Marshall	c. Dept been contacted? yes	
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.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve amended Management Agreement between Cook County and Duluth Area Family YMCA			
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (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 proposed contract changes specifically apply to section 6. Support and Administrative Costs, and Section 8. Maintenance of the Facility.</p> <p>In general the proposed contract eliminates the counties responsibility to provide annual financial support to make up the difference from operations and a 10% allowance for maintenance. In return the county will assume direct responsibility for the maintenance budget including staff, utilities and supplies as outlined in the Maintenance budget detail.</p> <p>This amendment to the agreement is consistent with recent board action to directly hire and provide custodial and maintenance services for the county owned facility.</p> <p>County financial support of the YMCA building and operations will be approximately the same as previous commitments and will include the additional expense already authorized by the hiring of a custodian specifically for the YMCA.</p> <p>The county will have direct control of the day to day cleanliness and maintenance of a facility that it owns.</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"/>

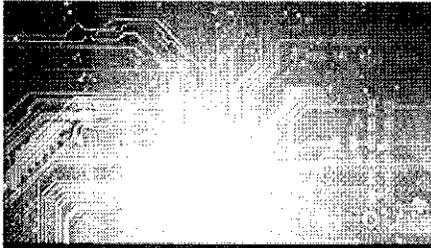
**From:** NACo County News <countynews@naco.org>  
**Sent:** Tuesday, October 04, 2016 5:11 PM  
**To:** Julie Berglund  
**Subject:** County News Now - October 4, 2016

Having trouble viewing this email? [Click Here](#)

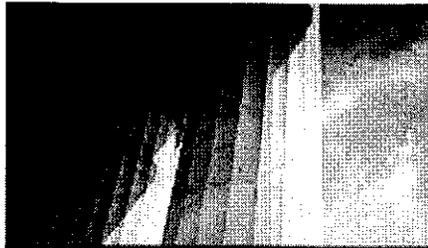


## WHEELS ARE IN MOTION FOR AUTONOMOUS CAR POLICIES, PILOT PROJECT

The view from the windshields of autonomous cars got a little clearer in late September, with guidance from the Department of Transportation and the advent of a county's pilot project using a driverless shuttle. [Read more.](#)



**Concerns over election hacking misplaced but it's not impossible**



**Congress averts shutdown**



**New program would help restore local World War I memorials**

## **LEGISLATIVE UPDATE**

---

### **HOUSE PASSES BILL TO DELAY OVERTIME PAY RULE**

The House of Representatives, by a vote of 246-177, passed the Regulatory Relief for Small Businesses, Schools and Nonprofits Act (H.R. 6094) that would delay the Department of Labor's overtime pay regulation for six months. (Sept. 28)

### **SENATORS INTRODUCE BIPARTISAN BILL TO RECOGNIZE MUNI BONDS AS HIGH QUALITY LIQUID ASSETS**

A bipartisan group of senators led by Sens. Mike Rounds (R-S.D.), Mark Warner (D-Va.) and Chuck Schumer (D-N.Y.) introduced legislation (S. 3404) to allow high quality municipal debt to be classified at a level equivalent to debt issued by corporations. (Sept. 27)

### **ENDANGERED SPECIES ACT LISTING-PETITION PROCESS FINALIZED**

The U.S. Fish and Wildlife Service (FWS) and National Marine Fisheries Service (NMFS) released final rules governing how a member of the public may petition FWS and NMFS to list a species under the Endangered Species Act. (Sept. 26)

### **SENATE, HOUSE CHAMPIONS URGE CONGRESSIONAL LEADERSHIP TO FULLY FUND PILT AND REAUTHORIZE SECURE RURAL SCHOOLS**

Sens. Mike Crapo (R-Idaho) and Jon Tester (D-Mont.), along with a bipartisan group of 29 senators, sent a letter to Senate Majority Leader Mitch McConnell (R-Ky.) and Senate Minority Leader Harry Reid (D-Nev.) urging the reauthorization of the Secure Rural Schools (SRS) program before the end of the year. (Sept. 16)

# IN SEARCH *of* CIVILITY

*"County innovations would be all but impossible without a fundamental value that enables us to govern well: civility."*

— NACo PRESIDENT BRYAN DEPERE

**Civility** is much more than just behaving politely. Civil behavior shows that we have respect for others and their opinions, especially when we disagree.

Go to [www.NACo.org/Civility](http://www.NACo.org/Civility) for a brief assessment of civility today, a guide to civil engagement, a few examples and other resources.

---

## UPDATES FROM NACo

### **NACo CALL FOR PROPOSALS: EDUCATIONAL CONTENT**

Interested in presenting at an upcoming NACo event? Complete the "Call for Proposals" form to submit your ideas. NACo will review all proposals for possible inclusion in a future live event or webinar. For more information on how to submit content ideas for educational events, click [here](#).

### **NACo PARTNERS WITH DEPARTMENT OF ENERGY THROUGH BETTER COMMUNITIES ALLIANCE**

A new initiative from NACo and the U.S. Department of Energy - The Better Communities Alliance - will support county and city leaders in achieving local clean energy goals and making their communities cleaner, healthier, smarter and more economically competitive. The program will provide opportunities for county officials and staffs to access clean energy resources and technical assistance. Learn more [here](#).

### **2017 ACHIEVEMENT AWARDS & COUNTIES MATTER CHALLENGE: SUBMISSIONS NOW OPEN**

For 47 years, NACo has recognized outstanding efforts in county government through the Achievement Awards Program. Awards are given in 18 categories including health, information technology, criminal justice, human services and many more. All applications must be submitted and paid for by March 27, 2017. To begin your application, click [here](#).

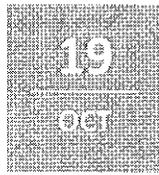
---

## UPCOMING EVENTS



WEBINAR

**SLLC Supreme Court Preview**  
Noon – 1 p.m. EDT



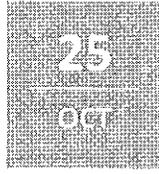
WEBINAR

**Leadership Development: The Pitfalls of Decision Making**  
2 p.m. – 3:10 p.m. EDT



WEBINAR

**Online Extortion, Ransomware and other Cybercrimes: How to Protect Yourself and Your County**  
2 p.m. – 3:15 p.m. EST



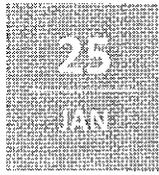
WEBINAR

**Doing More with Less: Effective and Creative Grants Management**  
2 p.m. – 3:15 p.m. EST



WEBINAR

**Is Your County Solar Ready? Strategies for Removing Local Barriers to Solar Energy**  
2 p.m. – 3:10 p.m. EDT



WEBINAR

**Leadership Development: Instrument Training for Integrity Pilots**  
2 p.m. – 3:15 p.m. EST



2017 NACo **LEGISLATIVE CONFERENCE**  
Washington, D.C. • February 25–March 1, 2017

2017 NACo **ANNUAL CONFERENCE**  
Franklin County / Columbus, Ohio • July 21–24, 2017



# Stronger Counties. Stronger America.

The National Association of Counties (NACo) unites America's 3,069 county governments. Founded in 1935, NACo brings county officials together to advocate with a collective voice on national policy, exchange ideas and build new leadership skills, pursue transformational county solutions, enrich the public's understanding of county government and exercise exemplary leadership in public service.

**Cook County Historical Society Board Meeting  
Agenda October 11, 2016**

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

**JHP Committee will meet immediately after the board meeting**

**Minutes of the August 8, 2016 meeting of  
The Cook County Historical Society**

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

Present: Attending were Alta McQuatters, Leonard Sobanja, Barb Backlund, Hal Greenwood, Gene Erickson, Dean Einwalter, Doug Anderson, Wayne Anderson, Bob Pratt, Duane Ege, David Peterson, Mary Ann Gagnon, and Eleanor Waha. Absent was John Jacobson. Also present were Museum Director Carrie McHugh, and JHP Director Don Davison.

1. Agenda Motion by Backlund, seconded by Anderson, to approve the Minutes. Ayes all.
2. Minutes. Motion by Sobanja, seconded by Backlund, to approve the minutes of the August meeting. Ayes all.
3. Treasurer's Report. Motion by Backlund, seconded by Sobanja to approve the Treasurer's Report. Ayes all.
4. President's Report.
  - a. McQuatters reported that this would be Doug Anderson's last meeting since he is moving from the area. She also acknowledged receipt of his contribution of many years' worth of minutes.
  - b. Two Eastman Johnson prints have been donated and will be displayed at the Chippewa City Church, but will be stored at the museum.
5. JHP.
  - a. Motion by Backlund, seconded by Nelson, to have the sewer line fixed. Ayes all.
  - b. Don will get quotes on door repair and the sidewalk for the October meeting.
6. Museum
  - a. Dan Helmerson has indicated an interest in putting together a geology exhibit.
  - b. David Hammer has various historical boats and fishing artifacts. Motion by Sobanja, seconded by Pederson, to continue to pursue the contribution. Ayes all. A committee will be formed to pursue this project as far as timing and transfer/transportation.
7. By-Law Changes.
  - a. Motion by Backlund, seconded by Pratt, to amend the By-Laws as recommended by the Capacity Task Force to reduce the size of the Historical Society Board to 11 by 2018. Ayes 4, Nays 8. Motion failed.

- b. Motion by Backlund, seconded by Pratt, to amend the By-Laws as recommended by the Capacity Task Force to establish term limits for Historical Society Board members. Ayes 2. Nays 8. Motion failed.
8. Bally Blacksmith Shop.
  - a. Motion by Pederson, seconded by Einwalter to spend up to \$16,000 for a Historical Structures Report. The committee selected LHB, and the \$16,000 would include necessary drawings. Ayes 8. No Nays.
9. MHS Grant.
  - a. Discussion about the relationship between Cook County Historical Society and MHS was tabled until a special board meeting on the 19<sup>th</sup> of September at the Museum.
10. Chippewa City Church.
  - a. Bill Clayton, archeologist at Grand Portage, is willing to do the archeological digs for sign placement, as well as other possible excavation.
11. The annual dinner will be on the 29<sup>th</sup> at the Community Center.
12. CCHS calendars have been printed and are available at the Museum and JHP.
13. Year end fundraising will be focused on the Chippewa City Church. Motion by Erickson, seconded by Greenwood, to set a goal of \$50,000 over 5 years. All Ayes.

Meeting adjourned at 10:49.

  
\_\_\_\_\_  
Donald Davison, Recording Secretary

**Hammer Collection Committee**  
**September 14, 2016 at 1:00 p.m.**

Present: Leonard, Bob, Barb, Duane, Patty, Bev, and Carrie

Bob and Bev will be meeting with David Hammer next week in Duluth. In preparation for that meeting the group discussed questions to ask David and preliminary thoughts to share about the intentions of the Historical Society regarding the acquisition of his large collection of items related to commercial fishing, other types of fishing and items from the Hammer family history.

- **First we need to make sure** that he is informed that the Cook County Historical Society is grateful and very interested in acquiring the collection and pursuing the idea of creating new exhibit space for display of the collection. The board voted unanimously to pursue ideas on September 12, 2016.

**Questions to ask David:**

What is your vision for the collection?

When do you want the collection moved? How long could you store part or all of the collection as preparations are made for exhibit and storage space?

What expectations do you have of the Historical Society? What will the Historical Society be responsible for?

**Some preliminary steps in the planning process:**

Identify a site:

- area to the east (lakeside) of the Museum - either an addition to the existing structure or a free standing structure
- someplace at the city/RV park – would have to relate to their master plan and be very accessible by the public
- Ballys was discussed at the full board meeting and the committee and the general consensus was that it would not fit there and the complications related to our agreement with SHPO rule out that site.

Storage sites also discussed:

- a steel container tucked behind Ballys (cost between \$4,000-7,000)
- how long could some items be stored in Hovland at Hammers?

A preliminary inventory could be taken to start to determine which items might be displayed to tell which stories, how much space would be required to display items. But eventually, a full cataloging will be required which will take a substantial amount of personnel time.

**Special Meeting of the Cook County Historical Society**  
**September 19, 2016**

Present: Hal, Eleanor, Alta, Barb, Wayne, Duane, Dave, Leonard, Patty  
Also Present: Carrie

This special meeting of the CCHS board of directors was called to discuss the draft letter presented at the September 12<sup>th</sup> regular board meeting. The letter was presented as a way of approaching the Minnesota Historical Society seeking a mutually beneficial solution to the arrangement between MHS and CCHS regarding the Bally Blacksmith Shop including the Letter of Agreement that was signed with the acquisition of the building in 2013.

Discussion was held about finding an approach rather than a letter to seek a solution with MHS.

- **Motion made by Hal and seconded by Duane NOT to send this or any letter to MHS at this time but instead to start with a phone call to Andrea Kajer (Deputy Director of External Relations) to see what options might be available to us – ayes all.**

Carrie, Barb and Duane will seek a teleconference with Ms. Kajer seeking information about the items listed below and also inviting her (and any others) to Grand Marais for a face to face meeting. Goals stated by the board for an initial conversation with Ms. Kajer:

- 1) We explain and apologize again for our error regarding the letter of agreement signed at the time of the initial grant for the purchase of the property.
- 2) State our goal of correcting the situation in the best way for both parties.
- 3) Ask MHS what they are willing to give in the way of solutions.
- 4) Ask if there is a way to alter or negotiate new terms that would supersede the current letter of agreement.
- 5) Ask that if we do have the Historic Structure Report completed and "Okayed" by MHS/SHPO – will we continue to have to hire architects and engineers to do Scopes of Work and drawings for SHPO authorization or can work proceed as outlined in the HSR?

Discussion turned to the use of hearing devices at board meetings. Duane presented two options 1) headphones with at least 3 microphones and/or 2) headset to be worn by all members at the meeting. It was determined that this technology might not help some members with special hearing concerns. Rather it was decided to 1) ask members to seat themselves at a location where they are better able to hear, 2) make sure that members take turns speaking so that only one person talking at a time, and 3) seek a round table so that members can see one another during the meetings.



Cook County Historical Society
8 S. Broadway, P.O. Box 1293
Grand Marais, MN 55604
218-387-2883
history@boreal.org

Dear Friends of the Cook County Historical Society,

The Chippewa City (St. Francis Xavier) Church is on the national Register of Historic places, a designation that helps ensure the historic character is maintained. Built in 1895, the church was the site of the first regular services in the Grand Marais area. Ojibwe carpenter, Frank Wischop built the church in the French style of architecture with hand-hewn, dovetailed timber. The Church grounds also included other lean-to sheds used to house the sled dogs used by the priests and for storing firewood for fuel. A 225-pound bell and pews were added in 1896

Today Historical Society volunteers keep the church open Sunday afternoon in the summertime (and some Saturdays) inviting visitors to learn about the community of Chippewa City. This village achieved its greatest population between 1883 and 1898 with approximately 100 families living in and around the vicinity of St. Francis Xavier Church. People were sustained by employment including construction of the Grand Marais harbor (1882-1901) and work building roads. In addition, people were lured to Grand Marais to work in the forestry and fishing industries.

The Cook County Historical Society acquired the church in 1998 and has worked to keep it in good condition and open to the public since that time. This year, we are initiating a 5-year fundraising plan for the church and site. Our goal is to raise \$50,000 in that time. These funds will be used for grant matching opportunities for projects related to archeological surveys of the site and to assess and repair the church. We are aware of some of the needs the church has, but continue to seek the advice of professionals to give us important information about historically appropriate treatments.

YES! The Historical Society can count on my support for the Chippewa City Church!

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Keep my donation anonymous please: \_\_\_\_\_

\_\_\_\_\_ My contribution in the amount of \$\_\_\_\_\_ is enclosed.

\_\_\_\_\_ I pledge to make a future contribution in the amount of \$\_\_\_\_\_ on \_\_\_\_\_ (date).

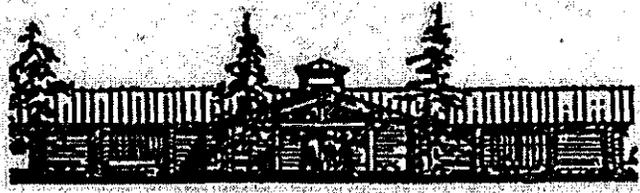
\_\_\_\_\_ I pledge to repeat this contribution for \_\_\_\_\_ years. Please send me an annual reminder.

To use a credit card, please call us at 218-387-2883. Or visit our website to use PayPal, click "get involved" and then "membership/donations" to make a donation in any amount.

Please return this form along with your contribution or pledge to: Cook County Historical Society
PO Box 1293
Grand Marais, MN 55604

THANK YOU - Miiwech!

The Cook County Historical Society is a 501(c)(3) non-profit organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation. Fall 2016



# JOHNSON HERITAGE POST ART GALLERY

## DIRECTOR'S REPORT

MAY 2016

We had to pull out the carpet in the JHP office after the flood. The flooring will need to be replaced, perhaps with vinyl or linoleum.

We are waiting to hear from Thorson about replacing the access cap on the sewer line that caused the flooding last month. Also, we have asked for them to either replace or mudjack the section of sidewalk at our front entry.

The current Grand Marais Art Colony Plein Air exhibit has more than 240 paintings on display! Please take a few minutes to absorb these paintings. All we painted in one week in September in Cook County.

Our website statistics:

Page Views per Month



Month	Page Views	Change
September, 2016	813	-2%
August, 2016	831	+30%
July, 2016	641	+8%
June, 2016	596	+19%
May, 2016	499	+22%
April, 2016	408	-12%
March, 2016	464	+24%
February, 2016	374	-13%
January, 2016	429	+90%
December, 2015	226	-30%
November, 2015	321	-60%
October, 2015	802	
<b>Total</b>	<b>6,404</b>	
<b>Average</b>	<b>534</b>	

## Museum Report: Cook County Historical Society, October 10, 2016

Lloyd K. Johnson Grant: An opportunity for the board to identify and define their governance roles is being planned. Staff job descriptions are being developed (see included museum tasks list) as are a policy manual of compiled decisions from the minutes. Staff continues to work on written procedure for the many (some complex) tasks that occur at the museum and other historic sites. Plans are also being discussed to ensure financial stability for the organization through thoughtfully planned requests for dependable funding.

GMATA Grant: Liz Davis (grant-funded Museum assistant) is planning a second (really third – as we did one for middle schoolers on Oct. 1) history scavenger hunt over MEA/Moose madness weekend – Friday the 21<sup>st</sup> of Oct at 2 p.m. This is a really fun event, please encourage people you know to participate!

Bally Update: Barb, Duane and I will have had a phone meeting with Andrea Kajer, MNHS External Relations by the time of the meeting and will update. Please, also see meeting notes from the special full board meeting that was held on September 19th.

Fundraising letter enclosed: please be prepared to vote so that we can get this out in the mail in October.

Museum Hours are now: Friday 1-4 p. m and Saturday 10 a.m. – 2 p.m. Generally someone is in

The September financial statements were not complete at the time of this mailing.

Copies will be brought to the meeting.

If you would like your copy ahead of time, they will be ready for pick-up at the Museum beginning Tuesday afternoon, October 4<sup>th</sup>.

## **Current Staff Roles for Required Museum Tasks**

**Director:** Carrie

**Curator/Exhibit Development:** Carrie

**Collection Management:** Carrie, Dori, Liz, Erin

**Conservator:** Carrie, Dori, Liz, Erin

**Database Management:** Carrie, Dori, Liz, Erin

**Digital Content Management:** Carrie, Dori, Liz, Erin

**Historic Building Preservation:** Carrie

**Facilities Management:** Carrie, Dori, Liz

**Grant writer/Manager:** Carrie, Dori, Liz

**Oral History Conductor:** Carrie

**Oral History Transcription:** Dori

**Other Transcription:** Liz

**Marketing/publicity:** Carrie, Dori, Liz

**Development:** Carrie, Dori

**Bookkeeping:** Dori

**Office management:** Dori

**Membership management:** Dori

**Membership recruitment:** All informally

**Volunteer Coordinator:** Carrie, Dori

**Public Programs:** Carrie, Dori, Liz

**Special Events:** Carrie, Dori, Liz

**Fundraiser:** Carrie, Dori

**Researcher:** Carrie, Dori, Erin, Liz

**Writer:** Carrie, Erin, Liz

**Publications (books):** Carrie

**Graphic Design:** Carrie, Dori, Liz

**Social Media:** Liz

**Website:** Liz

**Gift Shop:** Dori, Liz

**Front Desk:** All in a pinch

**Tour guide:** Carrie, Liz

**Community Outreach:** Carrie, Liz

**Custodian:** Liz

**Technology Support:** Liz

**Newsletter:** Carrie, Dori, Erin, Liz



# Cook County Higher Education North Shore Campus

10.C

*Advanced Education and Training on the North Shore*

300 W. 3<sup>rd</sup> Street, Po Box 57 Grand Marais, MN 55604  
(218) 387-3411 email: [highered@northshorecampus.org](mailto:highered@northshorecampus.org)

## CCHE Board of Directors Agenda

Monday September 26, 2016 Location: North Shore Campus, Room 114

*Finance Committee: 3:30*

*Board Meeting: 4:00 – 5:00*

**Mission:** Provide local access and support for college education and training on the North Shore of Lake Superior.

*Education Where You Live*

**Vision:** Transforming and enriching individuals and organizations through educational opportunities.

*College Prep • College Degrees • Workforce Training • Lifelong Learning*

- A. Approval of Agenda** 4:00
- B. Approval of Minutes** May minutes attached
- C. Committee Reports**
- Finance:** Roger Opp – See enclosed financial summary. 4:01 – 4:08
- Program:** see enclosed reports on coming events & activities 4:09 – 4:14
- Executive Director:** Paula Sundet Wolf – see enclosed activity report 4:15 – 4:20
- Legislative:** Paula Sundet Wolf – visit to Governor’s staff, commissioner, and others. 4:21 – 4:31
- Scholarship:** No news at this time
- Fundraising:** Donna Gestel – September 7, Afternoon Tea outcomes 4:32 – 5:40
- Outreach:** No news at this time
- Personnel:** No news at this time
- **Board Action on Committee Reports** -
- D. Other Business** 4:41 – 5:00
1. CCHE be one of the sponsors for the North Shore Health Care Foundation golf tournament.
  2. Chisago County site visit regarding CCHE model applicability in their community.
- Adjourn** 5:00
- Next Meeting:** October 24, 2016 *Note: this is the 4<sup>th</sup> Monday, but not the last Monday of the month. This will be a strategic meeting.*

[www.northshorecampus.org](http://www.northshorecampus.org)

\* An Equal Opportunity Provider \*

**Cook County Higher Education Board of Directors Meeting Minutes**  
**August 22, 2016 Board Meeting 4:00-4:50pm**  
**CCHE Classroom 114, North Shore Campus, Grand Marais, Minnesota**

**Board Members Present:** Karen Halbersleben, Roger Opp, Doug Bruce, Clair Nalezny, Carol Mork, Donna Paine, and Janet Ditmanson. **Staff Member Present:** Paula Sundet Wolf

**Meeting called to order** by Halbersleben. Ditmanson had notified she would arrive late.

**A. Approval of Agenda:**

Moved: Mork, Second: Bruce. Motion carried.

**B. Approval of July Minutes:**

Moved: Paine, Second: Nalezny. Motion carried.

**C. Board Business: Strategic Goals Meeting**

**1. Community Outreach:** Doug Bruce reported on work the community outreach committee has been doing the past few months. The committee is comprised of Doug Bruce (chair), Bob Pranis, Donna Paine, Clair Nalezny, and Janice Latz. Bruce noted that all (except Bruce) have business background, and this helped focus their direction on how to capture the attention of people (and businesses) to share what we are doing for people and the region. Part of this process involved a review of the mission and vision in light of CCHE's strategic goals. The mission statement was recently reviewed by the full board, so the committee concentrated on the vision statement, which currently was long and cumbersome.

**The proposed vision:** *Transforming and enriching individuals and organizations through educational opportunities.*

Bruce asked other committee members in attendance to share their view of the committee process. Nalezny affirmed the process, and considers the proposed vision statement an inspirational vision. The committee reviewed various verbs that expressed what CCHE does with individuals and organizations, then looked at the statement in light of the goals and felt it was aligned. Paine stated Nalezny's account was a good summary.

Opp moved acceptance of the revised CCHE vision statement; Mork second. Discussion: Board members observed the statements grabs attention and expresses aspirations.

Ditmanson had just arrived, noted that changing lives is used by other organizations, so transforming lives is a good alternative. Halbersleben noted that the board of directors has two major tasks:

- Hiring and evaluating the executive director, and
- Setting the mission and vision for the organization in order to measure progress against mission.

Thus, the mission and vision statements are critical, and it is also important that they be clear and concise.

Vote on revision: All Ayes.

**Outreach in light of mission, vision, and strategic goals:** Discussed. Without work list attached, the strategic goals provide a 30,000 foot view for board members. Halbersleben asked Sundet Wolf to comment on how the new staff hire will move CCHE toward strategic goals. Sundet Wolf mentioned the importance of data for reporting, and also the importance (and challenge) of relinquishing mundane tasks (to the new hire) on the part of full time staff, especially once the database work becomes up to date.

Board members noted that strategic goal #6 should read financial *sustainability* instead of financial stability. Board members thanked the committee for their work.

**2. Other News:** Donna Paine with Afternoon Tea planning updates: Paine noted that there are still quite a few gaps on the volunteer sign-up sheet. Board members reviewed the list

and selected tasks. Sundet Wolf called attention to the schedule of events, and asked board members if they would be willing to make announcements at the event. The schedule: Sundet Wolf will welcome and mention fundraiser items and legacy gifts, followed by Opp describing the Dinner for Six silent auction item, followed by Paine sharing details about being a student and the benefits of scholarships (and it is her final semester), followed by Ginny Padzieski sharing the value of the life-long learning events. Padzieski will then introduce Halbersleben (if she is comfortable doing so).

### **3. Other News:** Sundet Wolf with some CCHE updates

- **New part-time hire:** Already addressed in community outreach discussion
- **Planned visit to Governor's office:** Sundet Wolf said she is still working on getting a date to meet next week with a Senior Policy staff in the Governor's office. Board members recommended connecting the Governor's chief of staff – and also the Lt. Governor's chief of staff. Another recommendation was to connect with Danna Asche, who is on the Governor's Broadband task force. Sundet Wolf will follow up with these suggestions.
- **Boreal Services:** Boreal Community Media is downsizing their office space and approached CCHE to explore facility use possibilities, in particular an in-kind trade of technology assistance for office space. Two weeks ago CCHE staff and two board members met with Adam Brandt, Boreal's executive director to discuss details of the request, in particular Boreal's infrastructure needs (including bandwidth), customer traffic, and signage, and CCHE's list of technology support needs. It was suggested at this initial meeting that we could track use and evaluate value after one year of use. Sundet Wolf would prefer an earlier evaluation, but overall this looks like a very nice match for both organizations. The office space they will use was originally the lower level computer lab, which has been moved to the former PCs for People depot. The CCHE board agreed this is a great step, benefiting both organizations. Also talked about the transition away from PCs for People (since they moved to an online application process, to which we can refer students and other inquiries) and the possibility of purchasing bulk-order laptops. Sundet Wolf has been seeking quotes from various industries. Someone recommended contacting Lake Superior College to see if we could order through their purchasing process. Sundet Wolf will follow up on this lead.

**Motion to Adjourn:** Moved: Paine

**Next Board Meeting:** The next meeting is September 26, 2016

### **Resolutions Accepted at the August 22, 2016 Board of Director's Meeting:**

1. **Approval of Agenda:** With the addition of a Scholarship Committee report, Moved: Mork, Second: Bruce. Motion carried.
2. **Approval of March Minutes:** Moved: Paine, Second: Nalezny. Motion carried.
3. **Approval of Revised Vision:** Moved: Opp, Second: Mork. After discussion motion carried with all Ayes.
4. **Motion to Adjourn:** Moved: Paine. Agreement by standing.

# CCHIE

8/31/16 Financial Review

## Comparative Balance Sheet

	8/31/16	12/31/15	change
Current Assets	158,000	67,000	91,000
Restricted Assets	101,000	106,000	(5,000)
Plant and Equipment	617,000	612,000	5000
Depreciation Reserve	(136,000)	(123,000)	(13,000)
Net property and Eq	481,000	489,000	(8,000)
<b>Total Assets</b>	<b>740,000</b>	<b>662,000</b>	<b>(78,000)</b>

## Comparative Balance Sheet

	8/31/16	12/31/15	Change
Current Liabilities	2,000	2,000	0
CMLTD	7,000	10,000	(3,000)
Long Term Debt	106,000	107,000	(1,000)
<b>Total Liabilities</b>	<b>115,000</b>	<b>119,000</b>	<b>(4,000)</b>
Restricted Fund	107,000	114,000	
Unrestricted Fund	436,000	384,000	
Net Income	82,000	44,000	
<b>Total Equity</b>	<b>625,000</b>	<b>543,000</b>	<b>82,000</b>
<b>Total Liabilities</b>	<b>740,000</b>	<b>662,000</b>	<b>78,000</b>

# Operating Statement

	8/31/16	8/31/15
Unrestricted Revenue	234,000	223,000
Restricted Revenue	21,000	34,000
<b>Total Revenue</b>	<b>255,000</b>	<b>257,000</b>
Unrestricted Expense	146,000	134,000
Restricted expense	27,000	32,000
<b>Total Expense</b>	<b>173,000</b>	<b>166,000</b>
Unrestricted Earnings	88,000	90,000
Restricted Earnings	(6,000)	1,000
<b>Total Earnings</b>	<b>82,000</b>	<b>91,000</b>

# Unrestricted Operations

	8/31/16	8/31/15	Difference
State	140,000	120,000	20,000
County	15,000	10,000	5,000
LK Johnson	50,000	60,000	(10,000)
Gifts	8,000	4,000	4,000
Workshop	11,000	12,000	(1,000)
Project Grants	1,000	6,000	(5,000)
Other	9,000	11,000	(2,000)
<b>Total Revenue</b>	<b>234,000</b>	<b>223,000</b>	<b>11,000</b>

# Unrestricted Operations

	8/31/16	8/31/15	Difference
Revenue	234,000	223,000	11,000
Less:			
Staff	85,000	81,000	4,000
Occupancy	40,000	36,000	4,000
Student support	10,000	4,000	6,000
Outreach	3,000	2,000	1,000
Workshops	8,000	10,000	(3,000)
Total Expenses	145,000	133,000	12,000
Surplus	89,000	90,000	(1,000)

# Reconciliation of Cash 12/31/15-8/31/16

	Unrestricted	Restricted	Total
Earnings	88,000	(6,000)	82,000
Depreciation	13,000		13,000
Loan payments	(4,000)		(4,000)
Other rounding	(1,000)		(1,000)
Capital expenditures	(5,000)		(5,000)
Net Change	91,000	(6,000)	85,000
Beginning Cash	67,000	107,000	174,000
Ending Cash	158,000	101,000	259,000

# 12/31/16 Forecast Revenue

	YTD 8/31	Forecast 9/01-12/31	Forecast 12/31/16
Unrestricted Revenue	234,000	14,000	248,000
Restricted Revenue:			
Scholarships	19,000	19,000	38,000
Endowment	2,000	7,000	9,000
Capital Grants		41,000	41,000
Total Restricted	21,000	67,000	88,000
Total Revenue	255,000	81,000	336,000

## 2016 Forecast Expenses

	YTD 8/31	Forecast 9/01-12/31	Forecast 12/31/16
Operating Expense	146,000	92,000	238,000
Restricted expense	27,000	14,000	41,000
Total Expense	173,000	106,000	279,000
Unrestricted earnings	88,000	(78,000)	10,000
Restricted Earnings	(6,000)	53,000	47,000
Total Earnings	82,000	(25,000)	57,000

# Comparison to Forecast

	Budget 2016	Forecast 12/31/16	Actual 12/31/15
Unrestricted Revenue	247,000	248,000	230,000
Restricted Revenue	37,000	88,000	49,000
<b>Total Revenue</b>	<b>283,000</b>	<b>336,000</b>	<b>279,000</b>
Operating Expense	247,000	238,000	201,000
Restricted Expense	37,000	41,000	34,000
<b>Total Expense</b>	<b>283,000</b>	<b>279,000</b>	<b>235,000</b>
Unrestricted Earnings	0	10,000	29,000
Restricted Earnings	0	47,000	15,000

# Projected 12/31/16 Cash

	Unrestricted	Restricted	Total
Earnings	10,000	47,000	57,000
Depreciation	20,000		20,000
Loan Repayment	(7,000)		(7,000)
Capital Expenditures	(5,000)	(41,000)	(46,000)
Net Change	18,000	6,000	24,000
Beginning Cash	67,000	106,000	173,000
Ending Cash	85,000	112,000	197,000

**JULY 2016****Year Over Year 2016/2015**

4 2016 / 2 2015 Workforce Development/Lifelong Learning Events

18 2016 / 2 2015 Workforce Development/Lifelong Learning Sessions

\*47 2016 / 24 2015 Workforce Development/Lifelong Learning Sessions Attendees \*This only counts the students attendance once even if they attended numerous sessions of a class.

**July 2016 Events:****(Attendees: 54)****(Sessions: 24)***College Prep/College Course*

1. ~~Textbook Reading Workshop (No Profit For CCHE) – College Prep (1 session) Cancelled~~ Low Registration
2. Nursing Assistant/Home Health Aid (No Profit for CCHE) – Workforce Development/College Course (6 sessions) 7p

*Workforce Development/Lifelong Learning*

1. French Conversational Refresher (possible profit) – Lifelong Learning/Workforce Development (4 session) 9p 2 dropped
2. Guest Lecture: Restorative Justice (possible profit) –Lifelong Learning (1 session) 23p
3. Afternoon Tea Series God Save the Queens (possible profit) – Lifelong Learning (1 session) 12p
4. Climate Change (possible profit) – Lifelong Learning (2 session) 6p

**May 2016 Room Rental:****(Attendees: Around 70)****(Rentals: 9)**

1. Solstice Yoga: (5 Rentals)
  - a. Mondays: 2 rentals
    - i. Easy Yoga (profit) – Room Rental/Lifelong Learning
    - ii. Yoga Flow (profit) – Room Rental/Lifelong Learning
  - b. Wednesday: 2 rentals
    - i. Yoga Flow (profit) – Room Rental/Lifelong Learning
2. Bible Study (profit) – Room Rental (2 Rentals)
3. Wilderness -- Room Rental (1 Rental)
4. Genyzine -- Room Rental (1 Rental)

**AUGUST 2016****Year Over Year 2016/2015**

4 2016 / 4 2015 Workforce Development/Lifelong Learning Events

7 2016 / 4 2015 Workforce Development/Lifelong Learning Sessions

\*44 2016 / 117 2015 Workforce Development/Lifelong Learning Attendees \*This only counts the students attendance once even if they attended numerous sessions of a class.

**August 2016 Events:****(Attendees: 51)****(Sessions: 9)***College Prep/College Course*

1. ~~Test Taking Workshop (No Profit For CCHE) – College Prep (1 session) Cancelled~~ Low Registration
2. Nursing Assistant Prep Group (No Profit for CCHE) – Workforce Development (Microloan/Scholarship) (2 sessions) 7p

*Workforce Development/Lifelong Learning*

1. Climate Change (possible profit) – Lifelong Learning (2 session) 8p
2. Guest Lecture: Border Patrol – Lifelong Learning (1 session) 20p
3. Afternoon Tea Family Feuds King (possible profit) – Lifelong Learning (1 session) 10p
4. French Conversational Refresher (possible profit) – Lifelong Learning/Workforce Development (3 session) 9p 2 dropped

**August 2016 Room Rental:**

**(Attendees: Around 60)**

**(Rentals: 9)**

1. Solstice Yoga: (8 Rentals)
  - a. Mondays: 4 rentals
    - i. Easy Yoga (profit) – Room Rental/Lifelong Learning
    - ii. Yoga Flow (profit) – Room Rental/Lifelong Learning
  - b. Wednesday: 4 rentals
    - i. Yoga Flow (profit) – Room Rental/Lifelong Learning
2. Bible Study (profit) – Room Rental (2 Rentals)



Afternoon Tea



Restorative Justice



Some of the French Students at the Winery – Conversational French

**ACTION PHASE**

**September 2016 Events:**

**(Sessions: 6)**

*Workforce Development/Lifelong Learning*

1. Afternoon Tea (possible profit) – Lifelong Learning/Fundraising Event (1 session)
2. Beginning French (possible profit) – Lifelong Learning (4 session) 6p
- ~~3. Conversational French (possible profit) – Lifelong Learning (1 session) Cancelled Low Registration~~
4. Guest Lecture: History of The North (possible profit) –Lifelong Learning (1 session)

**September 2016 ITV:**

**(Sessions: 4)**

1. ITV A&P (2 sessions)
2. ITV Management (2 sessions)

**May 2016 Room Rental:**

**(Rentals: 12)**

1. Solstice Yoga: (8 Rentals)
  - a. Mondays: 4 rentals
    - i. Easy Yoga (profit) – Room Rental/Lifelong Learning
    - ii. Yoga Flow (profit) – Room Rental/Lifelong Learning
  - b. Wednesday: 4 rentals
    - i. Yoga Flow (profit) – Room Rental/Lifelong Learning
2. Chamber Rental – Room Rental (1 Rental)
3. Bible Study (profit) – Room Rental (2 Rentals)
4. Genyzine (profit) – Room Rental (1 Rental)

**TESTING July 19<sup>th</sup> to September 21<sup>st</sup>, 2016:**

**Proctored:** 4 exams – two class exams, two Accuplacer tests

**Total Time:** Approximately 5 hours

**Notes:**

- 131 exams have been administered to date since January 2015.
- Stover has been able to assist several students with test preparation skills. These skills have allowed the students to see marked improvement in their standardized test scores (for tests such as the TEAS).

**SCHOLARSHIPS AND FINANCIAL AID:**

- Stover has spent considerable amounts of time working with students on applying for financial aid and assisting students with accepting, verifying or assisting with the acquisition of their aid.
- Stover is starting to educate students about applying for scholarships, as the next cycle begins shortly.

**STUDENT CONTACT July 19<sup>th</sup> to September 21<sup>st</sup>, 2016:**

**New Students:** 9

**Total Number of Students to Date (for 2016):** 84

**Direct Student Contact:** approximately 350 hours

- Stover has spent roughly 250 hours calling, texting and e-mailing students/college faculty, updating student notes, and researching for students since her last update. This is not included in the direct student contact number.

**New After Hours Key Holders:** 5

**MENTORSHIP:**

- Stover ran a series of study skills workshops. They were unattended. She will try again this fall.
- Stover has been working on an individual level with students to help develop math skills and test-taking skills.

**CURRENT PROJECTS:**

**Student Outreach:** Stover is continuing to work one on one with several students. Word of mouth seems to be the primary method of outreach at this time.

**Community Outreach:** Stover is collaborating with Cook County High School and Grand Portage Education on the upcoming Destination College events and outreach.

**Staff**

- **Data Entry Position:** Mindy Silence was hired August 1<sup>st</sup> to do data entry and also assist with events and general office tasks. Don Bremer spent some time with her on September 6 & 7 (he was also doing work on the database). Will follow up with another training in October.
- **CCHE Staff:** The staff continues to meet regularly to stay on track with events, facility use, student needs, marketing, program opportunities, and grant writing needs. Sarah Stover will be taking maternity leave the first of the year. We will need to find a temporary employee for the up to 10 weeks she will be gone (8 weeks would be un-paid leave, acceptable under our personnel policy for family medical leave). Sarah is already making notes and preparing for her absence, and we are reaching out to a potential temporary employee (one of our students who is graduating this semester) so he/she could be trained in before Sarah takes her leave. Employee reviews have been scheduled for early October.

**Technology**

- **ITV** – Equipment has been ordered and is scheduled for installation the first week of October.
- **Boreal at CCHE:** Boreal moved to CCHE's lower level on September 1, 2016, occupying what was formerly a computer lab (the room adjoining the Mark Abrahamson Classroom). The computer lab was moved to the former PCs for People storage room. They are trading office space for technology support. So far they have made some suggestions for Internet equipment updates. Each organization will continue to assess the value of this arrangement – benefits/drawbacks, etc. Traffic has increased slightly because of their presence. Evidently they can have up to 15 visitors a week, although so far we have only seen a few of these. They will have signage at some point.

**Grant Updates**

- **IRRRB:** Proceeding with installation of the ITV equipment using our \$50,000 grant award from the IRRRB. It is an invoice process, so we will actually have to spend the funds before we can receive reimbursement. Amount spent to date: \$900 for electrical work. The equipment is all on site now (still in boxes). The installation date is scheduled for the week of October 3<sup>rd</sup>.
- **GMATA:** Regarding the funds we received (\$500) for advertising and promotion of our guest lecture series, so far I cannot tell if the numbers are different (especially for visitors to the area), but our revenue stream is definitely higher, so I believe the word is getting out there very well. Outcome to be determined at end of the season. There are two more guest lectures scheduled: September 22<sup>nd</sup> and October 27<sup>th</sup>. The grant report will be completed after those events.
- **Great Place Project Grant:** The sign project is still in process. No word yet on timeline.
- **Northland Foundation:** Submitted grant request to participate in social enterprise capacity/growth project, with potential for \$60,000 grant. The request was denied.
- **North Shore Health Care Foundation:** Received a \$5,000 grant for mental health and mental well-being workshops and courses. This will include some of our life-long learning classes, which is stretching the boundaries of the health care definition. CCHE will use participation survey information to support the premise of mental well-being benefits.
- **Bush Foundation:** Had an opportunity to apply for a \$50,000 grant for Event Sponsorship in partnership with Lori Rothstein (she did our Strength Finders workshop). The project is "Discovering Diversity in a Wilderness Community" and focuses on several training requests we have received regarding diversity, intercultural communication, and building social connections. Lori and I tag-teamed the writing process (the application gave us less than a week to write the grant, so part of it was done while I was in the cities and I finished it up the day I came back). If we receive the grant we can move forward on some projects that were otherwise out of our budget. If we don't receive the grant, then the projects will not happen. The project timeline is January 1, 2017 through April 2017.

## Community Networking and Outreach

- **IRRRB:** Education committee of Recharge the Range met at Mesabi Range College in Virginia on July 26 (Sundet Wolf attended via phone conference call) to review ideas generated from June 6<sup>th</sup> event in Chisalm, and explore next steps and goals.
- **Cook County Chamber:** Attended August 11<sup>th</sup> chamber meeting, which was held at the North Shore Winery (no wine served, however). Chuck Corliss & Kim Schroeder (winery owners) were there to talk about their business venture. Attended the Great Place Project celebration party on Friday, August 26<sup>th</sup>. Quite a nice turnout! Even Senator Wiger was there, although I did not get a chance to chat with him. The chamber's big Gala event is coming up October 25<sup>th</sup> at Lutsen Mt. Chalet.
- **Broadband Commission:** Office Outpost project will run until the end of the year. The commission will be reviewing next steps between now and December 31<sup>st</sup>. Chisago County representatives toured the facility on September 21<sup>st</sup>.
- **Taconite Harbor Community Advisory Panel (CAP):** No news at this time. The advisory panel met on September 19<sup>th</sup>, 2016, although I was unable to attend. I have not yet received a meeting summary.
- **North Shore Health Care Foundation:** Attended board education meetings the past two months, reviewing, surveying, and following up on board assessment and education projects. Involved in a board education project for the foundation, which will include a retreat on November 19<sup>th</sup> with an outside source as facilitator.
- **Chisago County:** Met via phone conference (July 21<sup>st</sup>) with Bill Coleman (formerly with Blandin Foundation's Broadband project, now an independent consultant) and Chisago County representatives to share/discuss CCHE model and various Blandin projects and outcomes. Chisago County is exploring implementation of a CCHE model in their community. They did a site visit to the North Shore Campus on September 21<sup>st</sup> to further learn how CCHE planned and implemented the model.
- **MN Legislative Office on the Economic Status of Women:** There will be an information/discussion session October 17<sup>th</sup> in Grand Marais (at the log cabin community center – 6:00 to 7:30pm), and I plan to attend. Their team is seeking information to advise state legislators regarding local economic issues. The meeting is open to the public, so if you would like to attend, please RSVP [barbara.battiste@oesw.leg.mn](mailto:barbara.battiste@oesw.leg.mn)

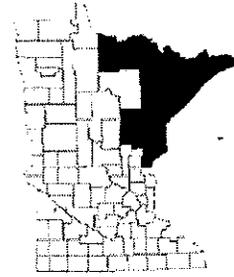
## Fundraising

- **Afternoon tea** event was September 7<sup>th</sup>. Sponsors, number of attendees, silent auction, 50/50 raffle – Total raised: Gross: \$9,687 Net: \$8,263 (cost of tea \$1,424) 80 attendees, 83 paid seats.

## Facility Maintenance and Upkeep

- Installed air-conditioner in upstairs classroom. Petitioned for contributions and received \$1,150. Coupled with an unexpected donation of \$2,700 it seemed like a good decision to go forward with this critical need. The classroom had been getting to over 78 degrees every day. Really nice to have the unit in place!
- Fans in large classroom need to be replaced – Maintenance contractor fine-tuned the units.
- Increased frequency of janitorial services in response to increased campus use. That is going **very** well. The campus looks and feels cleaner, especially the bathrooms. *The personnel committee should review this position to see if we should consider our cleaning services an employee position as opposed to contract work.* With the additional time she is putting in we have moved into a gray area. Also: the carpets need to be cleaned – we have our own steam cleaner, so I have asked our janitor if she would be willing to take on this special task. Will negotiate a separate fee for this more involved task.
- Replaced east window in lower level – the sill was rotting out.
- Need to start planning for snow removal – I have asked Berglund Plowing if they would be willing to shovel our entrances in addition to plowing (left a message – need to follow up).

Association of  
Minnesota Counties  
**DISTRICT 1**  
*Aitkin Carlton Cook Koochiching Lake Pine St. Louis*



NOTE:

**Thursday, October 13, 2016**  
**8:00 a.m. - 12:00 p.m.**

**AmericInn**

150 Mensing Drive, Silver Bay MN ([Directions](#))

Meeting Fee: \$25

### **Tentative Agenda**

**8:00 A.M. Registration** - Coffee, Juice, Rolls & Fruit Served

**8:15 A.M. Call to Order / Pledge of Allegiance / Introductions**  
District Director: Kevin Adee, Koochiching County  
Alternate Director: Rich Sve, Lake County

#### **Announced Candidates for AMC Office**

**AMC 2nd Vice President:**  
Commissioner Karla Bigham, Washington County  
Commissioner Scott Schulte, Anoka County

**County Reports: Concerns, Priorities and Accomplishments**  
*Each county should come prepared to share items of interest and issues of concern.*

#### **AMC Executive Committee Report**

AMC 1<sup>st</sup> Vice President, Gary Hendrickx, Swift County  
Commissioner

**AMC Management Report** - Julie Ring, Executive Director

#### **Intergovernmental Services Report**

- 2017 Legislative Preview
- 2017 AMC Legislative Priorities Discussion & Vote

**AMC Member Services Report** - Laurie Klupacs, Deputy Director

#### **Upcoming AMC Meetings & Events**

- **AMC Annual Conference:** December 5-6, 2016 - Hyatt Regency Minneapolis
- **Newly Elected Officials Conference** - January 25-26, 2017
- **Local Government Innovations Award (LGIA) Process**
- **Other Upcoming Events**

**Hot Topic Discussion**

**Spring District 1 Meeting** - Thursday, June 22, 2017 - Carlton County

**12:00 P.M. Adjourn / Lunch**

#### **PRE-MEETING SOCIAL TIME:**

**Wednesday, October 12**

**5:00 p.m. - 8:00 p.m.**

Lake County Emergency Manager  
presentation - 5:30  
Dinner - 6:00

Rich Sve's Home  
3648 Highway 61, Two Harbors MN

RSVP to [lapalm@mncounties.org](mailto:lapalm@mncounties.org)  
by October 7

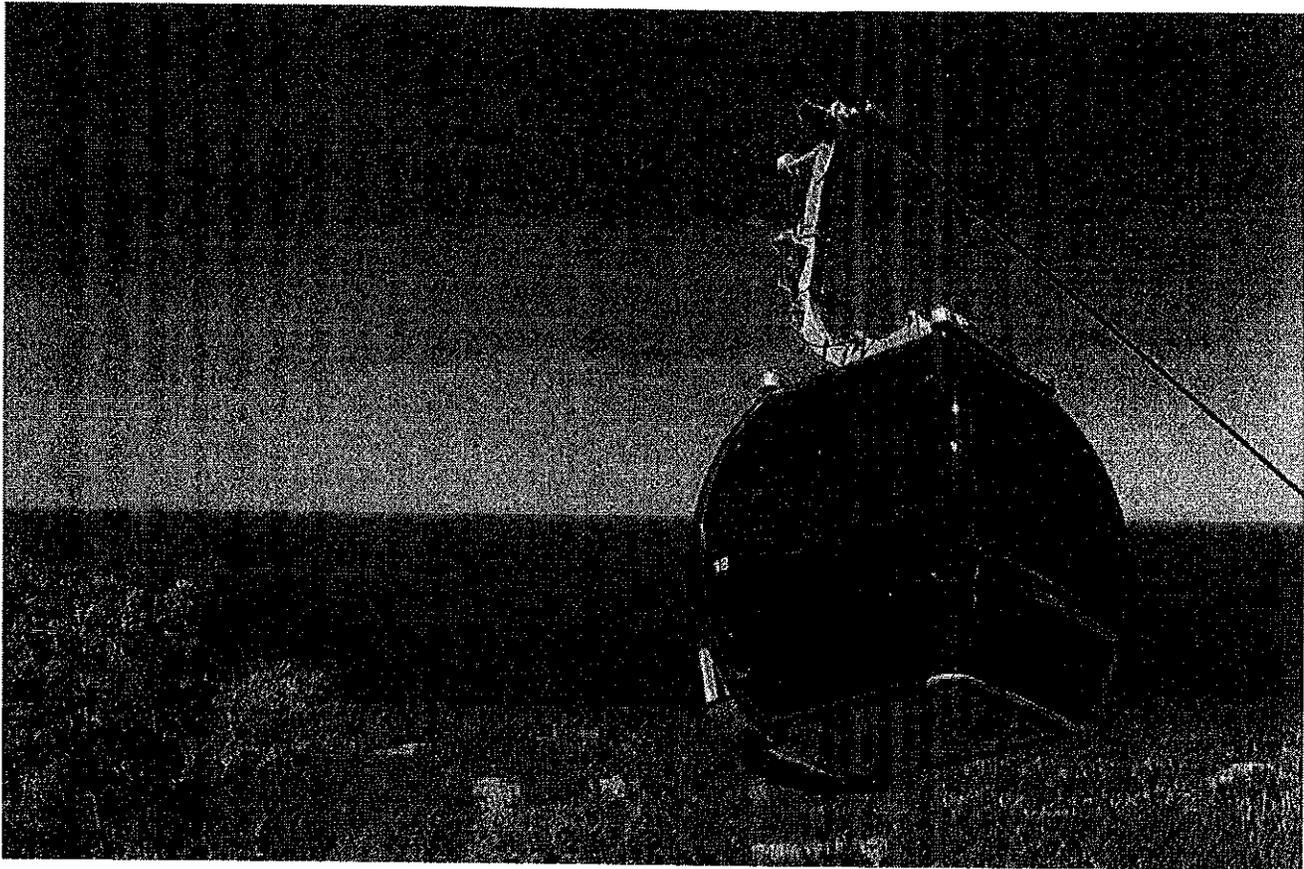
*All attendees will be billed \$20 by  
AMC to cover food expenses.  
BYOB*

*Fish Fry*

#### **LODGING:**

AMC has reserved a limited  
room block at the AmericInn on  
the night of October 12.

NOTE:



**What:**

Annual Celebration and Awards Banquet for businesses in Cook County MN.

**When:**

Tuesday, October 25th 2016 | 5:30 pm - 8 pm

**Where:**

Summit Chalet at Lutsen Mountains in Lutsen, MN | [www.lutsen.com](http://www.lutsen.com)

Eagle Ridge Resort is offering 50% off lodging for attendees.

Reserve your room with the resort by calling 218-406-1350.

----- Schedule of Events -----

5:30 pm Summit Express Gondola Rides Begin

6:00 pm Cocktail Hour in the Chalet with Hors D'oeuvres and Cash Bar

7:00 pm Guest Speakers and Award Presentations

8:30 pm Timmy Haus playing in Papa Charlie's

---

Direct online booking powered by [FareHarbor.com](http://FareHarbor.com)