



C. Budget reviews.

12:15 p.m.

9. Employee Concerns  
Commissioner Concerns
  - A. Commissioner Reports
  - B. Meetings to note
  - C. Meeting updates
  - D. WTIP interview on 11/23/2016: Commissioner Storlie

12:30 a.m.

10. Correspondence – Memos:
  - A. Arrowhead Regional Corrections meeting materials. Information.
  - B. Cook County Higher Education meeting materials. Information.

A D J O U R N

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**Cook County  
Request for Time**

e-mail form

3.B.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Preliminary plat approval for Sobanja West 40	b. Requested Date: 11/22/2016	c. Amount of time with Board Consent Agenda <input checked="" 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? No	b. If so, When?	c. What was the result?
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Assessor's Office, MIS. Will be involved in final plat review.		
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approval of the Sobanja West 40 preliminary plat. This would follow unanimous approval of the same by the Planning Commission at its November 9, 2016 meeting.		
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). Please see attached narrative and documents.		
8.	How will this request affect the County Budget? n/a		
9.	Have funds been budgeted/allocated for this request? n/a		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

**COUNTY STAFF INFORMATION**

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: 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"/>

PRELIMINARY PLAT REVIEW BY THE PLANNING COMMISSION FOR THE BOARD OF COMMISSIONERS

Application date: October 1, 2016

Hearing Date: November 9, 2016

Parcel ID: 52-107-1300, -1400

Legal Description: Part of the S ½ of the NE ¼, Section 7, Township 61 North, Range 1 West.

Fee Paid: \$700.00

Name: Leonard and Lennie Sobanja

61 Sobanja Lane

Grand Marais, MN 55604

Request for Preliminary Plat approval for "Sobanja West 40", a 4 lot standard plat.

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Excerpts from the Cook County Subdivision Ordinance

*Homeowners Association* – A formally constituted entity made up of the property owners and/or residents of the development for the purpose of owning, operating or maintaining the common open space and facilities (*Cook County Subdivision Ordinance, Section 2.7*).

Section 3 – Subdivision of Real Property

3.1 Four types of Land Subdivision are allowed by this ordinance:

1. Administrative Subdivision
2. Standard Plats
3. Open Space Subdivisions
4. Planned Unit Developments

3.2 All subdivisions that contain commonly owned interests in real estate or common elements as defined in Minn. Stat. Ch. 515B must have created a Homeowners Association. Association agreements for the future use and maintenance of individual and common property must at least address the following items:

- A. Road access within and outside the plat boundary;
- B. A method of operating and maintaining all shared systems or common element, if a private central water/sewer system or other utility is to be part of a subdivision;
- C. Membership shall be mandatory for each lot owner and any successive owner;
- D. Each member shall pay a proportionate share of the Associations expenses, and unpaid assessments shall become liens on lots;
- E. The Association shall be responsible for insurance and taxes on commonly owned property and facilities;
- F. Covenants, restrictions, dedications, etc. must follow the policy provided by Minnesota Statutes, Chapter 515B – Minnesota Common Interest Community Ownership Act. Deed restrictions and covenants, and internal easement descriptions also need to accompany the Preliminary Plat. A Plat Manual of Minimum Guidelines

to Common Interest Community Plats is available from the Minnesota Society of Professional Surveyors.

- 3.3 Each lot created by any type of subdivision that is intended for residential use must:
- A. Meet the minimum lot size and dimensions for the zone district it is located in;
  - B. Have an area for construction of a home-site that can be accessed and developed meeting all minimum setback requirements;
  - C. Avoid, minimize or mitigate wetland impacts in accordance with County, State and Federal wetland rules and laws;
  - D. Be capable of supporting two standard septic systems as defined by Minnesota Chapter 7080 and Cook County Environmental Health Code; and
  - E. Meet all other pertinent requirements of the Cook County Zoning Ordinance and the Cook County Subdivision Ordinance. Evidence of application for any necessary state or federal permits must be provided.
  - F. Have legal access provided that will accommodate the easement standards of a shared driveway. The Cook County Planning Department may administratively waive the requirement of this provision, Section 4.1(D) and Section 9.4(A) if the parcel being subdivided is already being served by an easement for access which was recorded prior to July 11, 2006.

Road right of way within the subdivision cannot be used for calculation of minimum lot size, except for lots within the FAR-1, FAR-2 and FAR-3 zone districts subdivided through the Administrative Process. For more information on requirements refer to the Appendix. The Subdivider shall furnish enough information to the Zoning Office to show that this standard has been met.

When a proposed road does not connect directly with an existing County Road, the property owner must receive permission from the County Commissioners prior to receiving preliminary approval from the Zoning Administrator or Planning Commission to proceed with a plat or lot division. Approval of subdivisions may be conditioned upon meeting legal access requirements as set forth by the County Commissioners (*Cook County Subdivision Ordinance, Section 9.1 A*).

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#### Considerations

The Sobanja West 40 Plat is proposed to supplement an existing 3 lot Administrative Subdivision, all of which are contained in the FAR-3 zone district. Access into the plat will occur primarily from Sobanja Lane, with transit through private property. Private easements negate direct connectivity to a county road (*Cook County Subdivision Ordinance, Section 9.1 A*) and accordingly, the Sobanjas' were required to receive permission from the Board of Commissioners to proceed with the plat, doing so on October 12, 2016.

Right-way-widths leading into the plat from Sobanja Lane vary from 66-feet to 50-feet; inside the plat, however, the width has been established at 66-feet. The access dead-ends in a hammerhead turnaround.

Because of site work undertaken for the original Administrative Subdivision, all wetland

resources have been identified and addressed through a Wetland Project Application. That process identified an 8,200 square foot wetland impact which was approved by the Board of Soil and Water Resources and the Army Corps of Engineers. Road construction within the plat itself will not impact any additional wetland or water resources. A small site stormwater permit was issued by Cook County to facilitate road construction, doing so with best management practices minimizing erosion and sediment control concerns.

The Sobanjas' received a variance from the Board of Adjustment on September 21, 2016 allowing travel corridors to be constructed below the standard engineered widths (16 vs. 22-feet), as described in Section 9 of the Cook County Subdivision Ordinance

Septic evaluations have been completed for the four proposed plat parcels. However, these have yet to be reviewed by Mitch Everson. It may be assumed these sites will meet thresholds for septic compliance.

Plat review requests were sent to identified reviewers on October 20, 2016. At this point in time, no comments have been returned.

### *Moving Forward*

The issues remaining with the Sobanja plat are relatively minor from a project perspective. Land Services has had questions regarding the integration of the three adsub parcels and whether they should be incorporated into the plat, making this a 7 lot plat. We have received several varying opinions regarding this topic and will have the issue resolved prior to final plat approval.

Following discussions with Wayne Hensche and Scott Smith, the plat right-of-way will be reduced from 66-feet to 50-feet. This would be in accordance with the reduced road width, approved by the Board of Adjustment in September, 2016

The Sobanjas' have questioned the need for a Homeowners' Association (HOA) as opposed to a more loosely-knit road maintenance agreement. In researching this issue, Land Services notes the inclusion of "commonly owned real estate" as the Ordinance threshold for establishing an HOA for subdivisions. For the Sobanja plat, the road ROW is not assigned to specific parcels and in fact, could be considered a separate tract within the plat. As such, it qualifies as shared real estate and establishes criteria for the establishment of an HOA.

Wetland and stormwater concerns have been resolved as part of the preceding administrative subdivision and should not prove to be a hindrance to completion of the plat's travel corridor. Kent Anderson, the Maple Hill Fire Chief has had consultations with the Sobanjas and the hammerhead turn-around is being modified to meet emergency vehicle ingress and egress requirements.

Overall, this plat creates conforming lots within the FAR-3 zone district and is relatively innocuous in terms of subdivisions. Obviously, comments are needed to go forward to the Final Plat, but in the interim, many of those concerns have already been addressed.

## Planning Commission Meeting Review

Following the Land Services Review Wayne Hensche, representing the Sobanjas, clarified remaining issues addressed in *Considerations* (above). He stated that agreement had been reached for a homeowner's/road association document which would be provided as part of the final plat presentation; most likely in January 2017. In addition, he provided a comprehensive overview of the stormwater and wetland components within and adjacent to the plat. Finally, he indicated that the Sobanja's attorney had agreed to a 4-lot plat as a land holding separate from the initial Administrative Subdivision.

Focusing on Commission comments, Mr. Barton asked Mr. Hiniker for input. Commissioner Hiniker stated he had no comments and appreciated the informative review afforded by Mr. Hensche and Land Services.

Commissioner Seaton had no concerns.

Commissioner LaBoda had no concerns.

Commissioner Tull sought clarification on the turn-around dimensions and was assured by Mr. Hensche the measurements were accurate.

Commissioner Gervais voiced concerns about wetland impacts. Mr. Hensche stated he was a "certified wetland delineator" and that he had located all wetland resources.

Commissioner Seaton asked for further information regarding the Homeowner's Association. Lane said it was a fluid document and that it would be available as part of January's final plat review.

Chair Barton inquired about the difference between a Homeowner's Association and a road maintenance agreement. Director Nelson responded by suggesting a Homeowner's Association dealt with a variety of shared plat resources and land holdings, whereas the road maintenance agreement is specific to travel corridors and maintenance of the same.

Chair Barton solicited a motion and received it from Commissioner LaBoda, with a second from Gervais. By unanimous vote, the Planning Commission approved the Sobanja West 40 preliminary plat as a prelude to final plat submittal. Their recommendation to the Board of Commissioners is to also approve the request.

**APPLICATION FOR SUBDIVISION - PLAT PROCESS**

Name of the Subdivision: Sobanya W40  
Purpose and ultimate use of the subdivision: Residential

Total Acreage of the subdivision: ~~39.55~~ 29.4 Ac. ±  
Number of lots or units proposed: 4

Case #: \_\_\_\_\_  
Date: 9/22/2016  
Original parcel #: 53-107-1300

Name of land owner: LB & LF SOMANJA  
Address: 61 SOBANYA Lane  
Name of agent or representative: Wayne Hensche  
(A representative must attach a copy of a signed statement of authority given by the land owner.)  
Address: 1421 County Road 14, Grand Marais, MN. 55604  
Phone: 218-387-1172 Fax: \_\_\_\_\_

Property location: SW1/4 of NE1/4, Section 7, T61N, R1E, E, W zoned: FAR-3

✓ Legal description of property: Attach a copy of the full legal property description from the Recorder's Office; and, from the Assessor's Office, obtain and attach a copy of the map showing property boundaries in relation to neighboring properties, and a map showing enough area so that the location of the property can be seen in relation to surrounding roads and water bodies.

All subdivisions that create five or more lots or parcels that are 2 1/2 acres or less in size shall be processed as a plat in accordance with Minnesota Statutes, Chapter 505.

Each lot created through subdivision, including PUDs, must be suitable in its natural state for the proposed use with minimal alteration. Suitability analysis shall consider:

- a. susceptibility to flooding
- b. existence of wetlands
- c. soil and rock formations with severe limitations for development
- d. severe erosion potential
- e. steep topography
- f. inadequate water supply or sewage treatment capabilities
- g. near-shore aquatic conditions unsuitable for water-based recreation
- h. important fish and wildlife habitat
- g. presence of significant historic sites
- h. or any other feature of the natural land likely to be harmful to the health, safety, or welfare of future residents of the proposed subdivision or of the community.

*Subdivisions must conform to all official zoning regulations. A subdivision will not be approved where a later variance from one or more setback standards in official controls will be needed to use the lots for their intended purpose. Current regulations require that all newly created lots must have two areas with adequate soil adsorption conditions for sewage treatment. Consult the Cook County Zoning Ordinance for more detailed information and requirements.*

1. All created lots must have access to a publicly maintained road and have access or easements for services. Electricity, telephone, fire protection, rescue, ambulance, mail, and other normal services to properties must be considered. It is important to have an agreement with service providers before making application.
- ✓ 2. Attach a concise narrative indicating how this subdivision conforms with the Cook County Land Use Plan and the intent and provisions of the Zoning Ordinance.
3. Prepare the Preliminary Plat in accordance with the Minnesota State Statutes, Chapter 505 and 515B or the Plat Manual of Minimum Requirements published by Minnesota Society of Professional Surveyors.
4. For the Preliminary Plat, include the measured locations of all buildings and other structures, roads, wetlands, lakes and rivers, wells, two designated sewage treatment areas per lot, easements, and any notable topographical features. Show road, property line and shoreline setbacks which are appropriate to the zoning district. A Preliminary Plat Check List is attached for your convenience.
- ✓ 5. Submit copies of covenants and common interest ownership documents which will apply to future owners.
6. This application, with fee  $\begin{matrix} 500 \\ + \\ 200 \\ \hline 700 \end{matrix}$  (\$500 + \$50 per lot) and 20 11x17 inch copies and 6 standard large copies of all Preliminary Plats need to be in the Planning and Zoning Office four Mondays prior to the Planning Commission meeting (which occurs on the second Wednesday of each month) in order to be heard in that month. It is in your best interest to have informally discussed the subdivision plan with Planning and Zoning staff before formal presentation of the plat and documents in order to better anticipate the requirements of the approval process. Applications that do not have all required information will not be forwarded to the Planning Commission.
7. Give directions for finding the property. Approval for subdivision will require a site inspection by the Planning and Zoning Office. The periphery of the subdivision, the lot corners, roads and the soil test areas must be flagged or otherwise marked for identification on site.
8. The final Plat, in proper form according to the requirements of the County Recorder, County Surveyor and other offices, will be reviewed by the Planning Commission at a later meeting, and recommended for approval to the County Board of Commissioners. Submit 20 11x17 inch copies and 6 large copies of the Final Plat for review by the commissions. The final hard copies for signature are not needed at this time. Further fees may be required if revisions of the plat are made after final approval.

Signature Leonard B. Dobson Lenni F. Soban date 9-21-16

Cook County, Minnesota, Planning & Zoning Department, 218-387-3630 Fax 218-387-3042  
 March 20, 2006

## PRELIMINARY PLAT CHECK LIST

This checklist is for information that is required, by Cook County Ordinance, to be included with a Preliminary Plat Application. Application is made through the Planning and Zoning Office (P&Z) at the Court House, PO Box 1150, Grand Marais, MN 55604.

**Note that the Preliminary Plat requires substantial information in addition to the survey requirements alone.** The Planning and Zoning Staff will not accept a Preliminary Plat application which does not include all information needed for Planning Commission consideration, as described below. Planning and Zoning Staff has prepared this Preliminary Plat Check List and a Plat Application form, both of which are incorporated into the Ordinance by reference. The Planning Commission bases its approval, approval with conditions, or denial upon the information presented on the plat and within accompanying documents. The Planning Commission recommends it's Final Plat decision to the County Board.

**For accurate preliminary plat information,** beside familiarity with standard plat requirements, an applicant needs to be familiar with several parts of the Cook County Zoning Ordinance which set varying standards and regulations depending on the zoning district, shoreland location, lake classification, land suitability, availability of public roads and services, sewage treatment, etc. When selecting sewage treatment areas and building sites, an understanding of ISTS, MN Chapter 7080.0110 SITE EVALUATION is important.

### **Information to be included on the Plat Map:**

**A. Standard survey information** and symbols which are prescribed by State Statutes 505, 508 and 508A, as applicable, and which would be used for a Final Plat.

**B. Special Information for Preliminary Plat Approval** to be displayed on an overlay of the standard Plat.

1. Topographical information including contours of ten feet or less and elevations with reference points.
2. The location and delineation of wetlands, water bodies and streams. See P&Z Office.
3. Required lot line, road and shoreline setbacks.
- N/A 4. Vegetation lines on Lake Superior and setback line.
5. Location and delineation of existing vegetation types.
- N/A 6. Bluff setbacks.
7. Stormwater flow directions (arrows) and any structures for stormwater and erosion control. *Small site*
8. Rock outcroppings and other significant physical features.
9. Any significant environmental or historic features.
10. The likely location of a possible building site or sites for anticipated development on each lot.
11. The locations and delineation of two sewage treatment soil absorption areas on each lot (with soil analysis documentation done by a certified designer); or the design and location of a collector sewage treatment system as approved by the County Sanitarian.
12. Layout of service lines for water, sewer, power, communication, or other where applicable. Contact Arrowhead Electric or others about practical access for services.
- N/A 13. Any easements or right-of ways that would not be included on a standard plat.
- N/A 14. Locations of trails, boat landings, recreational facilities, open space dedication, or other special provisions.

✓  
C. **Concept Statement.** This is not a "fill in the blanks with the right terms" format. Rather, it is a written explanation, of a page or two, which describes the intended purpose and use of the subdivision, in language that will show the Planning Commission that the project is reasoned, fits with the character of the area, and is ultimately for the benefit of the County, the local community and future land owners. Here are some issues that will be of concern to the Commissioners:

- See Attached
- \_\_\_\_\_ 1. What is the purpose and use of the subdivision, such as residential, commercial, etc., including a description of the type or characteristics of use, such as neighborhood residential; high-quality, resort-commercial, rental lodging with small shops; seasonal recreation lodging; or you-name-it.
  - \_\_\_\_\_ 2. Describe the physical or natural character of the subdivision.
  - \_\_\_\_\_ 3. How is the use and physical character consistent with the Zoning District and the Land Use Plan's projected future use of this location?
  - \_\_\_\_\_ 4. Is the purpose of this subdivision consistent, complimentary or in-conflict with other uses in the area? Explain.
  - \_\_\_\_\_ 5. How will the subdivision operate and be maintained after its creation?
  - \_\_\_\_\_ 6. Is the concept of this project acceptable to neighboring land owners, township or other regulating bodies, local businesses?
  - \_\_\_\_\_ 7. Is there a possible environmental or social disturbance because of this subdivision? If so, how can this be minimized; or what benefit compensates for this disturbance?
  - \_\_\_\_\_ 8. Are public services available to the occupants or future land owners? Public schools, police and fire protection, electricity, phone, roads, road maintenance, etc.

**D. Accompanying Documents.**

- \_\_\_\_\_ 1. All platted subdivisions require the creation of a lot owners (home owners) Association, with a document of agreements for the future use and maintenance of individual and common property. Covenants, restrictions, dedications, etc. must follow the policy provided by Minnesota Statutes, Chapter 515B -- Minnesota Common Interest Community Ownership Act. Deed restrictions and covenants, and internal easement descriptions also need to accompany the Preliminary Plat. A "Plat Manual of Minimum Guidelines" to Common Interest Community Plats is available from the Minnesota Society of Professional Surveyors.
- ✓ \_\_\_\_\_ 2. Description of all easements for roads, walkways, power, sewers, drainage, communication or other services within the subdivision or for access to it. Agreements from appropriate agencies for provision of road access, public utilities and fire protection.
- \_\_\_\_\_ 3. Evidence of application for appropriate state and federal permits. - Wetland mitigation
- ✓ \_\_\_\_\_ 4. A location chart, or map, of the wetlands, road system, zoning districts, and existing land use in the area surrounding the subdivision.
- ✓ \_\_\_\_\_ 5. A storm water and erosion control plan, approved by Soil and Water Conservation .
- ✓ \_\_\_\_\_ 6. Location and description of proposed major grading or filling, water diversion or ponding, or any other significant environmental alteration within the subdivision. "No lot shall be created which is not suitable for development in its natural state."
- ✓ \_\_\_\_\_ 7. Soil analysis for standard sewage treatment, and the measured locations with area (in this document and on the plat) of two identified sites for soil absorption on each lot for which the analysis was done.

- N/A 9. If collector systems will be used, include the County Sanitarian approved design. Draw the layout and absorption areas for the entire system on the plat.
- ✓ 10. Site and soil analysis must be done by a Minnesota licensed ISTS professional with a Designer 2 certification. Including field evaluations for each area on each proposed lot and/or each collector site. This would include bore holes to determine soil textures and colors as well as depth to bedrock or saturated soils. No Preliminary Plat will be placed on the Planning Commission agenda until site evaluation information has been received by the County Sanitarian. (Alternative sewage treatment systems may be proposed but require submission of complete plans.)
- ✓ 11. Estimated potable water usage, the source of water and the plan for distribution. *Wells*
- 12. Other documents and information as may be requested by the County for a specific use or land condition.

Please note that the Cook County Board of Adjustment is averse to granting variances on subdivision lots which were or are created after the 1993 revision of the Zoning Ordinance and its subsequent amendments. The Board has requested that its statement of policy, and the following, be added to this Check List (*Public meeting, October 13, 1999*):

1. The Subdivision Ordinance states in part; "The layout of any plat and the land encompassed therein shall be reasonably suitable for the proposed development, so that full future compliance with the Cook County Zoning Ordinance and Health Code, as well as other applicable state and local regulations, is assured. If the County Board of Commissioners determines that a particular plat layout or land is not thus reasonably suitable, it shall not approve the filing of the proposed plat and shall make written findings justifying its disapproval."
2. Shoreland Subdivision Provisions state in part: "Each lot created through subdivision, including planned Unit developments authorized under Section 10.06 of this Ordinance, must be suitable in its natural state for the proposed use with minimal alteration." and: "Subdivisions must conform to all official controls of this community. A subdivision will not be approved where later variance from one or more setback standards in official controls would be needed to use the lots for their intended purpose."

**Questions?** List them here. Also list any unique characteristics about your subdivision and plat, or other matters, that are not considered in the lists above. Talk to the Planning and Zoning Staff about them. Later corrections will cost time and money, and omissions, if significant, will delay Commission approval. Preliminary Plat Approval will not be forwarded to the Planning Commission until all information has been submitted to the satisfaction of Planning and Zoning staff.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Remember that later construction and alterations** within the subdivision will require a Soil and Water Conservation District approved erosion and storm water control plan, MPCA permit for activity that disturbs 5 or more acres of land, DNR permits for shoreland alteration, stream crossing and other uses, mitigation permit for disturbance of wetlands, and possibly other agency permits such as County Land Use Permits. It is wise to plan ahead for these inevitabilities, as all of them have standards and regulations and limits for land use. Permits, or assurance of the granting of same, from Planning and Zoning or from other government agencies must be submitted before forwarding of the plat to the Planning Commission.

**Also, if later changes or corrections are necessary after the Final Plat is approved,** review costs, primarily those of the County Surveyor, will be charged to the Subdivider. If changes in the Plat are major, such that they involve lot or road rearrangements, or a change in the plan concept, the Subdivider must return to the Planning Commission with a new Preliminary Plat Application.

## APPLICATION FOR SERVICE AND UTILITIES ACCESS TO COOK COUNTY SUBDIVISIONS

✓ County ordinance requires that all platted subdivisions will be provided with access to public roads and public services. This means that, prior to application for Preliminary Plat approval, Cook County Highway Department, Arrowhead Electric Cooperative, and U. S. West Telephone Company must be contacted and informed of the Subdivider's intentions. An agreement for service to all created lots must be presented to Planning and Zoning staff before the Plat application can be taken to the Planning Commission.

### Contacts are:

Cook County Highway Department – Chuck Schmidt – 218-387- 3014, FAX 218-387-3012

Arrowhead Electric Cooperative – Dave Weiben – 218-663-7239 (Arrowhead Electric Cooperative wants its name included on a non-exclusive utility easement within the entire road right-of-way identified on the Final Plat. The reason for this is to allow crossing the road with buried cable without having to obtain a later easement from the owners' association.)

U.S. West Communications – new residential service – 1-800-526-3557 – leave a message about what is being developed, what the location is (T, R, Section, and ¼ of ¼ and road address), and your return-call number.

**Be prepared with a concept plan or a draft of the preliminary plat. Ask for specific requirements that each service will require of you. It may be necessary for you to provide easements for service access through other properties, depending on where connections can be made. So make these contacts early in your plans and well before applying for plat approval.**

### Other services:

✓ Fire protection: Contact your local fire department and get their approval for road access and exit, or turn-around provisions for equipment.

Emergency services: Nancy Koss – 218-387-3059

Road names and addresses: Assessor's Office, Count House – 218-387-3651

School bus: Check with the Superintendent's office of Cook County Public Schools to see if the subdivision is on a school bus route. – 218-387-2271.

Post Office: Courtesy call for mail route planning. Lot addresses (911 or fire numbers) must be applied for when development (land use) permits are obtained from Planning and Zoning in the Court House. A roadside pull-off may be requested for mail delivery to multiple boxes.

**APPLICATION FOR SUBDIVISION PLAT  
(SOBANJA WEST 40)**

**CONFORMITY TO COOK COUNTY LAND USE PLAN**

- ✓ County Road 6 is skirted both sides by FAR-3 zoning since it a prime residential area
- ✓ Mail & School Bus routes service County Road 6
- ✓ Maple Hill VFD services the area. The Chief, Kent Anderson, has field reviewed the access road/T-turnaround and concurs it meets VFD standards. The remaining T-turnaround on the N-S plat stub road will be built to the same specifications.
- ✓ Arrowhead Electric, broadband, and Century Link service the project area
- ✓ Adequate private easements connect the plat area to county road Sobanja Lane (which does not appear to have a recorded easement)
- ✓ The site meets the "small site" criteria for the Cook County Stormwater Ordinance since the road disturbed area is 0.51 ac (< 1.0 ac) and 930 yd of fill (<1000 yd).

**CONFORMITY TO INTENT AND PROVISIONS ZONING ORDINANCE**

- ✓ All lots conform or exceed minimum setbacks, acreages, & lot widths
- ✓ On 9-21,2016, the Cook County Board of Adjustment has granted a variance on the very low volume private and dead end plat road which services only 7 lots to a width of 16'. County Road Sobanja Lane is only 16' south from the Little Devil Track River
- ✓ MPCA certified ISTS design professionals have laid out two septic sites each per new proposed lot
- ✓ The preliminary plat design has strictly followed the plat checklist
- ✓ Proper plat road maintenance is provided for via Homeowner Association documents
- ✓ Proper environmental best management practices (BMP'S) have been taken to prevent and suspended solids, fertilizer, and/or pollution from leaving the plat area southward to the fen
- ✓ No wetlands exist within the plat area so the rigors of wetland avoidance, minimization, or mitigation will not be needed
- ✓ The preliminary plat meets MSA 505 plat standards

## CONCEPT STATEMENT

1. Purpose and use of subdivision - Residential 5 acre lots meeting FAR-3 zoning requirements fits with similar neighborhood lots adjoining County Road 6.
2. Physical or natural character of subdivision – Wooded boreal forest lots accessed by solidly built 16' wide road amenable to the Maple Hill Fire Dept. The fen lies about ¼ - ½ miles south of the project area and is a local crown jewel wetland. A producing sugar maple forest lies just southeast of the project area. Soils are deep coarse sandy loam which facilitates percolation of rainwater events downward rather than sheet flow or channelized flow off the site. This same soil, which lies on the south edge of "esker country", is very amenable to ISTS. The Little Devil Track River does not receive runoff from the project site since the north ridge of the plat acts as a topographical divide with flow northward and southward.
3. Use and physical character consistent with project future use of this location – Please be referred to the "Conformity to Cook County Land Use Plan" and "Conformity to intent and provisions of Zoning Ordinance" narrative detailed immediately above. The proximity to County Road 6 provides the amenities of law enforcement, emergency management, ingress, egress, and utilities.
4. Consistency with subdivision with other uses of the area – The covenants specify uses consistent with the existing character of the neighborhood. No dog sled kennels will be allowed. Home small business will be allowed. Large heavy construction business will only be allowed if the homeowner's association permits the use.
5. Operation and maintenance of subdivision after creation – The Homeowner's Association Declaration and Covenants will provide operation and maintenance guidelines for all 4 of the proposed plat lots along with the 3 administrative subdivision lots approved 2-16
6. Neighborhood acceptance – Letters were sent to all the neighbors in preparation for the 9-21-2016 Board of Adjustment variance proceeding. One neighbor sent a letter of support. There was no other correspondence.
7. Environmental or social disturbance – We have made a sincere effort to protect the fen to the south by absolutely minimizing impervious road surfaces. The Sobanja family resisted doing a second administrative subdivision which would have allowed them to completely skirt the platting process. That second division would have required another 1000' access road which would have impacted over 600 lineal feet of wetlands. The family chose instead to plat and just use the proposed stub road north through the plat. This all is an effort to reduce impervious surface and suspended solids making their way to the fen. The plat deep sandy loam soils also negate possible impact to the fen.
8. Public services – All public services are available to the site. Road maintenance will be provided by the Homeowner's Association maintenance provisions.



**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

3.C.

1.	a. Topic or Issue: (As should be listed on agenda) Resolution for OHV Trails	b. Requested Date: 11/22/16	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): Approve by Resolution acting as legal sponsor for an application for state funding of Cook County ATV trails, entering into agreement with the state, authorizing the Auditor to act as fiscal agent and the Board Chair to sign such agreement.		
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached resolution. The state DNR and ATV clubs are working on the grant agreement for the existing trail and three new trails - all on forest service roads.		
8.	How will this request affect the County Budget? NA		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

**COUNTY STAFF INFORMATION**

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

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

RESOLUTION #

ADOPTED

November

By Commissioner :

RESOLUTION AUTHORIZING SPONSORSHIP OF OFF HIGHWAY VEHICLE TRAILS FOR PUBLIC RIDING AREAS, OPERATED BY THE COOK COUNTY ATV CLUB

WHEREAS, the State of Minnesota has made funding available through the Minnesota Trail Assistance Program for the purpose of constructing and maintaining Off Highway Vehicle trails for All Terrain Vehicles (ATV's); and

WHEREAS, the County of Cook desires to make available to its citizens and visitors, such an area for the aforementioned purposes, in harmony and keeping with its recreation plan;

THEREFORE, BE IT RESOLVED that Cook County act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for acquisition, construction, and maintenance of ATV riding areas, open to the public, and managed by the Cook County ATV Club, specifically known as Hovland Woods Trail, Timber Frear Loop, Rice Lake Pancore Loop, and Old Greenwood Loop; and

BE IT FURTHER RESOLVED that upon approval of its application by the state, Cook County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement; and

BE IT FURTHER RESOLVED that the Cook County Board Chairperson is authorized to sign such an agreement with the Department of Natural Resources; and

BE IT FURTHER RESOLVED that the Cook County Auditor is hereby authorized to serve as the fiscal agent for the above referenced project; and

BE IT FINALLY RESOLVED THAT notwithstanding the financial assistance provided for in the state contract, Cook County shall not be liable for such costs as are incurred by the club because state funds are depleted.

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

Ayes:    Nays:            Absent:

STATE OF MINNESOTA    )  
County of Cook            ) ss.  
Office of County Auditor,    )

I, Braidy Powers, Auditor of the County of Cook, do hereby certify that this is a true and correct copy of the resolution passed above in my office on the    day of    , 2016.

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

County Auditor \_\_\_\_\_

**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) Advertising to create an eligibility list	b. Requested Date: 11/22/2016	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Pat Eliassen	b. Phone: 218-387-3030	c. Email: pat.eliasen@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? Yes	b. If so, When?	c. What was the result? Granted	
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): Motion to approve advertising for an eligibility list to replace anticipated openings in the dispatch center of the Sheriff's Office.			
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). We currently have a part-time position for a dispatcher that hasn't been filled. The reason for this is the request that this position be promoted to full-time status in 2017. We also are anticipating 2 additional full-time dispatcher openings that would need to be filled. If these openings occur before a list is developed, the dispatch center would be dangerously under staffed and would create a difficult working environment as well as a serious threat to our ability for delivering services in regards to public safety.			
8.	How will this request affect the County Budget? No effect			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Personnel services			

**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**  
**Before the Board of Commissioners**

e-mail form

4.B.

1.	a. Topic or Issue: (As should be listed on agenda) Boating Grant Approval	b. Requested Date: 11-22-2016	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Pat Eliassen	b. Phone: 218-387-3030	c. Email: pat.eliasen@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? Yes	b. If so, When? 2015	c. What was the result? 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): Motion to approve an awarded grant in the amount of \$10,084 for the purchase of a new watercraft for Search & Rescue.			
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). We have applied for and have been awarded a Federal Boating grant to purchase a new watercraft for the Cook County Search & Rescue.			
8.	How will this request affect the County Budget? No effect			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Federal Boating grant			

**COUNTY STAFF INFORMATION**

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

## Request for Time

## Before the Board of Commissioners

4.D.

1.	a. Topic or Issue: (As should be listed on agenda) Lockdown Drill debrief (closed session)	b. Requested Date: 11/22/2016	c. Amount of time with Board 15 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell/Pat Eliassen	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): Sheriff Eliassen asked to have a debrief of the lockdown drill conducted on 11/15/2016			
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?			
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

5.A.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Cell Service on Hovland and Grand Portage Towers	b. Requested Date: 11/22/16	c. Amount of time with Board 20 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Rena Rogers/Rowan Watkins	b. Phone: 387-3662	c. Email: rena.rogers@co.cook.mn.us	
3.	a. Departments affected: MIS	b. Department Head: Rena Rogers	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? No	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? No			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): No action requested. This is simply an update to the board related to two cell providers requesting to locate on the Hovland and Grand Portage towers.			
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? N/A			
9.	Have funds been budgeted/allocated for this request? N/A			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: 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

b.A.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Internet Service Agreement	b. Requested Date: 11/22/16	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Bob Pranis/Frank Moe	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): To approve an internet service agreement between Cook County and Arrowhead Cooperative for service to Hovland Town Hall and allow the Board Chair and Auditor-Treasurer to sign internet service documents.			
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). See attached Master Agreement, authorized account representative document, and invoice from True North. To allow Hovland Town Hall to be a videoconferencing site.			
8.	How will this request affect the County Budget? To be determined			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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

## Braidy Powers

---

**From:** Bob Pranis <bpranis@gmail.com>  
**Sent:** Wednesday, November 09, 2016 2:41 PM  
**To:** Braidy Powers; Frank Moe  
**Cc:** Sara McManus  
**Subject:** Invoice for Video Conferencing for Fiber and service to Holland Town Hall  
**Attachments:** CPNI.pdf; Master Agreement.pdf; Service invoice Hovland Town Hall.pdf

Braidy,

As part of the videoconferencing project we are getting Hovland Town Hall hooked up with fiber and broadband service for a year. After that Frank has indicated he will ask for money in the budget to continue to pay for the Broadband service. There are two other contracts that need to be signed by either you and/or Frank to get this rolling. Please contact Sara McManus if you have any questions. Since or grant ends at the end of November for the videoconferencing, it would be great if you could pay the invoice ASAP.

Thanks, and if you have any questions from me call my cell at 218-370-8201 since I am currently in Duluth getting chemo.

Bob

**MASTER AGREEMENT**  
**General Terms and Conditions**

1. This Master Agreement is entered into as of \_\_\_\_\_ by and between Arrowhead Electric Cooperative, Inc. d/b/a Arrowhead Cooperative (AC), a Minnesota Corporation whose headquarters are at 5401 W Hwy 61, PO Box 39, Lutsen, Minnesota 55612 and \_\_\_\_\_ (Customer) whose location is \_\_\_\_\_.
2. These General Terms and Conditions along with the order for service and all attachments comprise the entire agreement between the parties ("Agreement") for the communication, internet, and video services described herein and supersede any and all other agreements between parties related hereto.
3. **Effective Date.** This Agreement is fully binding and enforceable as of the date it is signed by both parties ("Effective Date"), and shall remain in effect for as long as any attachment(s) remain in effect. The term(s) is stated in the respective attachment(s).
4. **Services and Services Term.** AC agrees to provide to Customer and Customer agrees to purchase from AC, communications, internet, and/or video services ("Services") as described in attachment(s), at the locations set forth for the number of months set forth ("Services Term"). The Services Term commences upon installation of the Services by AC ("Installation Date").
5. **Resale of Services.** The customer may not resell services provided by AC to customer. Shared Tenant services, as allowed by AC, must be identified and set forth in attachment(s) to this agreement.
6. **Rates and Charges.** Rates and charges for services, as set forth in attachment(s), commence upon the Installation Date. Any Monthly Recurring Charges ("MRC") will be billed in advance each month. Any Non-Recurring Charges ("NRC") will be billed on the next invoice after incurring the charges. AC may adjust the rates, monthly recurring charges, and other charges for the Services at any time upon written notice to Customer, or upon renewal. AC shall provide written notice to Customer of any increase thirty (30) days prior to the effective date of such an increase. In such an event, Customer may terminate this agreement without liability to AC except for payment of outstanding charges and unbilled work in progress for services provided hereunder in accordance with the terms of this Agreement, at any time within the thirty (30) day period next following receipt of the notice described in the preceding sentence.
7. **Payments.** Payments are due on the Payment Due Date set forth on the AC invoice. Customer must send AC written notice of any and all billing disputes on or before the Payment Due Date, specifically detailing the dispute, and Customer must pay all undisputed amounts on or before the Payment Due Date. AC will investigate all disputes and if appropriate, credit Customer's account or notify Customer of denial of the dispute. AC may assess a late fee of 1.5% per month (not to exceed the maximum rate allowed under state law) on all balances not paid when due. AC has the option to suspend Services or to pursue any and all other legal remedies until payment is made. Reconnection fees, after suspension of services, may apply. Customer shall pay any and all costs incurred in collection of charges due and payable, including reasonable attorney's fees and all collections agency costs, whether or not a suit is instituted.
8. **Credit Approval.** This Agreement is subject to credit approval. AC may require Customer to tender a deposit of up to 2 months MRC to guarantee payment hereunder. When Customer establishes acceptable credit history or upon termination of this Agreement, AC will return the balance of the deposit, if any, to Customer along with interest as required by law.
9. **Taxes and surcharges.** Customer is responsible for payment of any and all federal, state, and local taxes, charges or surcharges imposed on or based upon the provision, sale or use of AC's Services (excluding AC's

income taxes). AC will collect all such taxes, charges, and surcharges unless Customer provides AC proof of exemption. Customer will indemnify AC for any and all costs, claims, taxes, charges, and surcharges levied against AC relative to such exempt status. Rate adjustment of taxes or surcharges does not constitute rate adjustment as outlined in paragraph 5 above.

10. **Tariff Application.** Customer acknowledges that the Service may be subject, in whole or in part, to one or more provisions of state or federal tariffs, which may be filed by AC. In the event of any conflict between any provision of this Agreement and any provision of the tariff, the provision of such tariff will control.
11. **Compliance with Law.** This Agreement is subject to all applicable federal, state, and local laws, regulations, rulings, orders, and other actions of governmental agencies ("Rules"), and the obtaining and continuance of any required approvals, authorizations, or tariffs, or price lists filed with the FCC or any other governmental agency. AC will use its good faith reasonable efforts to obtain, retain, and maintain such approvals and authorizations. If any such Rule adversely affects the Services or requires AC to provide Services other than in accordance with the terms of this Agreement, either party may, without liability to the other party, terminate the affected Services upon 30 days prior written notice to the other party. In performing their obligations under this Agreement, the parties will comply with all applicable Rules, specifically including, but not limited to the Rules governing 911/E-911 and any other emergency services, as discussed below.
12. **Customer use of Service.** Customer's use of the Services provided herein and any equipment associated there with will not; (a) interfere with or impair service over AC's network; (b) impair privacy of any communications over such network; (c) cause damage of any nature to AC's assets or customers; (d) be used to frighten, abuse, torment, harass others or create hazards to AC or its network; (e) use the internet for illegal or malicious purposes. AC may immediately suspend or terminate, without liability, the Service for any violation of these provisions.
13. **E-911.** AC will provide Customer with the network connection for each circuit, billing telephone number ("BTN"), or trunk group that comprise the Services, and AC will provide the appropriate Public Safety Answering Point (PSAP) with the automatic location identification (ALI), for all BTNs of the circuit or trunk group. Each BTN will only have one emergency response location identified in the ALI information provided to the PSAP. AC is not responsible for and will not make any changes or submit updates to E-911 databases for any services other than the one emergency response location as set forth above. Customer will indemnify and hold harmless AC, its officers, directors, affiliated companies, employees, agents, and subcontractors from all liabilities, claims, or damages arising out of personal injury or death or damage to property related to E-911 requirements.
14. **Services, Maintenance, and Upgrade of Facilities.** Services will meet industry standards, AC will maintain its facilities and equipment used to provide the Services set forth in its policies and procedures, at no additional charge to Customer, except where work or service calls result from failure or malfunction in, or improper operation of, Customer's facilities and/or equipment. In such event, Customer will reimburse AC for the cost of the required maintenance at AC's standard time and material rate plus any taxes imposed upon AC related to such maintenance. AC reserves the right to suspend service for scheduled maintenance or planned enhancements or upgrades to AC's network without notice to Customer. Customer will grant AC access to its premises for the installation, operation, removal, repair, and maintenance of the facilities and equipment for the Services hereunder.
15. **AC Equipment.** In the event AC provides any AC equipment to Customer for Customer's use during the term of the Agreement such equipment will remain the sole and exclusive property of AC. Upon termination of the Service, Customer will immediately return AC's equipment to AC. In the event Customer fails to return the equipment, AC may invoice Customer for the then fair market value of such equipment.

16. **DISCLAIMER/LIMITED WARRANTY.** EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT, AC MAKES NO WARRANTIES, EXPRESS OR IMPLIED, UNDER THIS AGREEMENT AND SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. AC DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT THE SERVICE WILL MEET THE CUSTOMER'S REQUIREMENTS.
17. **LIMITED LIABILITY.** AC'S LIABILITY AND THE EXCLUSIVE REMEDY OF CUSTOMER FOR DAMAGES ARISING OUT OF OR RELATED TO THE SERVICES AND/OR THIS AGREEMENT, WILL BE SOLELY LIMITED TO AN AMOUNT NO GREATER THAN THE AMOUNTS PAID BY CUSTOMER TO AC DURING THE TERM OF THIS AGREEMENT NOT TO EXCEED 12 MONTHS. IN NO EVENT WILL AC BE LIABLE TO THE CUSTOMER FOR LOSS OF USE, INCOME OR PROFITS, LOSS OF REVENUES, LOSS OF SAVINGS OR HARM TO BUSINESS OR ANY OTHER SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL LOSSES OR DAMAGES.
18. **Indemnification.** Customer will indemnify, hold harmless, and defend AC, its officers, directors, affiliated companies, employees, agents and subcontractors from liabilities, claims or damages and expenses whatsoever (including reasonable attorney's fees) arising out of or in connection with Customer's use, resale or sharing of Services. Customer's indemnification obligations do not apply to claims for damages to real or tangible personal property or for bodily injury or death negligently caused by AC.
19. **Confidentiality.** The parties may have access to certain information, the ownership and confidential status of which is highly important to the other party and is treated or designated by one of the parties as confidential (herein referred to as "Confidential Information"). Neither party will disclose the other party's Confidential Information, directly or indirectly under any circumstances, to any third person without the express written consent of the other party, and neither party will copy, transmit, reproduce, summarize, quote, or make commercial or other use whatsoever of the other party's Confidential Information, except as may be necessary to perform its duties hereunder or as required by the Rules. Each party will exercise the highest degree of care in safeguarding the other party's Confidential Information against loss, theft, or other inadvertent disclosure and take all steps necessary to maintain such confidentiality.
20. **Default.** If either party violates any provision of this Agreement or if either party becomes or is declared insolvent or bankrupt, is the subject of any proceedings relating to its liquidation, insolvency or for the appointment of a receiver or similar officer for it, makes an assignment for the benefit of all or substantially all of its obligations, or files a petition seeking relief under any chapter of the Bankruptcy Act, or if an involuntary petition under the Bankruptcy Act is filed with respect to such party, the nondefaulting party may send the defaulting party written notice detailing the default. The defaulting party will have: (a) 10 days from the date of the written notice to cure a payment default, or (b) 30 days from the date of the written notice to cure a non-payment default. If the defaulting party fails to cure, the nondefaulting party may terminate this Agreement and any Services hereunder upon notice or pursue any and all other legal remedies.
21. **Termination.** If Customer terminates this Agreement or all or any part of the Services hereunder prior to the end of the Services Term, AC may charge Customer an early termination fee equal to and including any or all of the following: 100% of the total MRC for the remainder of the Services Term plus any activation, installation and/or special construction charges and all other NRC fees or costs less amounts already paid whether previously waived or not. Customer will not be liable for the early termination fees set forth above if AC breaches the Agreement or if Customer orders from AC services of equal or greater MRC than the current services, the Customer closes down the business or the Customer moves out of AC's coverage area, or Customer sells their business to another party. Customer acknowledges that AC's damages for early termination would be difficult to determine and the termination charge(s) constitutes liquidated damages and is not intended as penalty. All such amounts will become immediately due and payable by Customer to AC.

22. **Force Majeure.** In the event that either party's performance is delayed, prevented, or inhibited because of any Act of Nature, fire, casualty, delay or disruption in transportation, flood, war, strike, lockout epidemic, destruction or shutdown of facilities, shortage or curtailment, riot, insurrection, government acts or directives, any full or partial failure of any communications, or computer network or any cause beyond such party's reasonable control, the party's performance will be excused and the time for the performance will be extended for the period of delay or inability to perform resulting from such occurrence. The occurrence of such an event will not constitute grounds for declaration of default by either party hereunder.

23. **General.** Any amendment must be in writing and signed by the parties hereto. Facsimile copies of this Agreement and any amendments or modification hereto, including facsimile signatures, will be accepted by the parties as originals. The failure of either party to insist upon the performance of any provision or to exercise any right granted hereunder, will not be construed as a waiver of such provision(s), and the same will continue in full force. If any provision hereof is held to be invalid, void, or unenforceable, the remainder of the provisions will nevertheless remain unimpaired and in effect. All notices under this Agreement will be in writing and shall be deemed delivered when actually received, or if earlier and regardless of whether actually received (except where actual receipt is mutually agreed upon in this agreement and otherwise), on the day following the date of deposit in a regularly maintained receptacle for first class mail, or by facsimile transmission with receipt verification. Notices to customer or to AC will be sent to the addresses listed in Paragraph 1. The various rights and remedies given to or reserved by either party herein or allowed by law, are cumulative, and no delay or omission to exercise any of its rights will be construed as a waiver of any default or acquiescence, nor will any waiver of any breach or any provision be considered a condonement or any continuing or subsequent breach of the same provision. Customer may not assign its obligations hereunder without the prior written consent of AC; such consent will not be unreasonably withheld. This Agreement will be governed by and interpreted in accordance with the laws for the State of Minnesota.

**In Witness Whereof**, the parties hereto have executed this Agreement as of the day and year first written above and the persons signing warrant that they are duly authorized to sign for and on behalf of the respective parties.

Customer: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
Printed Name/Title

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AC Account Representative: \_\_\_\_\_  
Printed Name/Title

AC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_

**Customer Proprietary Network Information (CPNI)**

Under Federal Law, you have the right to, and we have the duty to protect the confidentiality of your telecommunications service information. This information includes the type, technical arrangement, quantity, destination, and amount of use of telecommunications services and related billing for these services. Although Video, Customer Premise Equipment (CPE), and Internet Services are not included in the Federal mandate, it is True North's policy to include protection of all customer personal information.

We may use this information, without further authorization by you, to offer you (i) services of the type you already purchase from us and (ii) the full range of products and services available from True North that may be different from the type of services you currently buy from us. In addition to local telephone services, True North services include long distance (where authorized), wireless, Internet, and television services. A more complete description of our company and service offerings is available at [www.consolidated.net](http://www.consolidated.net). Use of your information as described in this notice will permit us to offer you a package of services tailored to your specific needs. True North will not share your information with any other Company or Party and will protect your personal data within our scope of control by enforcing the use of customer authentication practices such as passwords, valid photo identification, access lists or other methods.

No action by you is necessary to permit us to use your information as described in this notice. If you wish to restrict True North's use of your information to offer True North services different from the type of services you currently buy from us, please register your request by either filling out the option below, or by calling us at (218) 454-1234. You may change your decision at any time and your decision will remain valid until you tell us otherwise. Whatever you decide will not affect our provision of service to you. If you have any questions, please call your service representative or account manager.

**"OPT OUT" ELECTION PLEASE CHECK A BOX**

Please Select An Option Below

I allow True North to use my personal information for the purposes of offering other True North services, bundled services, thereby saving me money.

I do not allow True North to use my personal information for the purpose of offering other True North

**Authorized Account Representatives Please Fill Out**

The following person(s) are authorized to make changes to my service or personal information:

	Name	Position / Title / Relationship	Contact Number
1			
2			
3			

**Account Password Please Fill Out**

Please create a unique password that will be used to make changes to your service or release of personal information

PASSWORD: \_\_\_\_\_ Please provide at least one hint

Nickname: \_\_\_\_\_  
 Pet Name: \_\_\_\_\_  
 City of Birth: \_\_\_\_\_

**Acknowledgement Please Sign**

I understand that True North is bound by Federal law to provide protection of my personal data for telecommunications services.  
 I understand that should I elect to change my decision, I will be required to contact True North directly to register my wishes.

Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INVOICE



*broadband access*

Date: November 9, 2016

True North Broadband  
PO Box 39  
Lutsen, MN 55612  
218-663-9030  
truenorth@arrowhead.coop

TO Account: 2699  
Agreement: 999-100-9929

Cook County Broadband Commission  
c/o Bob Pranis  
Cook County Courthouse  
411 West 2<sup>nd</sup> Street  
Grand Marais, MN 55604

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Installation of Business Class Fiber Internet at Hovland Town Hall	\$500.00	\$500.00
1	Installation credit for 12 month service contract	(\$500.00)	(\$500.00)
12	Business internet 20/10 at Hovland Town Hall December 2016 - November 2017	\$69.99	\$839.88
12	5% Discount for prepaid service	(\$3.50)	(\$41.99)
		<b>TOTAL DUE</b>	<b>\$797.89</b>

Please make all checks payable to True North Broadband

Thank you for your business!

**Cook County  
Request for Time**

e-mail form

7.A.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Interim Use Permit for firewood processing	b. Requested Date: 11/22/216	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? No	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? n/a			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Land Services and the Planning Commission respectfully request approval by the Board of Commissioners of this Interim Use Permit, allowing firewood processing at the Dean Berglund gravel pit, adjacent to the Gunflint 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). Please see attached 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.):			

**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"/>

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

NO.

ADOPTED

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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 November 9, 2016, the following Interim Use Permit is granted, subject to the noted conditions:

Dean Berglund fbo David Howe: Request for an Interim Use Permit to allow a firewood processing operation on property adjacent to the Gunflint Trail.

Legal Description: *See Attached Exhibit A.*

Permit Conditions on back page of Resolution

**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. This permit shall be valid for a period not to exceed 5-years, or no later than December 1, 2021.
2. Baffles shall remain on the exhaust system while the kiln is operating.
3. This permit pertains only to the preparation, storage, and delivery of firewood.
4. Upon sale or transfer of the property, the new owners shall have 60-days to apply for a new IUP to continue operations.

**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., 2015.

**COUNTY AUDITOR,**

**BY**

**DRAFT**

**COOK COUNTY PLANNING COMMISSION REPORT TO THE BOARD OF COMMISSIONERS**

Application date: October 1, 2016

Hearing date: November 9, 2016

Parcel ID: 53-103-2250.

Legal Description: Part of the West ½ of the Northwest ¼, Section 3, Township 61 North, Range 1 East.

Fee Paid: \$300.00

Case #: 2016-8CUP

Name: Dean Berglund fbo Dave Howe, dba North Shore Timber Products  
16 Skyport Lane  
Grand Marais, MN 55604

Request for an Interim Use Permit to allow a firewood processing operation on property adjacent to the Gunflint Trail.

1. The property includes 80-acres and is contained within the Forest Agriculture Residential (FAR-3) zone district.
2. The primary land use on the parcel is a gravel pit, originally approved through Resolution 98-32.

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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.

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#### Sec 4.07 FAR-3 Forest/Agriculture Residential District

The principal purpose of the Forest/Agriculture Residential (FAR-3) District is to provide for permanent and seasonal areas at a medium density. Farming and other rural activities area also allowed.

A. Permitted Uses:

1. Single family dwelling/manufactured homes.
2. Farming, including the raising of crops and livestock.
3. Orchards and harvesting of wild crops such as marsh hay, ferns, moss, berries, tree fruits and tree seeds, collection and processing of maple syrup.
4. Forest crop plantations and harvesting.
5. Wildlife refuges and game management habitat areas.
6. Home occupations.
7. Accessory uses, and one accessory structure up to 3,000 square feet without the existence of a primary structure.
8. Vacation Rental Home.
9. Temporary Recreational Vehicle.

B. Conditional Uses:

1. Commercial bunkhouse operation.
2. Public and private parks, playground and recreational areas.
3. Mobile homes and long term use recreational vehicle.
4. ***Temporary chipping, debarking and sawmill operations.***
5. Riding stables and kennels.
6. Home business.
7. Schools, churches, hospitals, rest homes and fire and police stations and government buildings.
8. 2-4 family dwelling in a single structure.

9. Livestock for commercial purposes.
10. Bed and breakfast homes.
11. 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 5 Acres
2. Minimum lot width 200 Feet
3. Lot Line Setbacks
  - a. Rear Yard 50 Feet
  - b. Side Yard 25 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, whichever is greater.
5. Maximum building height 35 F

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Considerations

This application is the result of a cooperative arrangement between Mr. Berglund and North Shore Timber Products (NSTP). The intent is for NSTP to move its firewood processing, including kiln operations from Isak Hansen's in Lutsen to the Berglund gravel pit.

As far as land use themes go, the current Berglund request is similar to a CUP approved by the Board of Commissioners in 2001 (Resolution 2001-73). In that allowance, Mr. Berglund established the infrastructure for a wood chip processing facility. That operation, unfortunately, was short-lived and the focus on chipping gradually eroded. In 2013, a Berglund CUP request for gravel crushing formally removed wood chipping as a conditional use on the site.

The firewood processing operation involves the stockpiling of bolt-length birch and maple, the bucking to wood stove lengths, followed by desiccation in a wood-fired kiln. Operation of the kiln extends beyond a 12-hour period. The operation has been in place at Isak Hansen for several years. During that time, the (then) OPZ received several calls about the noise emanating from the kiln and NSTP constructed a series of exhaust baffles that effectively removed impacts from adjacent residences.

Obviously, the Berglund pit is situated within a landscape more conducive to commercial-type operations than those experienced by NSTP in Lutsen. The nearest residence will be over 1,000-feet away, a marked contrast to the 400-linear feet separating the kiln operations in Lutsen. Given the potential of the NSTP business model, locating at the Berglund pit appears to be a round peg in a round hole type of fit.

If approved, the following conditions may be attached to this IUP:

1. This permit shall be valid for a period not to exceed 5-years, or no later than December 1, 2021.
2. Baffles shall remain on the exhaust system while the kiln is operating.
3. This permit pertains only to the preparation, storage, and delivery of firewood.
4. Upon sale or transfer of the property, the new owners shall have 60-days to apply for a new IUP to continue operations.

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Thirty-one letters of notification were sent to adjacent property owners. At the time of this narrative preparation, one comment in favor of this application was received from Steve Carlson.

#### Planning Commission Meeting Review

Following a review of the Land Services narrative, Chairman Barton opened the meeting to the public. Dave Howe, owner of North Shore Timber Products provided an overview of his operation, identifying both residential and public recreational firewood supply. Mr. Howe was followed by property owner Dean Berglund, who supported and affirmed the cooperative relationship identified by Mr. Howe.

Closing the meeting to the public, Mr. Barton turned the meeting to Commission members. Commissioner Gervais asked about the volume and size constraints and was informed by Mr. Berglund "there are no limitations...we can put 1,000 cords on the property."

Commissioner Tull inquired about the Land Services conditions attached to the permit. Mr. Howe said he was "happy with them."

Commissioner LaBoda stated he was okay with the request and that this "provided Cook County with a good service."

Commissioner Seaton recalled some issues with the earlier Berglund chipper operations on the parcel. Mr. Berglund responded by stating "that was because we had a huge, mechanical planer and it was noisy."

Commissioner Hiniker summarized by suggesting: "round peg in a round hole...square peg in a square hole...this is one of those ideal situations where everybody comes out better."

Board Commissioner Doo-Kirk asked if Mr. Howe knew about gravel operations on the parcel and their limitations. Mr. Berglund indicated there was plenty of room and that there wouldn't be any conflicts. Mr. Howe added "I am very happy with the location."

Chair Barton sought clarification on potential expansion of the gravel pit and was informed by Mr. Berglund that “expansion of the gravel pit would occur to the east and Dave would be to the west of that.”

Thereafter, Mr. Barton called for a decision. The motion to approve the IUP was offered by Commissioner Gervais and seconded by Commissioner Seaton. By unanimous vote, the permit was approved with the four attached conditions and forwarded to the Board of Commissioners with the recommendation of their subsequent approval.

<b>COOK COUNTY, MINNESOTA</b> <b>APPLICATION FOR CONDITIONAL USE/INTERIM USE PERMIT</b> <b>FEE: \$300.00</b> <i>Please note: There is a first of the month application deadline for inclusion on the subsequent month's Planning Commission agenda</i>	Date: <u>Oct 4 2008</u>
	Parcel ID: <u>53-103-2250</u>
	Case #: <u>2016-CUP</u>
	Fee Paid: <u>300.00</u>

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.

An **interim use** is a temporary use of property until a particular date, until the occurrence of a particular event or until zoning regulations no longer permits it.

**Instructions**

Prior to submitting your application, you must speak with the Office of Planning and Zoning to discuss your Conditional Use or Interim Use permit request. The application itself should be presented in a clear and concise manner, and should include a demonstration of how your request fits within Cook County Land Use Guide Plan and Zoning Ordinance constraints. In addition, you must include a *legal description* of the property (obtainable from the Cook County Recorder's Office). *All information or data requests must be filled out completely or your application will be returned as incomplete.* If you have any questions about filling out this application, please call the Office of Planning and Zoning at (218) 387-3630.

**Please fill out the following (all information must be included):**

Property Owner: <u>Dean Berglund</u>	E-mail: <u>dave@solbakkenonsuperior.com</u>	
Legal Address: <u>16 Skyport lane</u>	Phone Number: <u>218-370-0640</u>	
City: <u>Grand Marais</u> State: <u>MN</u>	ZIP Code: <u>55604</u>	
Local Property Address Fire # <u>1337</u>	Zone District of Property: <u>FAR-3</u>	
Local Phone Number <u>218-370-9929</u>	Parcel ID: <u>53-103-2250</u>	
How long have you owned the property? <u>Since 2000 - 16 years</u>		
Parcel Acreage: <u>80 acres</u>		
Is your property located on a lake or river?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If you answered Yes, what is the name of the lake or river?		
What is the classification of the lake or river?		
<b>Current Use of the Property (check all that apply)</b>		
Vacant: <input type="checkbox"/>	Business: <input checked="" type="checkbox"/>	Resort: <input type="checkbox"/>
Permanent Residence <input type="checkbox"/>	Seasonal Residence <input type="checkbox"/>	Recreational Use Only <input type="checkbox"/>

**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**:

Processing + drying firewood - customers include  
Wood storage private, commercial  
Bundling firewood and State Parks

What is the expected duration of the permitted use?

5 years

Where will this use or operation be conducted?

Left of driveway, around shed

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

Year Round, 24 hrs/day - intermittently - full will be shut down periodically

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

None - bundling operation will use existing shed, kiln + processor will be moved onto existing concrete pad

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

Yes - site is an existing gravel pit

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

No - large land base, by products are wood smoke + sawdust

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

No - kiln is wood powered, by-product is smoke, processor + equipment use a small amount of fuel, no water involved

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

No - products stored + sold locally

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

Norcia Shore Timber has been servicing Cook + Lake Counties for over 2 years. We have outgrown our current processing center in Lotusen. We are excited about the opportunity to move to our new proposed location to assure continued growth in a commercial setting compliant with County regulations.

### 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

Sept 30/16

NOTE: APPLICATION IN MORE  
DETAIL WILL BE COMING

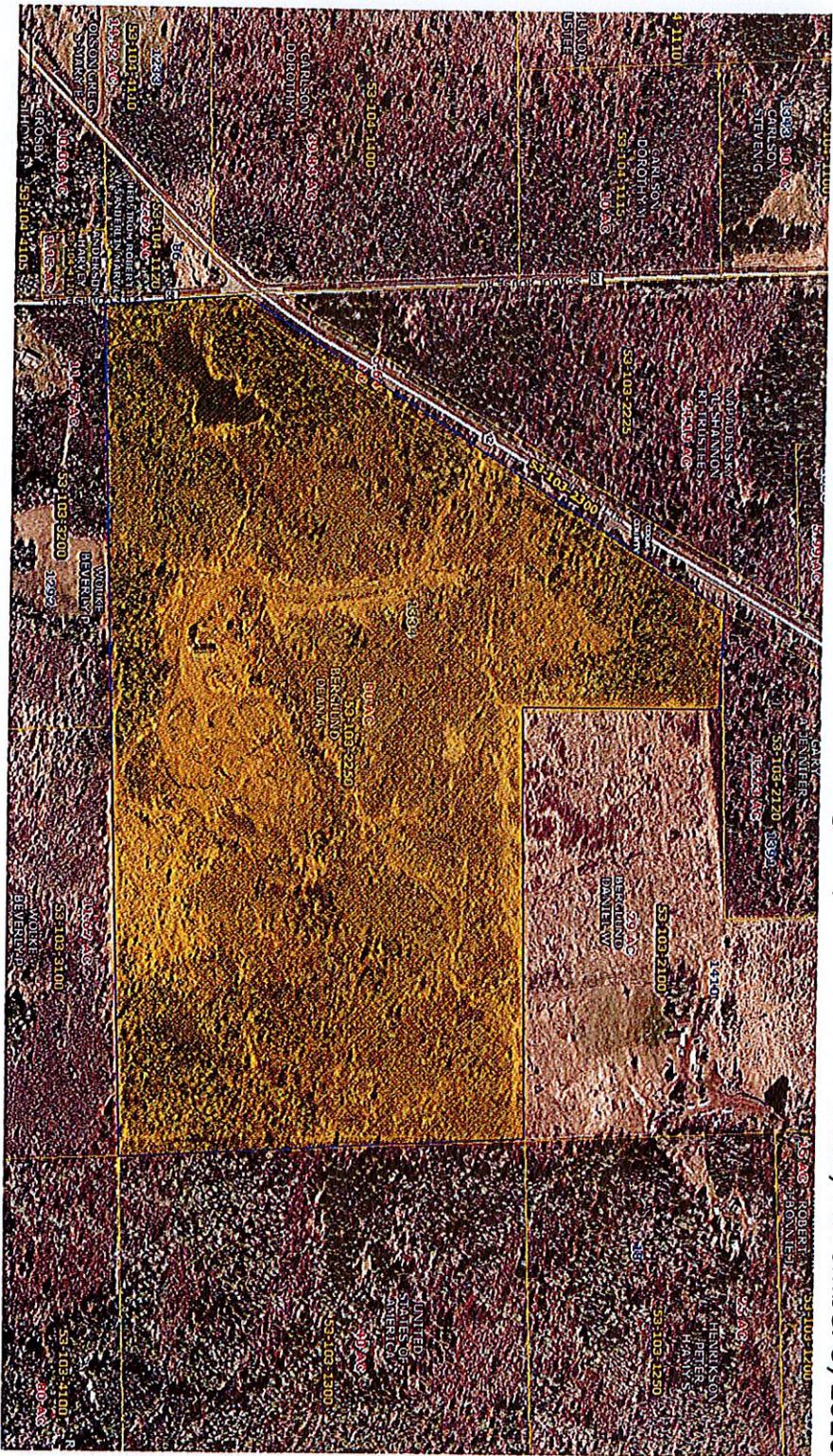
D.H.

Dean Berglund<sup>3</sup>

Berglund/Howe: 2016-9CUP; November 9, 2016



Proposed location of firewood processing operations at Berglund Pit



Dean Berglund, Interim Use Permit; November 9, 2016

Instrument No. 85506

EXHIBIT A

PARCEL 1

The Southeast Quarter of the Northwest Quarter (SE1/4 of NW1/4) of Section Three (3), Township Sixty-one (61) North, Range One (1) East of the Fourth Principal Meridian.

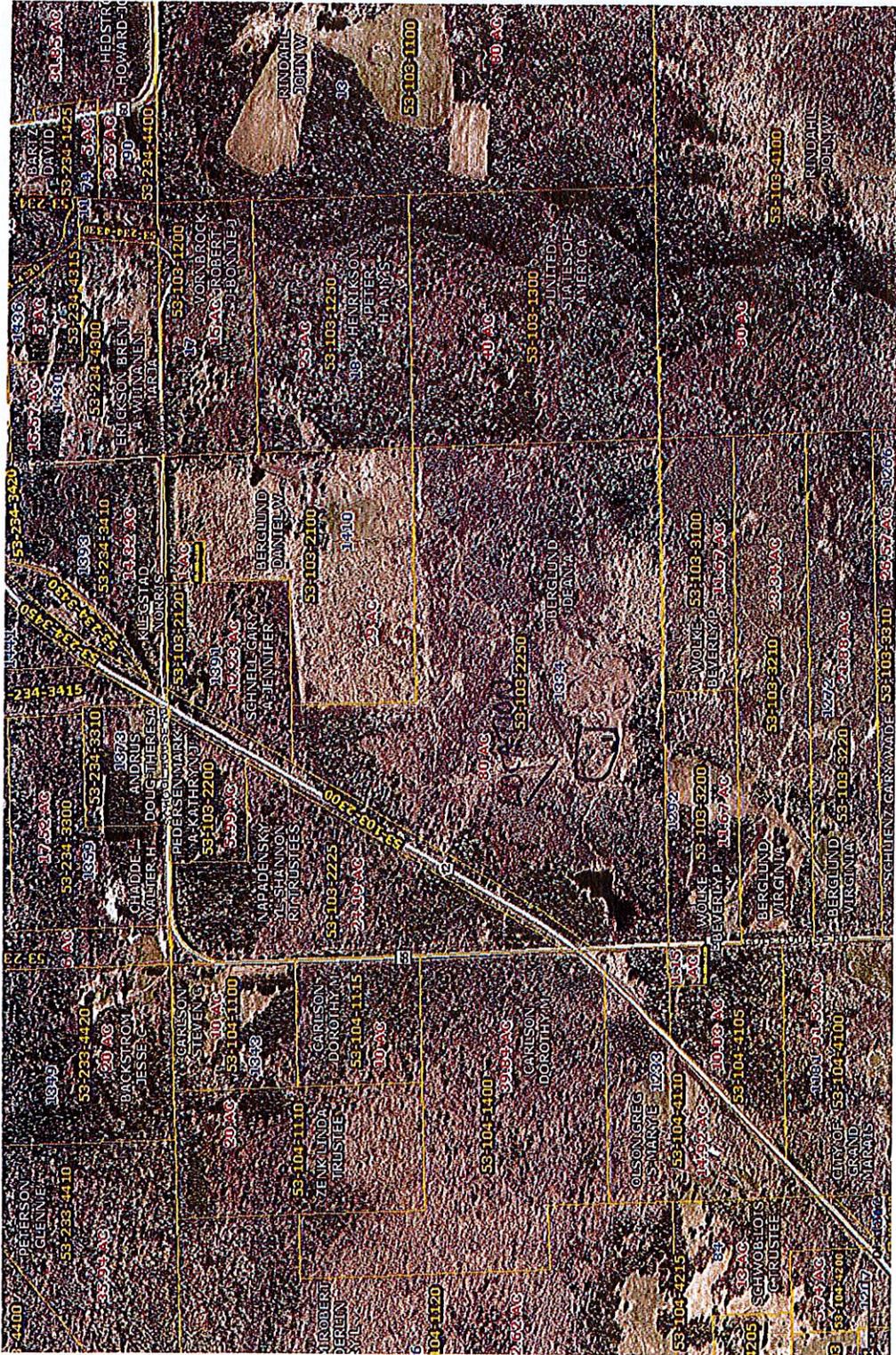
PARCEL 2

All that part of the West Half of the Northwest Quarter (W1/2 of NW1/4), Section Three (3), Township Sixty-one (61) North, Range One (1) East of the Fourth Principal Meridian, lying southeasterly of a line which runs parallel to, southeasterly of, and distant 50 feet from the centerline of County State Aid Highway No. 12, now also known as Gunflint Trail (formerly known as State Aid Road No. 2), which centerline is hereinafter described.

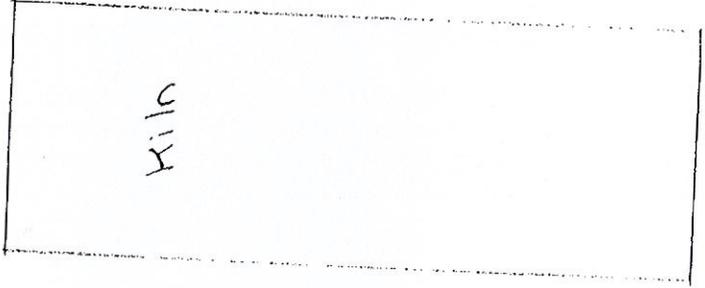
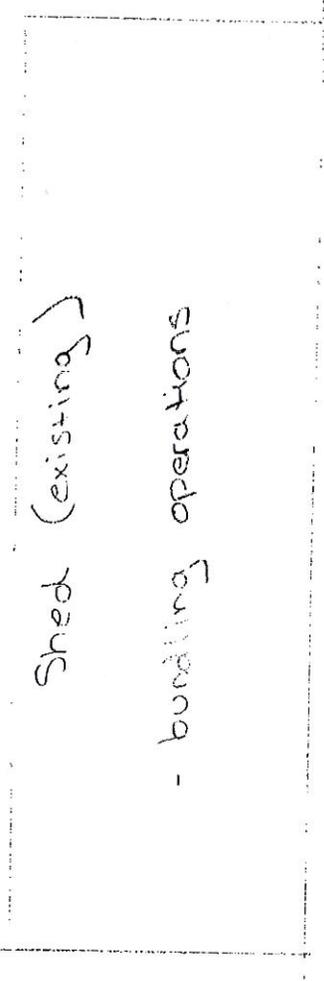
CENTERLINE DESCRIPTION OF COUNTY STATE AID HIGHWAY NO. 12

Commencing at a point 800 feet South and 50 feet West from the Quarter Section corner of Sections Four (4) and Nine (9), Township Sixty-one (61) North, Range One (1) East as the place of beginning, known as County Engineer's Station 171+30; thence running North 10 degrees 9 minutes East to County Engineer's Station 181+37.3; thence deflect to the right on a 3 degree curve to County Engineer's Station 193+55.6; thence North 46 degrees 42 minutes East to County Engineer's Station 216+38.9; thence deflect to the left on a 2 degree curve to County Engineer's Station 224+33.9; thence North 30 degrees 48 minutes East to County Engineer's Station 248+26.5.

EXCEPTING from the above described parcel 2, all lands as conveyed to Harry Carlson and Florence Carlson by deed dated November 4, 1988, recorded November 14, 1988, in Book 105 of Deeds, page 394, Cook County Recorder's Office, said excepted parcel being more specifically described as that part of the Northeast Quarter of the Northwest Quarter of the Northwest Quarter (NE1/4 of NW1/4 of NW1/4), Section Three (3), Township Sixty-one (61) North, Range One (1) East of the Fourth Principal Meridian, Cook County, Minnesota, lying Easterly of the centerline of County Road No. 12.



Site Map



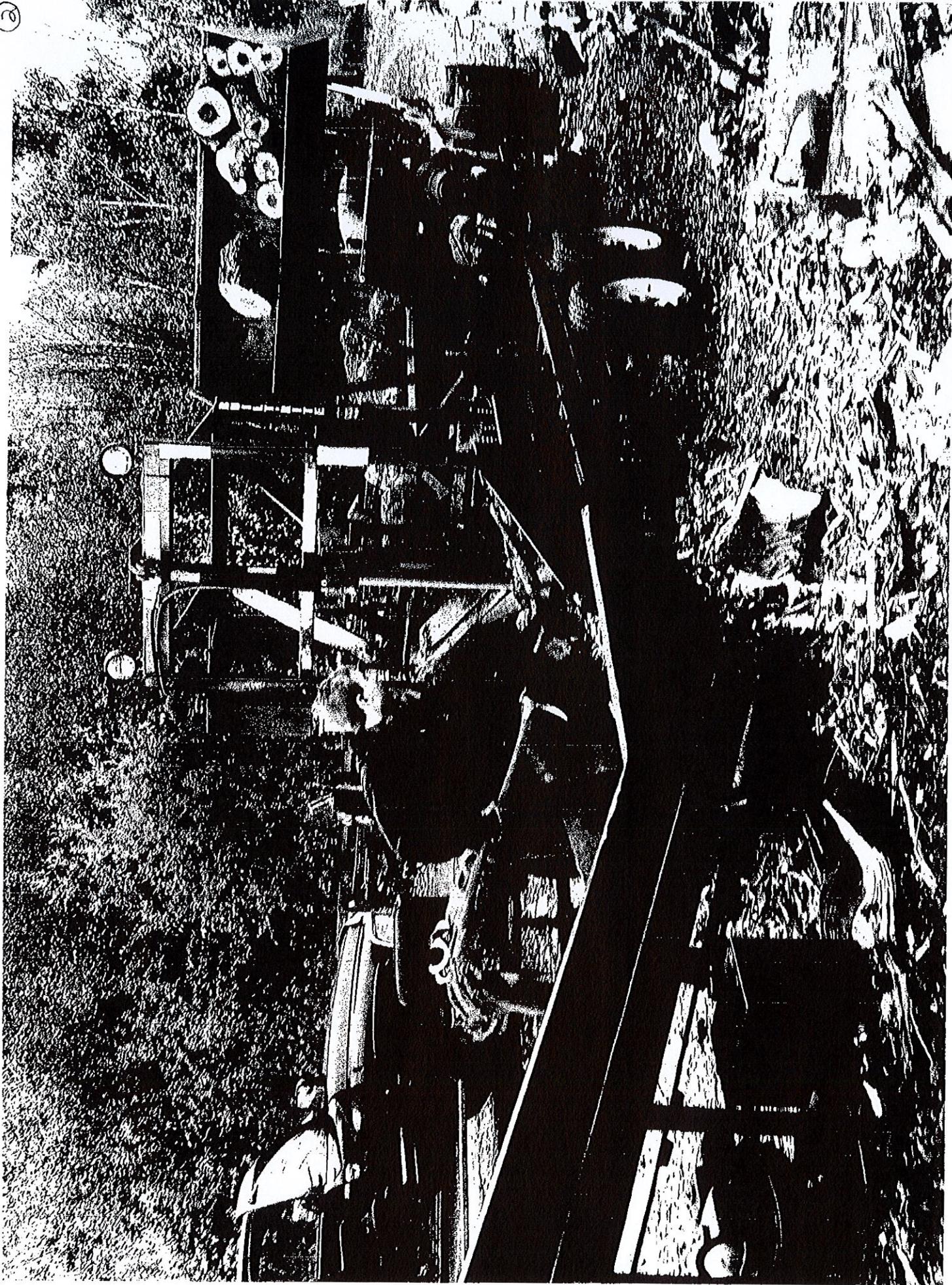
wood  
Storage

Buffer



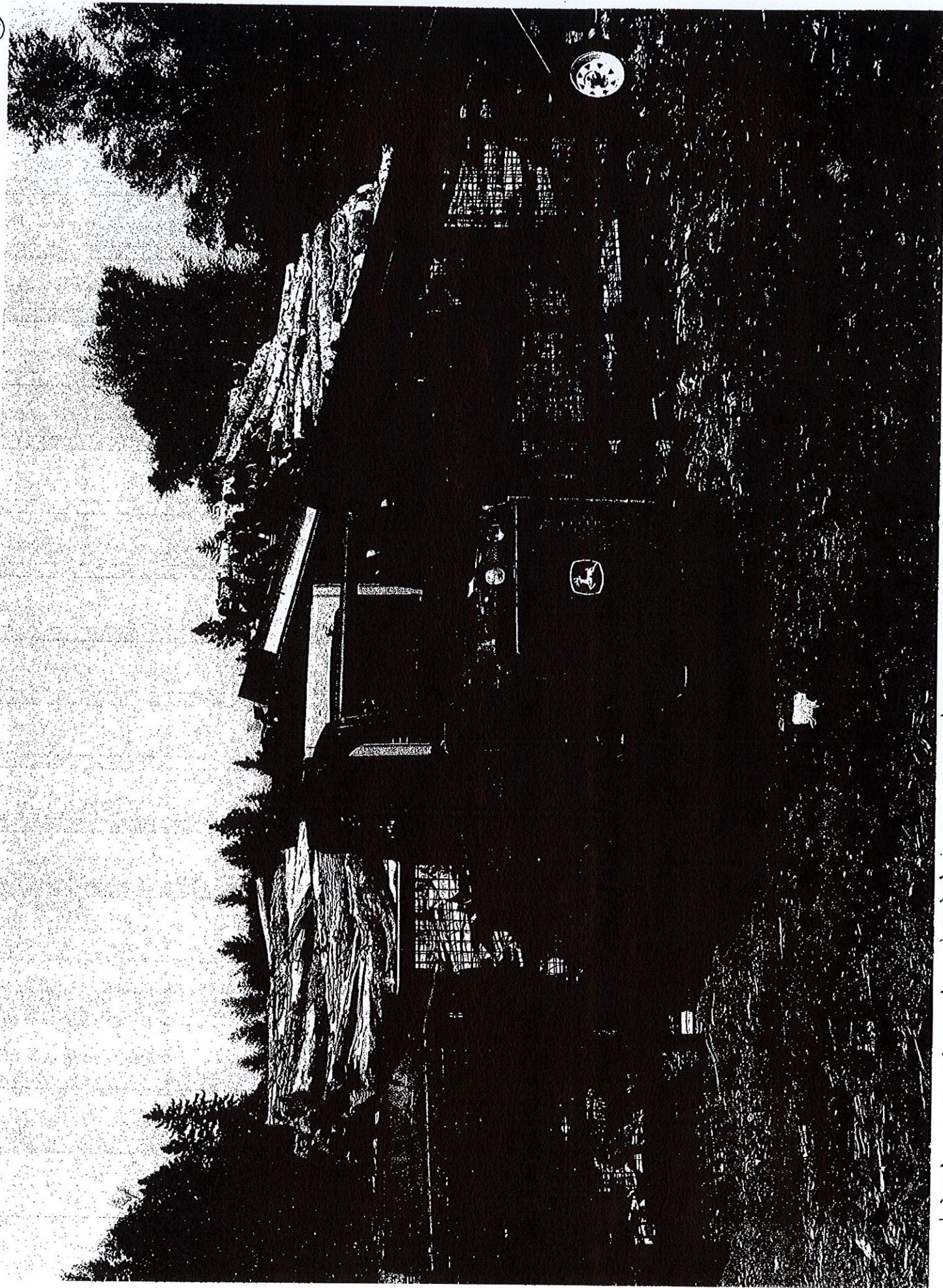
Overview of processing center - wood storage, processor, & kiln

2



Gregory running the processor

7



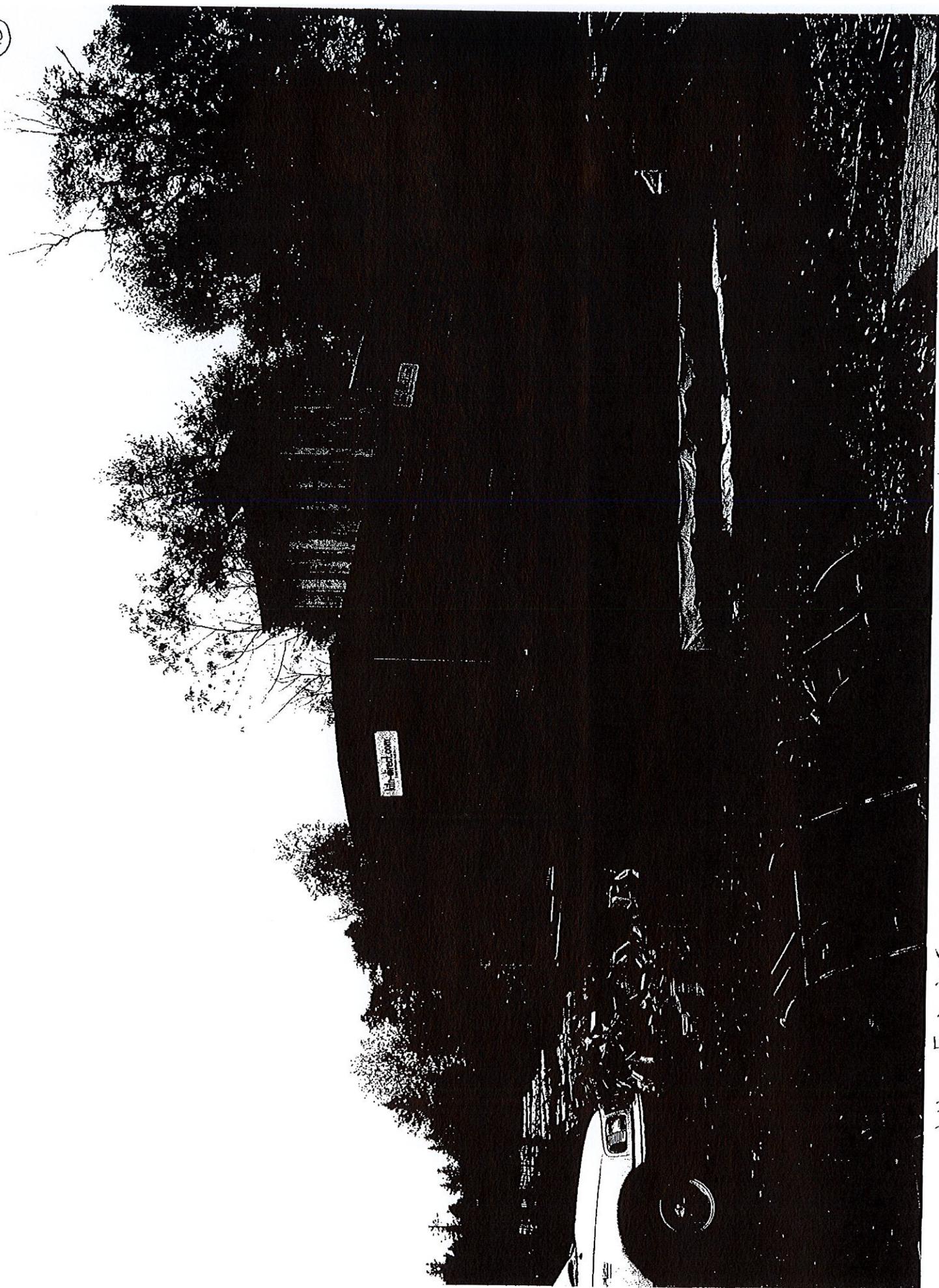
Wood can also be loaded into baskets to be dried in the kiln

9



Kiln Interior

10



Kiln Exterior

②



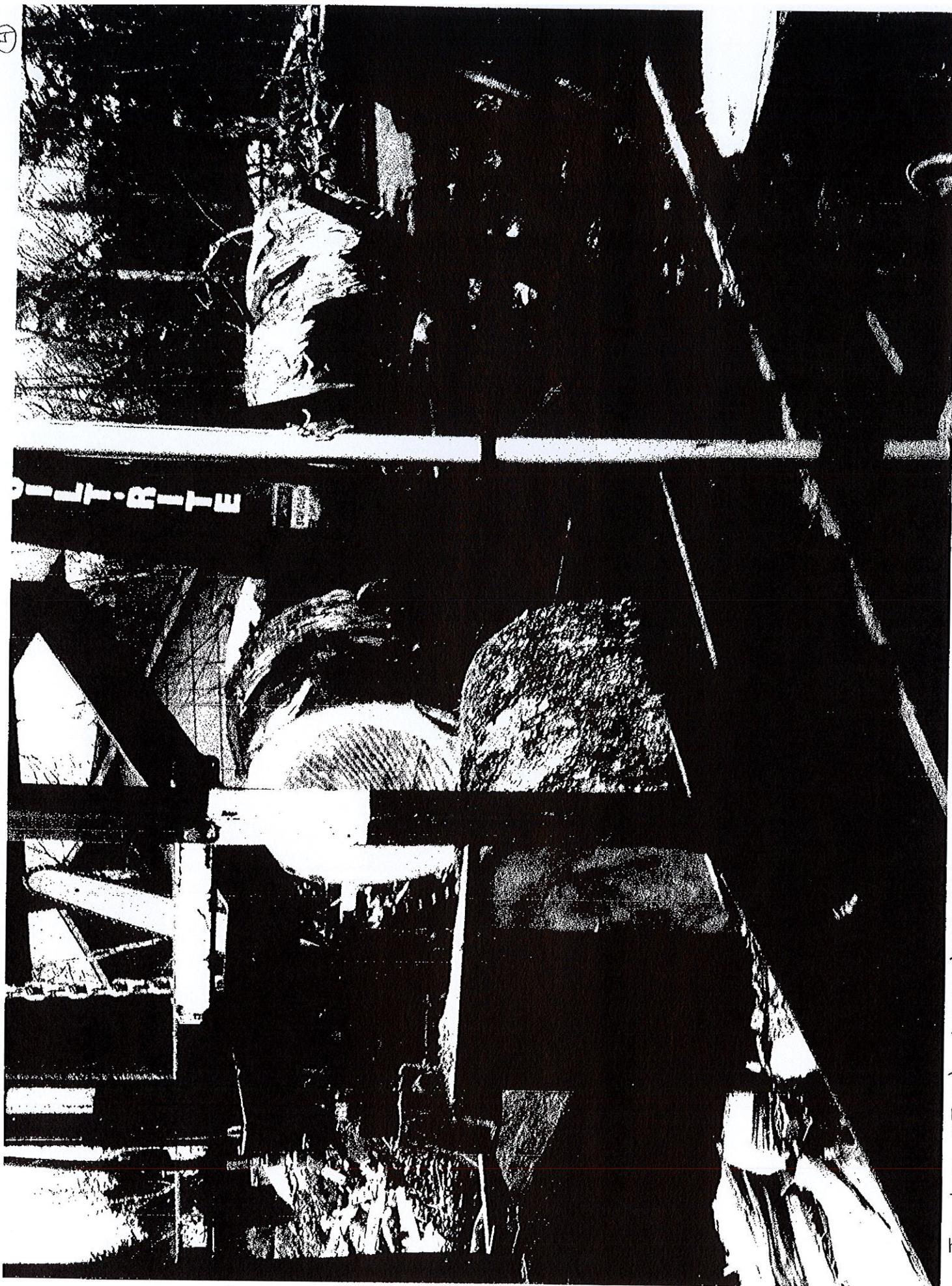
Kiln exterior, Storage Shed + Canopy protecting Control Panel

3



Shown on the processor - Family Operation

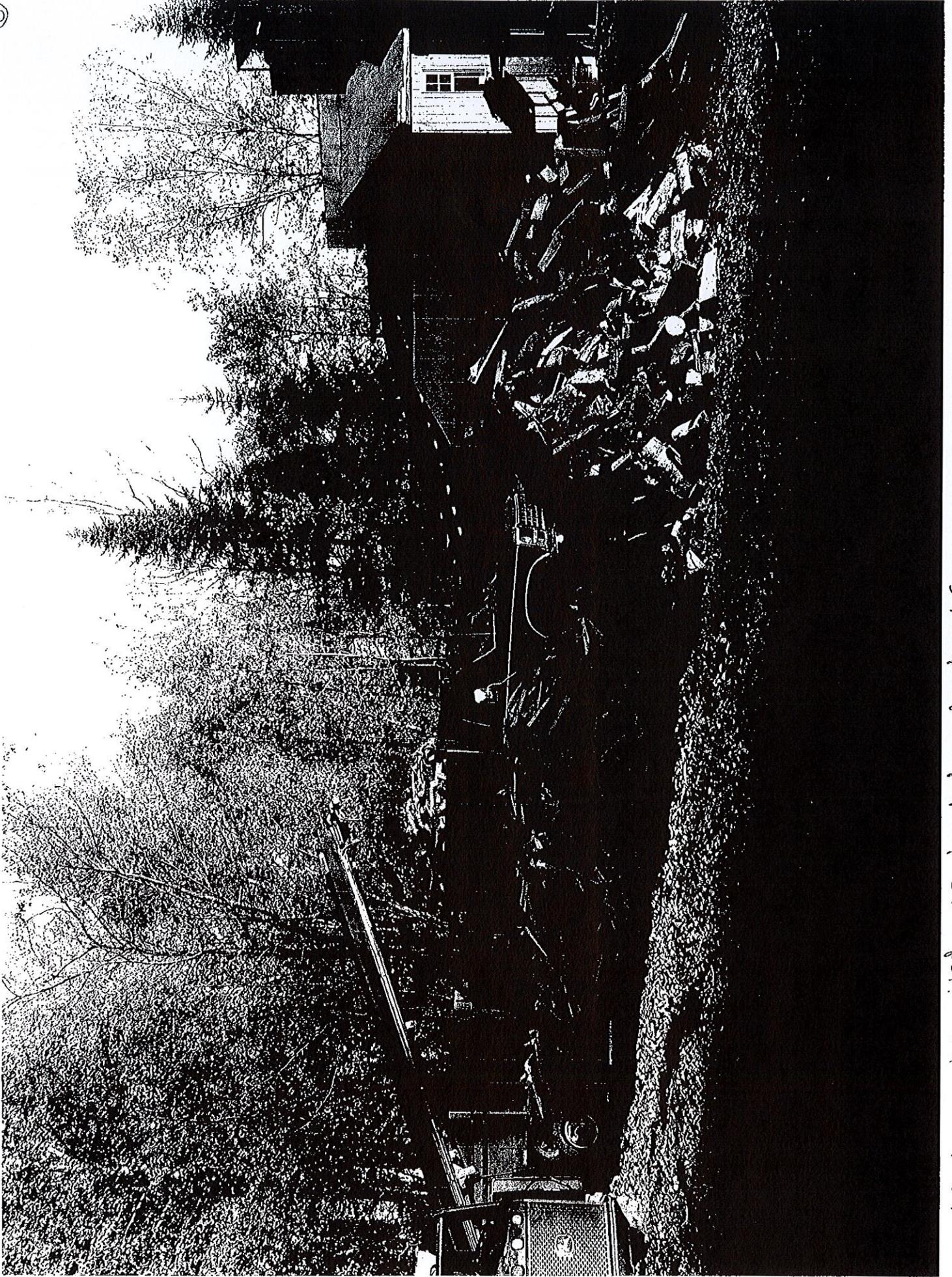
(1)



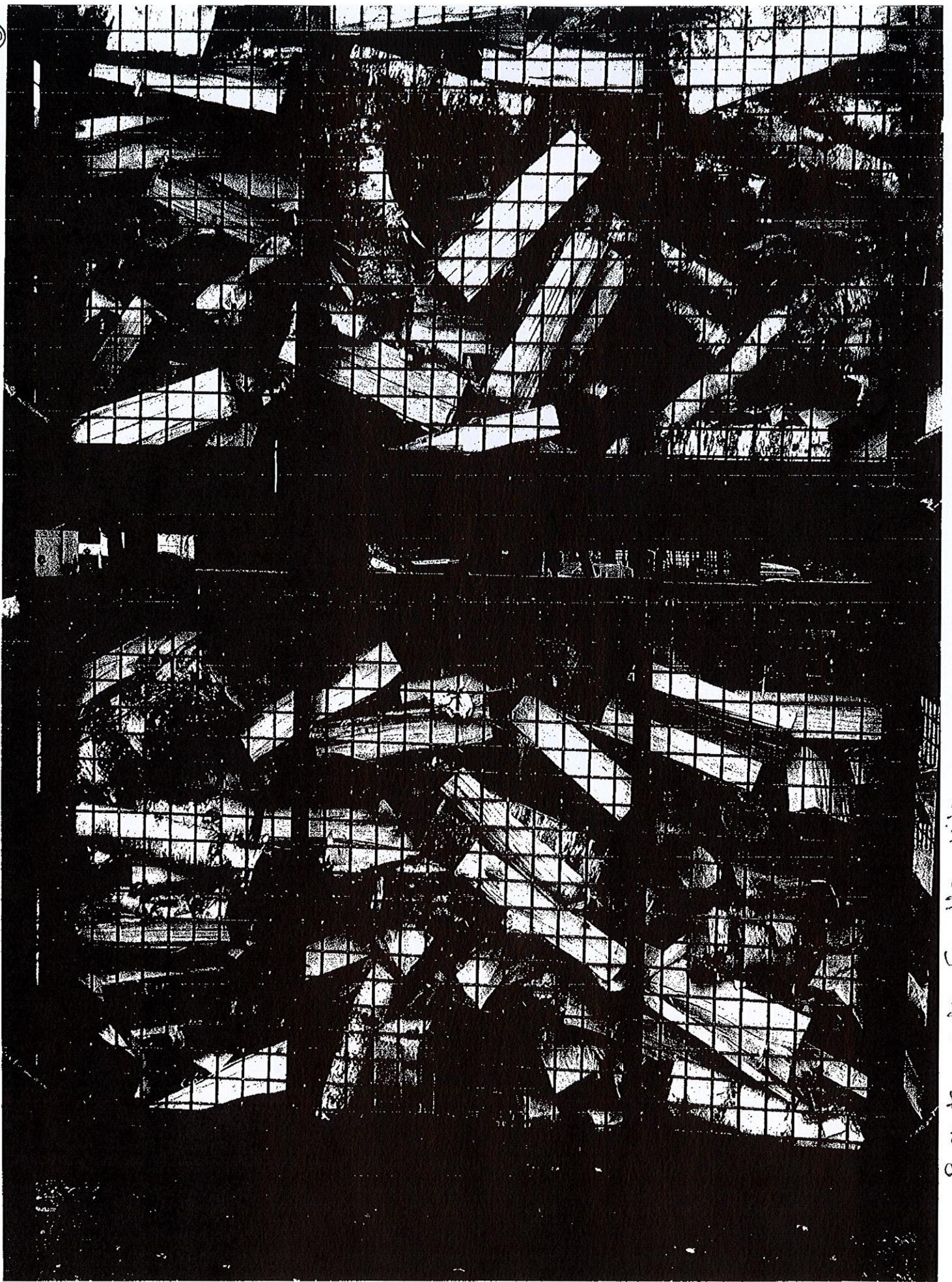
The logs are cut, drop down. then pushed through the splitter



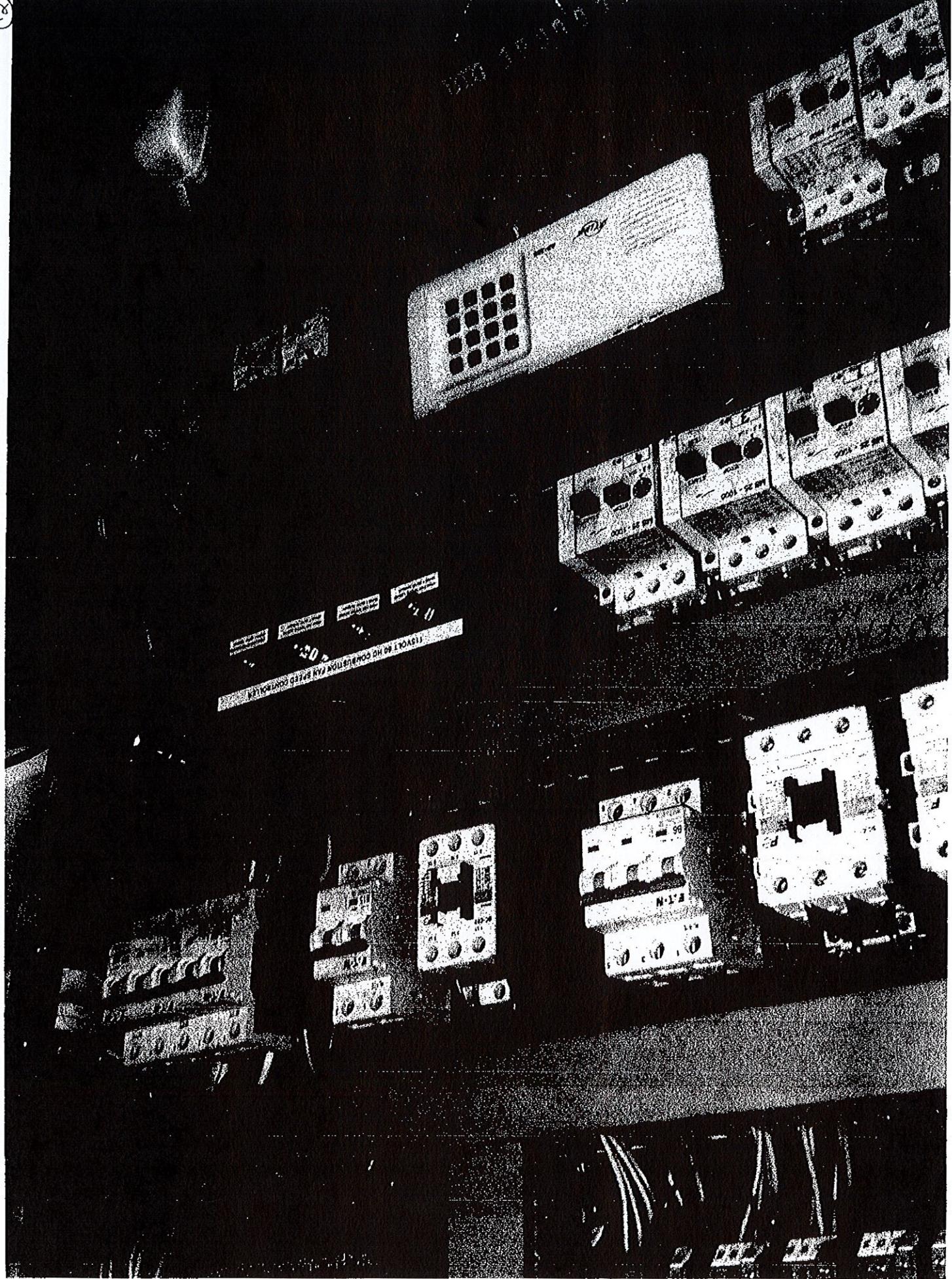
Conveyor takes split wood away



wood can be piled or loaded onto trucks

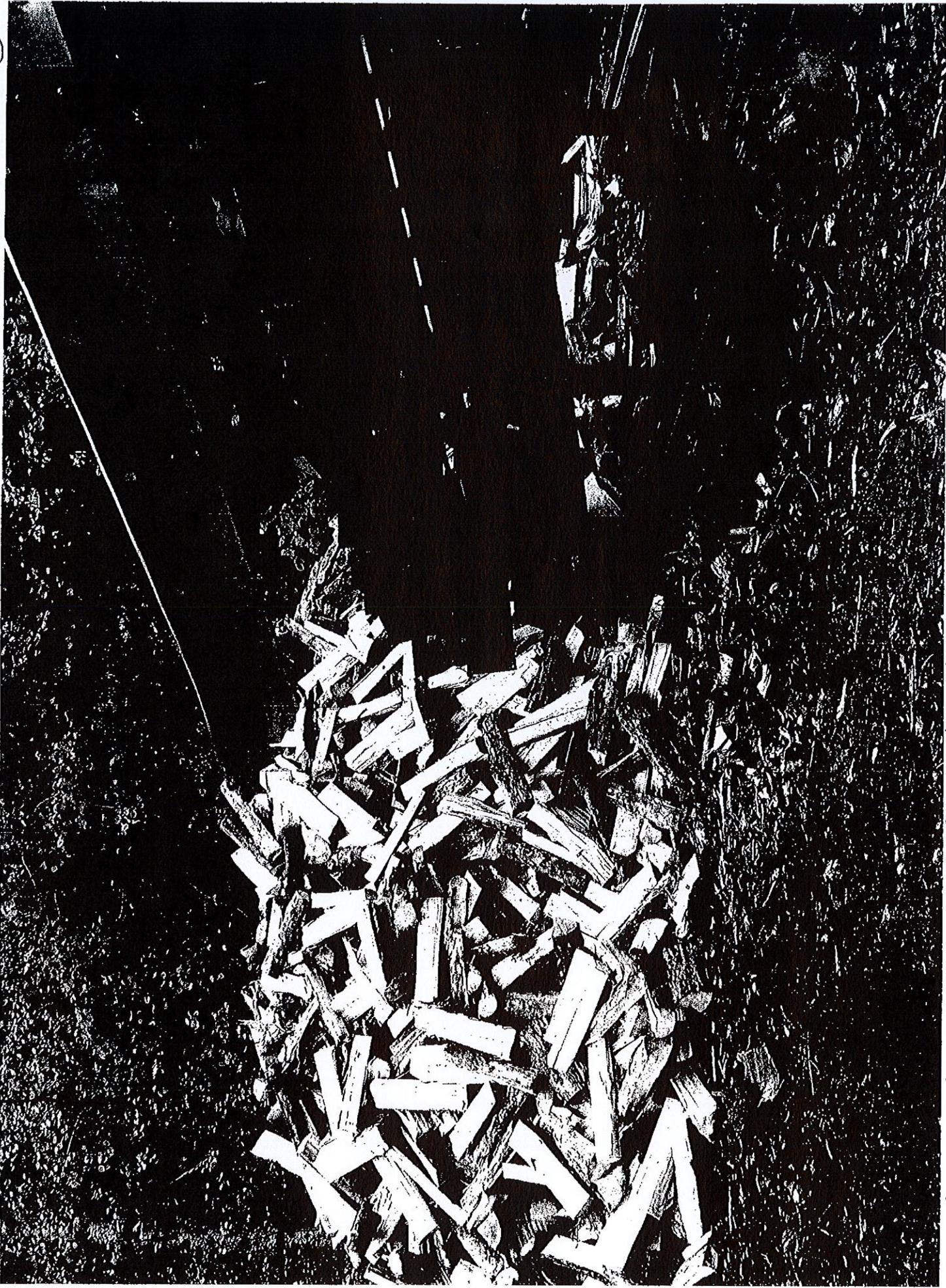


Baskets ready for the win



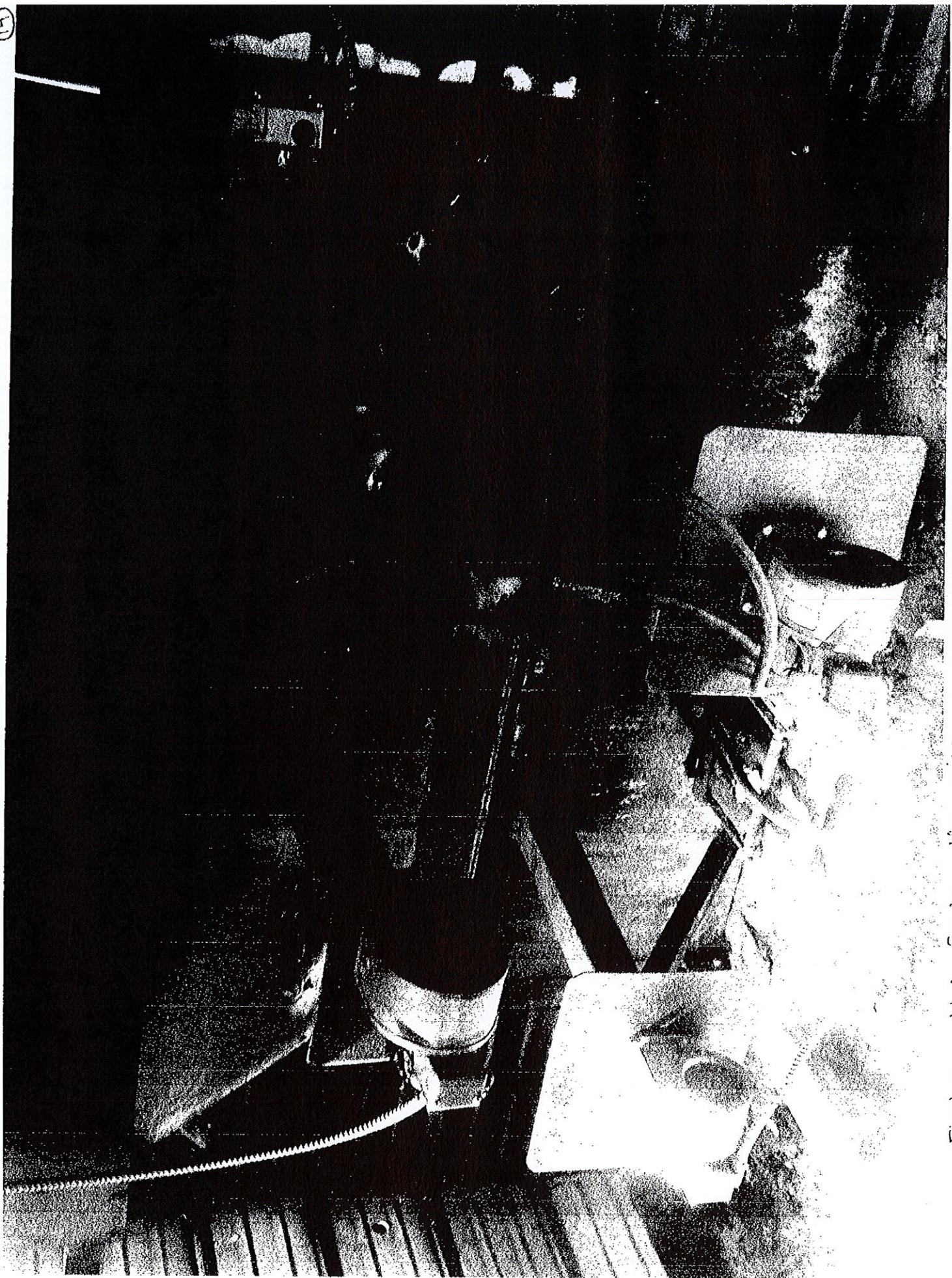
115VOLT 60 HZ CONDENSER FAN SPEED CONTROL

Control Panel



Convert to automatically fuel the kiln

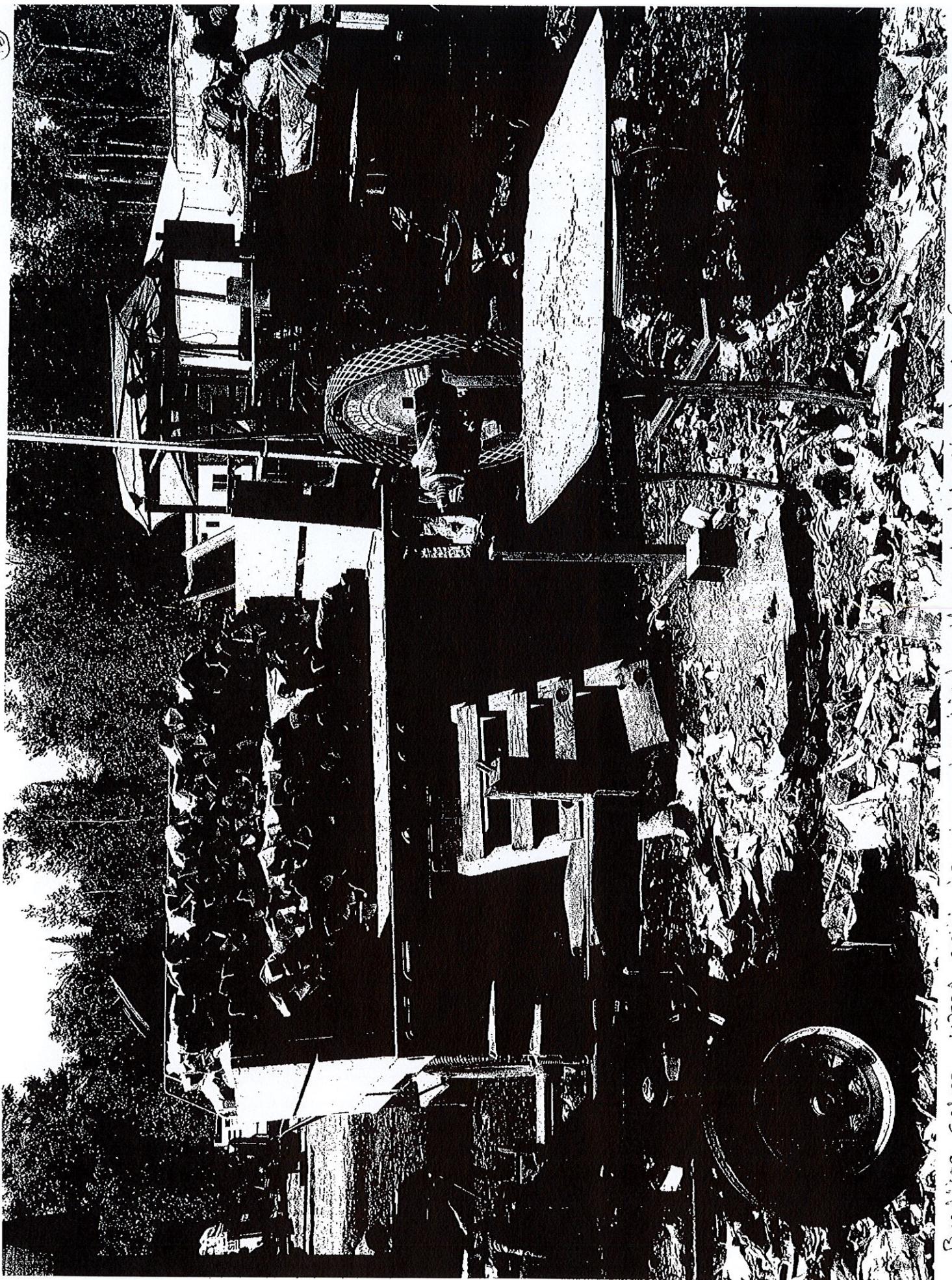
(1)



Firebox which feeds the train



Splinting the wood smaller for 'cordles'

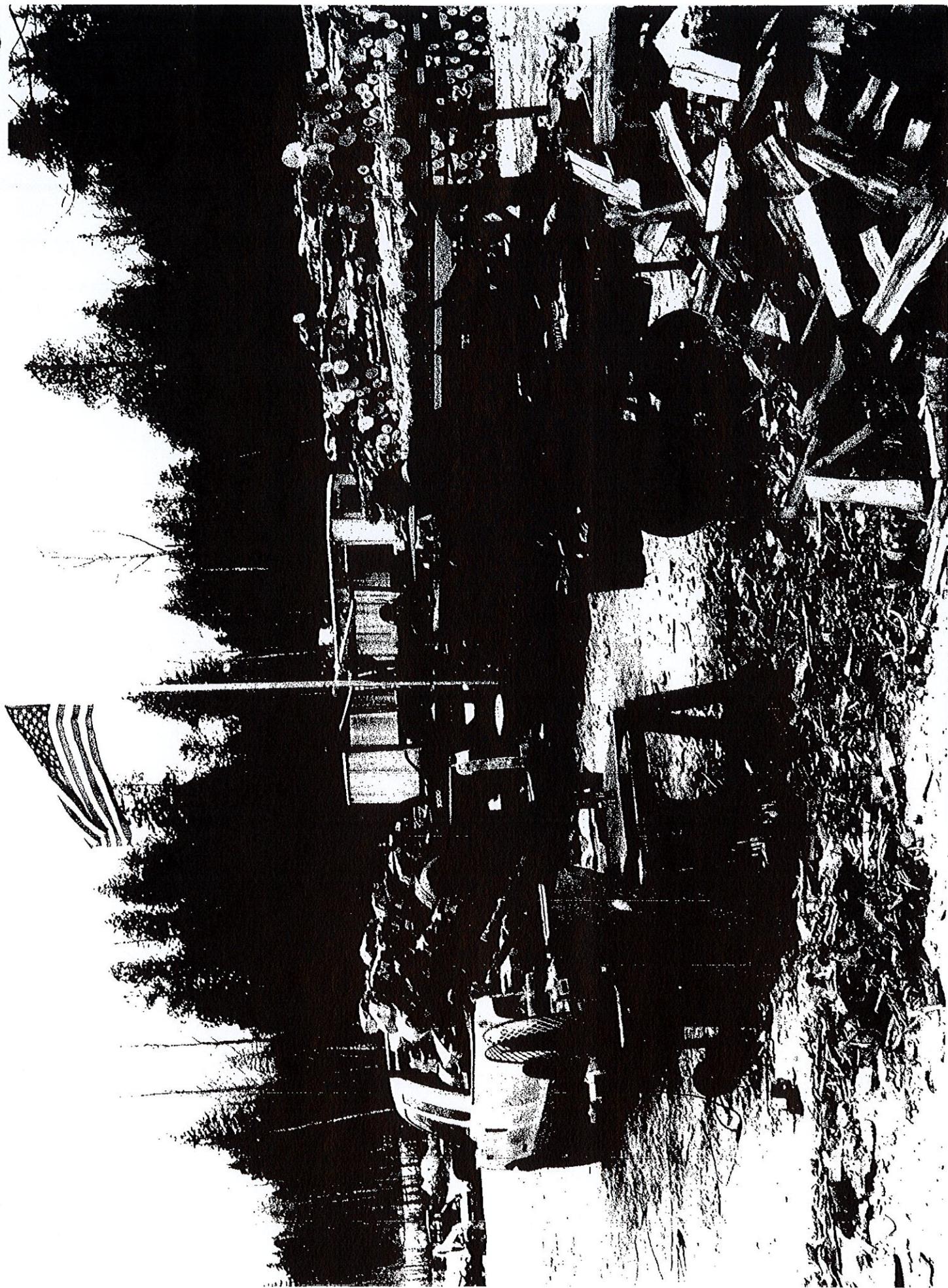


Bonding setup - wood split to area, bonded, then loaded onto truck for delivery

(17)



Gregory Bundling



The crew - 1 person processing, one splitting, and one bundling

**Cook County  
Request for Time**

e-mail form

7.B.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) ATF CUP for multi-family structure	b. Requested Date: 11/22/2016	c. Amount of time with Board 10 min	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? No	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? N/A			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Echoing the vote of the Planning Commission, Land Services requests approval of the after-the-fact Conditional Use Permit for continued operation of a multi-family housing unit on property adjacent to Birch Drive.			
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). Please see attached narrative and documentation.			
8.	How will this request affect the County Budget? n/a			
9.	Have funds been budgeted/allocated for this request? n/a			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: 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"/>

**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 October 12, 2016, the following after-the-fact Conditional Use Permit is granted, subject to the noted conditions:

Tim and Berta Bauer: Request for an after-the-fact Conditional Use Permit to allow continued rental of a multi-family structure in the FAR-3 zone district, on property adjacent to Birch Drive.

Legal Description: *See Attached Exhibit A.*

Permit Conditions on backpage of Resolution

**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. The property shall conform to Minnesota Rule 7080 and the Cook County Septic Ordinance.
2. The property's septic system design shall be reviewed by the Cook County Environmental Health Department to ensure it is suitable for multiple families.
3. The new property owner shall ensure that occupancy does not exceed the capacity of the septic system, or any relevant state housing criteria.
4. The property owner shall be responsible for adherence to any state or federal licensing requirements.
5. All FAR-3 zone district requirements shall be adhered to.

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**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., 2015.

**COUNTY AUDITOR,**

**BY**

COOK COUNTY PLANNING COMMISSION REPORT TO THE BOARD OF COMMISSIONERS

Application date: September 1, 2016  
Hearing date: October 12, 2016  
Parcel #: 52-165-0180, 215 Birch Drive, Grand Marais, MN 55604  
Property description: Lot 18, Block 1, Superior Overlook Plat,  
Fee Paid: \$300.00; \$300.00 ATF fee  
Case #: 2016-8CUP

Name: Tim and Roberta Bauer  
P.O. Box 428  
Grand Marais, MN 55604

Request for an after-the-fact Conditional Use Permit to allow continued rental of a multi-family structure in the FAR-3 zone district, on property adjacent to Birch Drive.

1. The property consists of 4.75-acres and is accessed from Birch Drive.
2. The applicants purchased the property in 1998.
3. The parcel is contained within the Forest Agriculture Residential (FAR-3) zone district.
4. "Two-four family residences in a single structure" is identified as a Conditional Use in the FAR-3 zone district.

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Conditional and Interim Uses

*Sec. 10.01*

Any use listed in this Ordinance as a conditional use may be permitted only after an application for a conditional use permit has been received by the Planning Commission and approved by the County Board of Commissioners.

Any use listed in this Ordinance as a conditional use may, at the discretion of the County, be processed and allowed as an **interim use** in accordance with MN Statute 394.303 if:

- such use will conform to the zoning regulations;
- if the date or event that will terminate the use can be identified with certainty;
- permission of the use will not impose additional costs on the public if it necessary for the public to take the property in the future; and
- the user agrees to any conditions that the County deems appropriate for permission of the use.

*Sec. 10.02*

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.

An “interim use” is a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

*Section 10.04 Application, Hearings, Decisions and Conditions*

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 use permit shall remain in effect until the termination date established through the approval process, so long as the conditions agreed upon are observed.

*Sec. 10.05 General Criteria and Requirements*

A. All classes of conditional use permits (CUP) 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.

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Sec 4.07 FAR-3 Forest/Agriculture Residential District

The principal purpose of the Forest/Agriculture Residential (FAR-3) District is to provide for permanent and seasonal areas at a medium density. Farming and other rural activities area also allowed.

A. Permitted Uses:

1. Single family dwelling/manufactured homes.
  2. Farming, including the raising of crops and livestock.
  3. Orchards and harvesting of wild crops such as marsh hay, ferns, moss, berries, tree fruits and tree seeds, collection and processing of maple syrup.
  4. Forest crop plantations and harvesting.
  5. Wildlife refuges and game management habitat areas.
  6. Home occupations.
  7. Accessory uses, and one accessory structure up to 3,000 square feet without the existence of a primary structure.
  8. Vacation Rental Home.
  9. Temporary Recreational Vehicle.
- B. Conditional Uses:
1. Commercial bunkhouse operation.
  2. Public and private parks, playground and recreational areas.
  3. Mobile homes and long term use recreational vehicle.
  4. Temporary chipping, debarking and sawmill operations.
  5. Riding stables and kennels.
  6. Home business.
  7. Schools, churches, hospitals, rest homes and fire and police stations and government buildings.
  8. ***2-4 family dwelling in a single structure.***
  9. Livestock for commercial purposes.
  10. Bed and breakfast homes.
  11. 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 5 Acres
  2. Minimum lot width 200 Feet
  3. Lot Line Setbacks
    - a. Rear Yard 50 Feet
    - b. Side Yard 25 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, whichever is greater.
  5. Maximum building height 35 F

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#### Considerations

Under the Bauer ownership, property build-out began in 1998, with construction of the garage and house. The property has been rented as a “duplex” for several years; a land use that prior to July 2016, was unknown to Land Services.

It should not be new information that housing is a perpetual point of concern and discussion in Cook County. The topic received prominent mention in the 2016 Land Use Guide Plan and is the focus of both local and regional efforts to alleviate perceived shortages of affordable short- and long-term housing.

In the Bauer case, what should have been a forward-looking permitting process was relegated to enforcement of a non-compliant (and unpermitted) use. In this scenario, Land Services' reflexive preference is to bring "planning" into the local government and property ownership interface. When that fails, our recourse is to establish an after-the-fact process, issue a minimal, non-punitive after-the-fact fee while applying a "don't do that again" local government closure.

Given the duration of unpermitted use, it seems reasonable to assume that the benefit to the Bauers from rental income exceeded the punitive value of the after-the-fact fee. Even after being notified of the violation by Land Services, the Bauers continued rental of the duplex, including reaching a rental agreement with new tenants.

This places the County at a disadvantage because "punishment" is minimal and the use will likely be continued. We have long heard the call of property rights and government non-intervention, but if the ability of the government to regulate is diminished by ineffective consequences to the land owner, government regulation is itself diminished (*i.e.*, "no harm no foul").

There are two choices at play. One is to approve the CUP and expect similar after-the-fact enforcements and CUP requests to be brought forward. The second is to deny the CUP, mindful that the tenants would ultimately suffer the most consequences through displacement.

"Two to four families in a single residence" is defined as a CUP in the Far-3 zone district. Accordingly, its approval by the Planning Commission and Board of Commissioners should be largely formulaic...provided all necessary criteria are met and the use hasn't already commenced.

If approved, the following conditions may be attached to this CUP:

1. The property shall conform to Minnesota Rule 7080 and the Cook County Septic Ordinance.
2. The property's septic system design shall be reviewed by the Cook County Environmental Health Department to ensure it is suitable for multiple families.
3. The new property owner shall ensure that occupancy does not exceed the capacity of the septic system, or any relevant state housing criteria.
4. The property owner shall be responsible for adherence to any state or federal licensing requirements.
5. All FAR-3 zone district requirements shall be adhered to.

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Twenty-three notices were sent to adjacent property owners. At the time of this narrative preparation, no comments had been received by Land Services.

## Planning Commission Meeting Review

Following a review of the Land Services' narrative, Chairman Barton opened the meeting to the public. Speaking on his own behalf, Mr. Bauer clarified the current situation with renters in the duplex, suggesting rental agreements were not in place at the time of the Land Services' August intervention. He acknowledged, however, that he continued moving forward with rentals in the duplex, despite not having the legal ability to do so.

Christine Barton addressed the Commission with concerns with the "multiple family rental are that the acoustics are such that I can hear conversations...and loud music and Tim's machinery...that's one objection...there has been an increase in traffic and their septic is immediately adjacent to our property."

Steve Nielson, an adjacent property owner, indicated the property was a "high quality rental property." He continued that he knew the difference between a "good and bad landowner and the Bauers were excellent landowners."

Mr. Bauer added most of the renters have been there long-term and that overall, "we have had good renters."

Mary Somnis, one of the Bauers' tenants stated she would not have a place to live, were it not for rental properties like the Bauers. She asked the Commission to view the after-the-fact request favorably.

Jim Boyd stated he has lived on Birch Drive for 8-years. Mr. Boyd indicated that since Mr. Bauer has moved his shop out of the bottom unit, the noise has not been an issue. He affirmed Mr. Bauer's good nature and that combined, "Tim and Berta are good people."

Without further public input, Chair Barton opened the meeting to the Commission. Commissioner Seaton asked about the discovery by land services of the non-conforming land use. Lane responded by stating he "received a call from a broadband technician asking about the property address for the upper and lower units."

Commissioner Hiniker inquired about notification of the violation and whether the rental practice was halted at that time. Lane stated "no".

Commissioner Tull expressed concern (and disbelief) regarding "how an illegal use occurs for 10 years before it is discovered?" Director Nelson responded that "we don't go out looking for these things but when found, we address them." He continued by suggesting "this is a big county and sometimes, our only option is the after-the-fact approach." Finally, he directed a comment to Commissioner Hiniker that "we would not want to be in a position to issue a cease-and-desist to a renter, regardless of the scenario." Tull added rhetorically "I'm just trying to figure out why the use wasn't identified sooner."

Mr. Bauer stated the "use hasn't been a continuous 10-year process. There were times when it

was just family. Our daughter lived downstairs and we had a renter upstairs for about 3-years....it wasn't always rented out as a duplex."

Commissioner Gervais asked about fire safety. Director Nelson indicated it is not a local mandate but "typically included as a condition" as part of permitting.

Commissioner Doo-Kirk inquired whether the Bauers added "any bedrooms when they converted to a duplex", suggesting the septic capacity (or requirement) had not changed from the original build-out. Ms. Doo-Kirk pointed out some ambiguity in Ordinance language, asking Mr. Nelson, "what is a family...what is multi-family?" She finished by suggesting "I don't think we should do anything with this case until we have a better idea of what we are enforcing."

Commissioner Hiniker asked if "Mr. Bauer had asked for a permit 10-years ago, would he have gotten it?" Lane responded, "the conditions you see would have been relevant 10-years ago."

Chair Barton recalled the Land Use Guide Plan and other concerns that have surfaced in Cook County. He further suggested "definitions need to be worked out and...we need to go forward with this. If it had come up today, we certainly would have approved it." Continuing, he said, "after-the-facts have been common and typically include requests for forgiveness." He then made a motion to approve the Bauer after-the-fact request, "with conditions presented by Land Services." The motion was seconded by Hiniker.

There was some clarifying discussion before Chair Barton called for a vote. By unanimous consent, the Planning Commission approved the Bauer after-the-fact CUP and recommended the Board of Commissioners also approve the request.

<b>COOK COUNTY, MINNESOTA</b> <b>APPLICATION FOR CONDITIONAL USE/INTERIM USE PERMIT</b> <b>FEE: \$300.00</b> <i>Please note: There is a first of the month application deadline for inclusion on the subsequent month's Planning Commission agenda</i>	Date: 9/2/14
	Parcel ID: 52-165-0180
	Case #: 2016-8CUP
	Fee Paid: \$300 + \$300 ATE

**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.**

**An interim use is a temporary use of property until a particular date, until the occurrence of a particular event or until zoning regulations no longer permits it.**

**Instructions**

Prior to submitting your application, you must speak with the Office of Planning and Zoning to discuss your Conditional Use or Interim Use permit request. The application itself should be presented in a clear and concise manner, and should include a demonstration of how your request fits within Cook County Land Use Guide Plan and Zoning Ordinance constraints. In addition, you must include a legal description of the property (obtainable from the Cook County Recorder's Office). All information or data requests must be filled out completely or your application will be returned as incomplete. If you have any questions about filling out this application, please call the Office of Planning and Zoning at (218) 387-3630.

**Please fill out the following (all information must be included):**

Property Owner: Tim + Berta Bauer	E-mail: bauer@boreal.org
Legal Address: 110 Birch Dr, Box 428	Phone Number: 218 370 0964
City: Grand Marais State: MN	ZIP Code: 55604
Local Property Address 215 Birch Dr	Zone District of Property:
Local Phone Number 218 370 0964	Parcel ID: 52-165-0180
How long have you owned the property? 18 yrs	
Parcel Acreage: 4.75 ac	
Is your property located on a lake or river? Yes	No <input checked="" type="checkbox"/>
If you answered Yes, what is the name of the lake or river?	
What is the classification of the lake or river?	

**Current Use of the Property (check all that apply)**

Vacant:	Business:	Resort:
Permanent Residence <input checked="" type="checkbox"/>	Seasonal Residence	Recreational Use Only

**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:**

The Conditional Use Permit will allow an existing rental house to be rented to two separate full time families who are living and working in Cook County. This will help alleviate the huge housing shortage that Cook County is experiencing by adding another affordable housing rental unit in the County.

**What is the expected duration of the permitted use?**

Permanent: providing housing to 2 families that together total 2 to 6 individuals. Currently we have 3 individuals living in the house, which is less than when our family of four lived there for seven years. The unit has never had more than four full time people living in it during the ten years we've rented it out.

**Where will this use or operation be conducted?**

215 Birch Drive, Grand Marais MN 55604

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

This will provide two families who are full time residents whom live and work in Cook County, affordable, energy efficient, well maintained and constructed housing. By granting the Conditional Use Permit, it would serve to help a second family with housing on a long term basis, or short term, for example, while they are working in a probationary period and/or looking to purchase their own home. The two families share the electric bill and plowing bills.

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

There will be none as the building and driveway are built. The building was designed with the possibility of an upstairs/downstairs shared house rental.

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

Yes. The lot is zones for single and 2-family homes. Granting the conditional Use Permit will help reduce the housing shortage by making one additional dwelling available to full time renter(s).

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

None, the dwelling has been rented for 10 years with knowledge and approval of the neighbors.

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

No

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

No

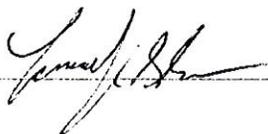
Include any further comments that might clarify your situation to the Planning and Zoning staff and to the Planning Commission:

As stated on page 7 of the Cook County Land Use Guide Plan 2015 (Exhibit A), there is a lack of affordable housing for people residing and working in Cook County. Specifically "Go Cook identified factors raising housing costs as being: low supply of available land, lack of infrastructure, zoning restrictions, and limited financing." And, "Many properties once available to year-round residents have been converted into vacation rentals further reducing supply of housing stock." By granting the Conditional Use Permit for a multi-family dwelling, another affordable rental unit will be available in Cook County. If this Conditional Use Permit is not granted, the options that we have explored are to sell this property or put into vacation rental. If we'd decide to sell, the price will be set between \$275,000 and \$300,000 which is out of the affordable housing price bracket. Either option would pull two affordable rental housing units out of the already scarce supply of housing available to residents working and living in Cook County.

**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

8/16/16

# Exhibit A

## Assessment / Housing

- Too much of Cook County's housing is unaffordable for too many residents. Cost of land, access, well and septic can easily total \$90,000 before any construction occurs. This greatly restricts the ability of new residents to move into the county.
- Go Cook identified factors raising housing costs as being: low supply of available land, lack of infrastructure, zoning restrictions, and limited financing.
- Competition for buildable land between year-round and second-home markets tends to raise prices beyond reach of year-round residents.
- Many properties once available to year-round residents have been converted into vacation rentals further reducing supply of housing stock.
- For every 100 new residents an additional 25-40 new housing units must be built.

## Public / Private Landownership

Cook County is unique among Minnesota counties with just 9% of its land base privately owned: 136 square miles (87,549 acres) of 1,452 (929,280 acres). The remaining 91% is owned by the Federal, State and County governments and the Grand Portage Band of Lake Superior Chippewa.<sup>2</sup>

The vast majority of the public land, roughly 93%, is in the interior of the county or as tribally-owned land within the Grand Portage reservation. On the other hand, only 39% of the privately owned land is in the interior.

The majority of privately owned land (61% or 53,192 acres) lies within the loosely defined North Shore corridor. Nearly 21,000 of these private acres are undeveloped.

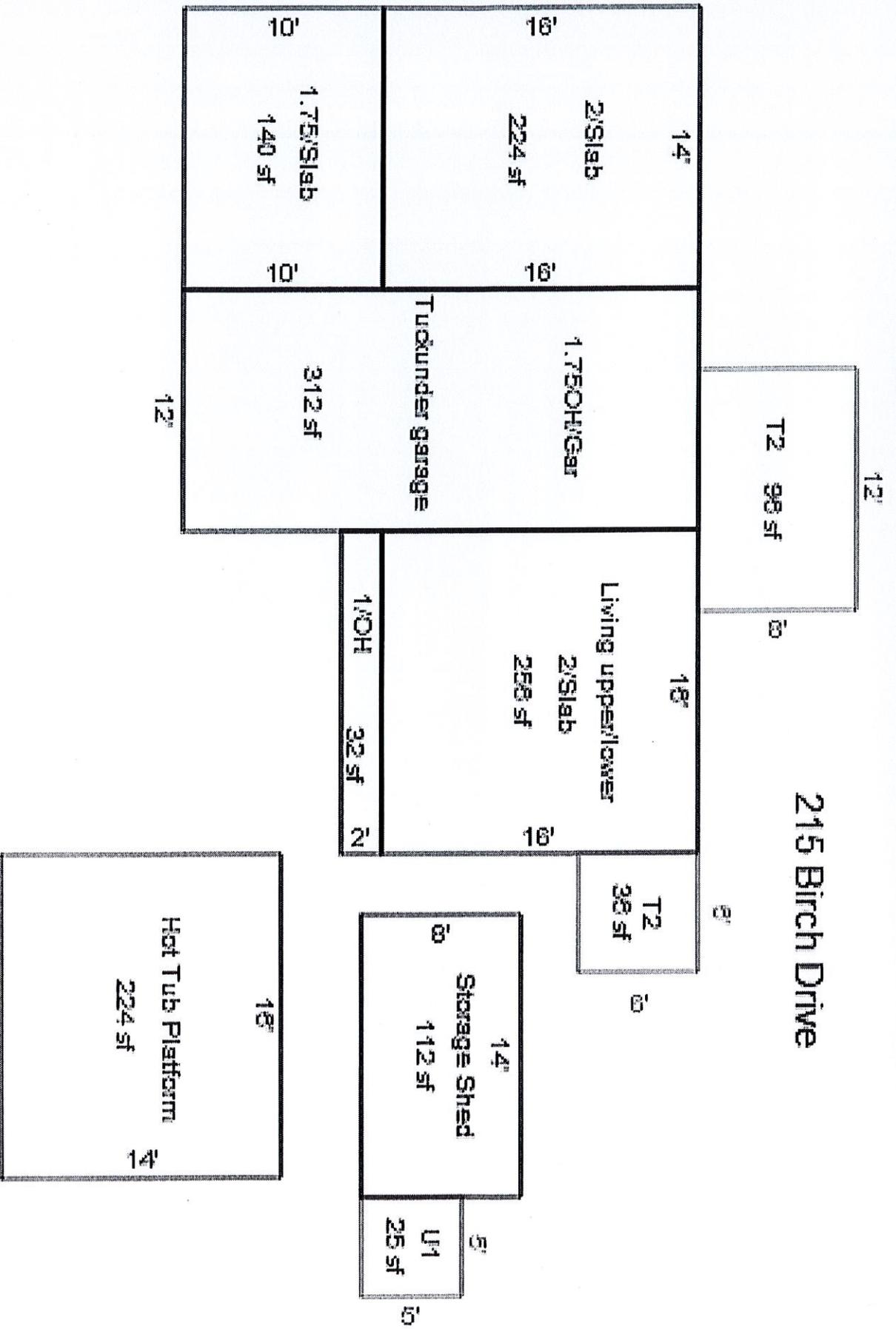
Overall, roughly 51% of all privately owned land in the county is undeveloped.

## Assessment / Public-Private Landownership

- The large public land base is vital to much of Cook County's economic activity, especially tourism, and its sense of place.
- The relatively low amount of private land restricts development opportunities and contributes to high land values.
- Nonetheless, half of all privately owned land is undeveloped and a significant amount of this land lies within the North Shore corridor within easy reach of TH 61 and developed community centers.
- There is publicly owned land within the North Shore corridor, particularly county-administered tax-forfeit land, which could be evaluated for making available for development.

<sup>2</sup> Land owned by the Grand Portage tribe is not "public" in the same sense as, for example Federal or State land, but is included here as land owned by a governmental entity.





215 Birch Drive

Sketch by Apex Sketch



COOK COUNTY  
MINNESOTA

COOK COUNTY  
OFFICE OF PLANNING & ZONING

WILLIAM H. LANE, P&Z ADMINISTRATOR  
COOK COUNTY COURTHOUSE  
411 W. 2<sup>ND</sup> ST.  
GRAND MARAIS, MN 55604  
PHONE: (218) 387.3635 FAX: (218) 387.3042  
e-mail: bill.lane@co.cook.mn.us

August 19, 2016

Timothy and Roberta Bauer  
P.O. Box 428  
Grand Marais, MN 55615

Parcel ID: 52-165-0180

Dear Tim and Berta,

As we have discussed, the presence of a "duplex" in the Forest Agriculture Residential (FAR-3) zone district is allowed only through the approval of a Conditional Use Permit (CUP) by the Cook County Board of Commissioners. Because you do not have necessary permitting, you will be required to apply for (and receive) an after-the-fact CUP allowing a "2-4 family dwelling in a single structure" on your Birch Drive property. In addition to the permit's processing fee, you will be assessed an after-the-fact fee of \$300.00, which shall accrue an additional \$300.00 for each 30-day period the use continues without permit allowance.

In reviewing your property history, I also noted the presence of the hot tub deck adjacent to the residence. Cook County Ordinance, Section 5.02 states:

"No structures or part thereof shall hereafter be erected, constructed, reconstructed, moved or structurally altered and no land shall change in use, unless in conformity with all of the regulations specified in this ordinance and all acts amendatory thereof."

Following our earlier conversation, I reviewed your 1997 permit and did not find evidence the deck was included as part of the proposed build-out (permit enclosed). Because the deck exceeds 160 square feet, it warrants a land use permit. As with the CUP, its use (or construction) without a permit relegates it to an after-the-fact process. In this case, you will need to submit a new land-use-permit, processing fee (based on square footage) and an after-the-fact fee of \$200.00; again with monthly accrual. Section 16.03 of the Cook County Ordinance states:

No land or structure shall be changed in use and no structure, including decks, shall be erected, placed, removed and replaced, altered in its exterior dimensions or moved until the Planning and Zoning Administrator has approved and issued a Land Use Permit, certifying that the plans and intended use of the land and structures are in conformity with this Ordinance.

In summary, I have received your application for the Conditional Use Permit and processing fee. Before I review and place it on the agenda for the Planning Commission however, I will need you to submit the after-the-fact fee of \$300.00.

In addition, you will need to submit an after-the-fact land use permit application for the hot tub deck and, an after-the-fact fee of \$200.00 for constructing the deck without a permit.

If you have any questions regarding this letter, please do not hesitate to contact me.

Sincerely,

William H. Lane  
Planning and Zoning Administrator

Encl: 1997 Bauer Land Use Permit  
Land Use Permit application

**SITE PLAN SKETCHING FORM**

The purpose of the sketch is to graphically illustrate the information included in your application.

(SEE EXAMPLE SITE PLAN ON BACK)

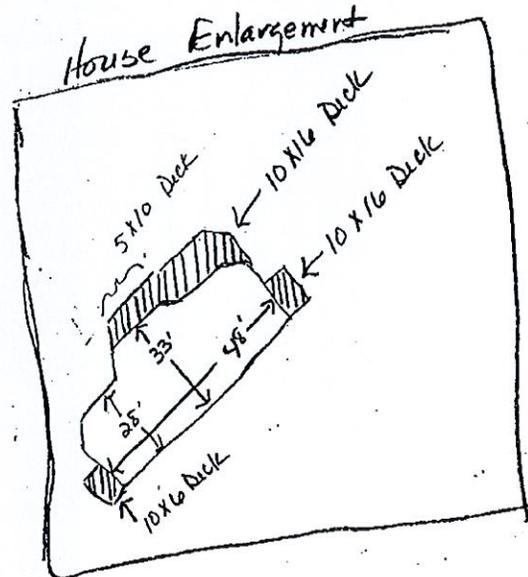
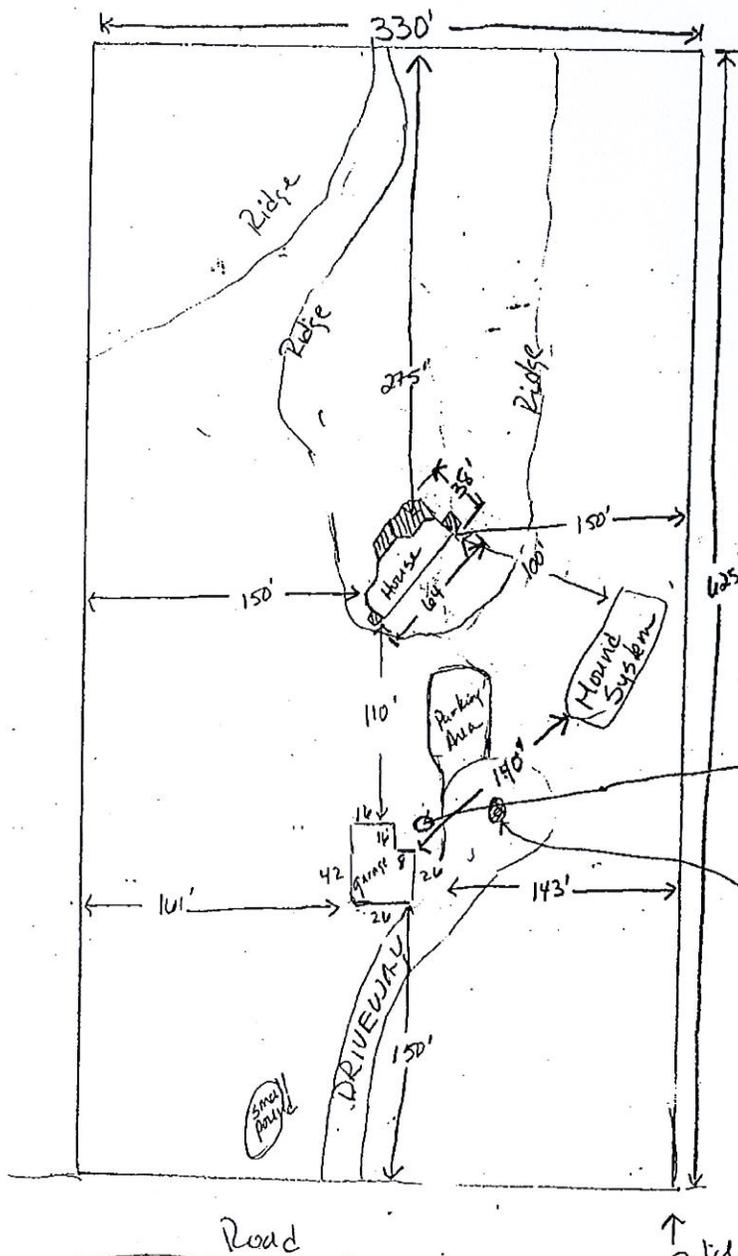
Check these off as you draw them on the site plan. SCALE: Each grid equals  $\frac{1}{4} = 10$  feet.

Location of:

- all other structures, parking areas, driveways
- well/septic system/expansion area
- which way is North
- Areas of proposed vegetation removal
- Areas of proposed topographical alteration - Dike
- wetlands, bluffs, slope of land

Distance of new structure(s) or land alterations to:

- road centerline
- shoreline or rearyard
- side property lines
- label access road
- drainages, creeks



Septic: Please note that the garage is 10 feet away from the septic tank

Dead trees to be removed

Top Ridge runs on about 1st 1/4 of back of lot - then dips down.

**COOK COUNTY LAND USE PERMIT**

9A 52-165-0180

This permit terminates on 6-3-98

Tax Parcel Number <b>52-165-1090</b>	Application Number <b>97-33</b>
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Cook County Planning and Zoning Office  
P.O. Box 1150, Grand Marais, MN 55604  
(218) 387-2282 Fax (218) 387-2610  
**SUPPORTING DOCUMENTS ATTACHED**  
Site plan ( )  
Sewer and water data sheet ( )  
Road directions to property ( )  
Other ( )

Fees: Measure square footage of proposed structure including decks, basement and each floor.  
To 600 square feet - \$40  
601 to 1,000 square feet - \$80  
1,001 to 3,000 square feet - \$120  
Over 3,000 square feet - \$160  
Sewer Inspection - \$50

Private Property (X) Lease Lot ( )  
Lake or stream name: \_\_\_\_\_  
Has this lot been separated from a larger piece of land since 1984? Yes \_\_\_\_\_ No \_\_\_\_\_  
If your answer is yes date lot was created \_\_\_\_\_

Owners Name (Last, First, M.I.) Bauer, Roberta & Timothy Builder: SELF  
If other than owner is builder \_\_\_\_\_  
Minnesota Building Contractor License No: \_\_\_\_\_  
Mailing Address 110 Foothill Blvd, Lutzen, MN 55412 Day Phone 387-  
Evening Phone 663-7582

**PROPERTY DESCRIPTION**

Project File Number 215 Birch Drive Access Road to project and directions (if site is remote attach map)  
Lot, Block, Subdivision Name Lot 18, Block 1, Superior Overlook Gov. Lot No. \_\_\_\_\_ Quarter \_\_\_\_\_ Section 23 Township 601 Range 1W

**PROJECT INFORMATION - For more than one structure on property include all setbacks**

Lot Dimensional and setback data  
Area of property in feet or acres 4.75 acres  
Lot width at building line 330'  
Lot depth 625'  
Lake/Stream setback N/A  
(for Lake Superior vegetation line setback)  
Road Centerline setback 65'  
Road Right of Way setback \_\_\_\_\_  
Side lot setback: Near 25' Far 25'  
Rear lot line (shoreline) setback 50'

Type of project	Sewage disposal	
	Planned	Existing
New Construction <u>X</u>		
Addition _____	City sewer _____	
Relocation _____	Drainfield _____	
Repair _____	Holding Tank _____	<u>X</u>
Road _____	Outhouse _____	
Fill _____	Other _____	
Grading _____	(describe) _____	
Other _____		

Topographic Alterations	Water supply	
	Planned	Existing
Amount of fill _____	City water _____	
Areas to be filled sq. footage _____	Well _____	<u>X</u>
Driveway length _____	Lake _____	
% Trees removed _____	Carry-in _____	
	Other _____	

Existing Land Use and present structures on property no structures

Proposed New Land Use, structures, topographic alterations  
Garage & House 3 BR

PLUMBING / WILL HAVE BATHROOM

Type of construction: Wood/frame (X) Pole bldg. ( ) mobile home ( )  
for mobile homes year built \_\_\_\_\_ Other ( ) \_\_\_\_\_

Structure(s)	Dimensions	House	Maximum building height: 35'
length	<u>42</u>	<u>64</u> (w/Deck)	from average grade, to peak of
width	<u>26</u>	<u>38</u> (w/Deck)	roof. Garage - 25' House - 38'
Area in feet			
basement	<u>N/A</u>	<u>N/A</u>	
1st floor	<u>932</u>	<u>1394</u>	
2nd floor	<u>1699</u>	<u>1344</u>	
Total area(s)	<u>1631</u>	<u>2738</u>	

Estimated Cost of Improvements:  
Garage - \$25,000  
House - \$125,000  
7430' Deck

(Garage is L-shaped w/ 8x16 cut-out)

Permits obtained:	Date Applied for	Approved:
Conditional Use _____		( )
Variance _____		( )
Well _____	<u>1995</u>	( )
Septic _____	<u>5/22/95</u>	( )
Wetland ev. _____		( )
Sign _____		( )
Temporary RV _____		( )
Electrical Inspection _____		( )
Other _____		( )

Date site inspected 5-29-97 Inspector ALC

Reviewed by Environmental Health Specialist  
MOUND INSTALLED 1995  
NEVER USED

I hereby certify with my signature that all data on my application forms, plans, and specifications is true and correct to the best of my knowledge.

Roberta Bauer

Signature of Applicant

May 8, 1997

Date

ZONE DISTRICT FAR-3

FEE PAID 160.00

RECEIPT NO. 116695

Permission is hereby granted to Roberta & Timothy Bauer  
all in accordance with the application, attachments, plans, and specifications and all other supporting data unless specified by order of

John Christ  
signature of permitting authority

Date 6-3-97

title

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

S.A.

1.	a. Topic or Issue: (As should be listed on agenda) Broadband Commission	b. Requested Date: 11/22/2016	c. Amount of time with Board 15 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):			
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**

S.B.

1.	a. Topic or Issue: (As should be listed on agenda) CCEA grievance	b. Requested Date: 11/22/2016	c. Amount of time with Board 15 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before? YES	b. If so, When? 11/15/2016	c. What was the result? tabled until 11/22	
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): The board asked that this issue be tabled until the next meeting so that the County Attorney could be present for the discussion.			
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"/>



# Cook County Administrator

COURT HOUSE • 411 W. 2<sup>nd</sup> Street • GRAND MARAIS, MINNESOTA 55604 • (218) 387-3602 • FAX (218) 387-3043  
Email: jeff.cadwell@co.cook.mn.us

County Administrator Jeffrey Cadwell

November 15, 2016

The CCEA grievance relating to the elimination of the Assessor's Technical Clerk position alleges a violation of Article 29 of the current CCEA Contract.

The CCEA's position is that they were not consulted prior to the organizational change that led to the elimination of the Assessor's Technical Clerk position and the creation of the Land Commissioner/Parks Director position.

A review of the steps laid out in Article 29 will clearly reinforce Management Rights as outlined in Article 4.

Article 29 refers to layoffs and does not give the CCEA the right to review organizational changes before they are implemented. The article addresses the CCEA's right to review any proposal to restore employees from a layoff list created by an organizational change into the remaining positions.

It is imperative that the county retain management rights related to the number, organization and schedule of all staff positions in the event that current or future budgetary, service or other needs present a situation where the board would choose to restructure the organization or a department.

The current proposal to fill the vacant position within the Assessor's department calls for Rachel Espe to be placed in the new Residential Appraiser position. Rachel would be provided with the necessary education and training required for her to achieve the certification required for her to continue in this position. This would be a significant increase in classification and pay for Rachel. The proposed resolution has been reviewed at the personnel committee which now includes representation from all three county bargaining units. This proposal has also been approved by Todd Smith, County Assessor and Rachel Espe.

I want to thank the CCEA leadership for representing themselves and the members of their group. I believe we all learned a lot about the contract language, the process and our goals for the organization through this process. We were also able to implement the requested change to have employee representation on the Personnel Committee.

Respectfully,

Jeffrey Cadwell

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

#### ARTICLE 4

##### MANAGEMENT RIGHTS

The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions, policies and programs; to set and amend budgets; to determine the utilization of manpower and technology; to establish and modify the organizational structure; to select, assign, direct and determine the number of personnel; to establish work schedules and to perform any managerial function not specifically limited by this Agreement. All right and authority which the Employer has not specifically abridged, delegated or modified by expressed provisions in this Agreement are retained by the Employer.

## ARTICLE 29

### LAY-OFFS

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.

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.

1. 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.
2. Decisions to lay off personnel shall be made by the Employer after consultation with the affected Department Head and the County Administrator.
3. Employees, including temporary and probationary employees, shall be given as much advance notice of lay-off as feasible.
4. 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.
5. 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.
6. Seniority shall be an additional factor to take into consideration in case of lay-off and/or reorganization.
7. 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.

July 28, 2016	Personnel Committee reviewed organizational plan to eliminate the Assessor's technical clerk position and to create a Land Commissioner/ Parks Director position
	<p><b><i>Per Article 29 of CCEA Labor Agreement, "In the event that lay-offs will lead to or result from a <u>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 <u>discussed with the Association on a meet and confer basis prior to presentation to the County Board for consideration.</u>"</u></i></b></p> <p><b><i>Although the Article indicates a proposal shall be developed by the Department Head, the Assessor's Office was without a dept. head during this time period. Prior to presentation at the August 9 board meeting, the Administrator did not meet with nor discuss the position elimination with the Association.</i></b></p>
August 9, 2016	Board approved organizational changes
	<b><i>Board agenda for the August 9 meeting did not specifically address Rachel's position being terminated and no mention in Request for Time sheets. Was brought forth during posting approval of Land Commissioner/Parks Director. Termination was not presented to Association prior to presentation, per Article 29 (see above).</i></b>
August 10, 2016	Cadwell had meeting with Rachel Espe giving notice of the elimination of her position
August 11, 2016	CCEA letter
	<b><i>Letter provided Association concerns about Rachel's termination without regard to Article 29 and placement of representatives on the Personnel Committee as was agreed to during 2014 and 2016 contract negotiations.</i></b>
August 18, 2016	Letter from Rachel Espe
August 18, 2016	CCEA grievance letter
	<b><i>Official notification of grievance sent to Administrator. Grievance filed for violation of Article 29 of Labor Agreement as the proposal to eliminate the Assessor's Technical Clerk position was never presented or discussed with the Association prior to board presentation.</i></b>
August 25, 2016	Administrator response acknowledging grievance and setting grievance at step 2 with no established Assessor's Office department head
	<b><i>Letter from Administrator confirms grievance is at Step 2. Specifically states "This letter acknowledges that I missed an important step; "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." Proposed to schedule a meeting to discuss and confer.</i></b>
August 31, 2016	CCEA letter accepting grievance at step 2

	<b>Association letter to Administrator confirming receipt of August 25 letter and proposed meeting time; with progression to Step 3 of grievance procedure if there is failure to reach a reasonable outcome.</b>
September 14, 2016	Step 2 meeting
September 20, 2016	CCEA letter appealing to step 3 of grievance process
	<b>Per outcome of September 14 meeting, Association wishes to proceed to Step 3 of grievance procedure.</b>
September 29, 2016	Grievance discussed at personnel committee with staff representatives in attendance for the first time
	<b>Grievance procedure discussed without Association officers present.</b>
September 30, 2016	Grievance resolution drafted for review
	<b>Draft resolution provided to officers by Kevin Twiest, non-CCEA officer. Draft was initially only sent to Kevin by Administrator. Provides for resolution of grievance by recommending Rachel for one of the open Appraiser positions in office.</b>
October 7, 2016	CCEA asked to pull grievance from the board agenda for October 11, 2016
	<b>Agenda for October 11 Board meeting listed 3 related grievance items to be presented by Administrator: CCEA Grievance, Approve internal posting for Residential Appraiser, and Approve hiring of Rachel Espe Residential Appraiser. On the Request for Time sheets, all 3 items mention actions are requested per grievance resolution. At that time, there was no agreed upon resolution, only a draft to be reviewed by CCEA officers. Email sent October 7 from Association to Administrator requesting removal of grievance resolution from agenda. Association requested presentation to the Board via Step 3 on September 20 and that had not been addressed. Association wishes to meet and discuss grievance with union members- presentation of current status and how to proceed (resolution or continue to Step 3 as initially requested).</b>
October 11, 2016	Board extends employment of Rachel Espe as Assessor's Technical Clerk until the grievance is resolved
October 20, 2016	CCEA membership meeting
November 4, 2016	CCEA letter, second request to move the grievance to step 3
	<b>Per discussions at Association meeting October 20, CCEA wishes to continue with presentation of grievance to the Board per Step 3 of procedure. Association requesting acknowledgement of violations of Labor Agreement, apology to CCEA, commitment by County to adhere to all policies and procedures, formal vote and acknowledgement that the atmosphere of trust has been eroded.</b>
November 8, 2016	Meeting to discuss the status of the grievance, CCEA, Cadwell and Hicken
	<b>Meet to confirm desire to present grievance per Step 3 to Board on November 15.</b>
November 15, 2016	Board Meeting

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

*S.C.*

1.	a. Topic or Issue: (As should be listed on agenda) Budget Reviews	b. Requested Date: 11/22/2016	c. Amount of time with Board 2 hours	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: all	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 budget requests: Library SWCD Volunteer Attorney Attorney's Office/North Shore Visitor Center  Review Discretionary requests Review Overall budget status			
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"/>



# NOTIFICATION

## ARROWHEAD REGIONAL CORRECTIONS

### BOARD MEETING

November 10, 2016

TO: Commissioners Bodie, Brenner, Jewell, Gamble, Goutermont,  
Nelson, Pavleck, and Stauber

**The Board of Arrowhead Regional Corrections will convene:**

Location: NORTHEAST REGIONAL CORRECTIONS CENTER  
IN SAGINAW, MINNESOTA

Date: Friday, the 18th day of November 2016, at 10:00 a.m.

*Respectfully,*

KAY AROLA  
Executive Director

By: Julie Petrus  
 Administrative Assistant



## Arrowhead Regional Corrections

**Date:** November 10, 2016  
**To:** A.R.C. Board Members  
Media  
**From:** Kay Arola  
Executive Director  
**Re:** Arrowhead Regional Corrections Board Meeting

An Arrowhead Regional Corrections Board meeting has been scheduled for Friday, November 18, 2016 at 10:00 a.m. at the Northeast Regional Corrections Center in Duluth, Minnesota.

Thank you.

KA:jp

- 
- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> <b>Kay Arola</b><br>Executive Director<br>100 N. 5 <sup>th</sup> Ave. W., Rm 319<br>Duluth, MN 55802-1202<br>(218) 726-2640<br><a href="mailto:arolak@stlouiscountymn.gov">arolak@stlouiscountymn.gov</a> | <input type="checkbox"/> <b>Wally Kostich</b><br>Chief Probation Officer<br>320 W. 2 <sup>nd</sup> Street, Rm 303<br>Duluth, MN 55802-1407<br>(218) 742-9572<br><a href="mailto:kostichw@stlouiscountymn.gov">kostichw@stlouiscountymn.gov</a> | <input type="checkbox"/> <b>Becky Pogatchnik</b><br>Superintendent<br>Arrowhead Juvenile Center<br>1918 Arlington Ave. N<br>Duluth, MN 55811-2034<br>(218) 625-6700<br><a href="mailto:pogatchnikb@stlouiscountymn.gov">pogatchnikb@stlouiscountymn.gov</a> | <input type="checkbox"/> <b>Phill Greer</b><br>Superintendent<br>Northeast Regional Corrections Center<br>6102 Abrahamson Road<br>Saginaw, MN 55779<br>(218) 729-8673<br><a href="mailto:greerp@stlouiscountymn.gov">greerp@stlouiscountymn.gov</a> |
| <b>Julie Peters</b><br>Administrative Assistant<br>(218) 726-2657<br><a href="mailto:petersj@stlouiscountymn.gov">petersj@stlouiscountymn.gov</a>   | <input type="checkbox"/> <b>Probation Office</b><br>100 N. 5 <sup>th</sup> Ave. W., Rm 319<br>Duluth, MN 55802-1202<br>(218) 726-2633  |   |   |



**ARROWHEAD REGIONAL CORRECTIONS BOARD AGENDA**

**November 18, 2016 at 10:00 a.m. at the Northeast Regional Corrections Center**

**School Building**

1. Call to Order
2. • Approval of Agenda
3. Open Commentary

**CONSENT AGENDA**

*All matters listed under the consent agenda are considered routine and/or non-controversial and will be enacted by one unanimous motion. If a commissioner requests it, or a citizen wishes to speak on an item on the consent agenda, it will be moved and handled separately.*

	<u>Page #'s</u>
4. • Minutes of October 21, 2016	1-7
5. • Financial Statement, Payroll & Bills	8-9
6. • 2017 Twin Port Mailing Contract	10-11
7. • 2017 Upper Lakes Foods Contract	12-13
8. • 2016-2018 SMDC Physician Contract	14-16

**REGULAR AGENDA**

*For items on the Regular Agenda, citizens will be allowed to address the board at the time a motion is on the floor.*

1. Northeast Regional Corrections Center  
~Monthly Report  
~Statistics 17-18
2. Arrowhead Juvenile Center  
~Monthly Report  
~Statistics
3. Court & Field Services  
~Monthly Report  
~Statistics 19-25
4. Arrowhead Regional Corrections  
• 2017-2018 Comprehensive Plan  
~Other
5. Other Business
6. Adjourn

**ARROWHEAD REGIONAL CORRECTIONS**  
**EXECUTIVE BOARD MINUTES**

October 21, 2016

Board members present: Commissioners Bodie, Brenner, Gamble, Goutermont, Jewell, Pavleck, and Stauber.

Board members absent: Commissioner Nelson.

Others present: Kay Arola, Phill Greer, Kelly Hartlieb, Marcus Karki, Wally Kostich, Jim Nephew, Julie Peters, and Becky Pogatchnik.

I. CALL TO ORDER

Board Chair Commissioner Dick Brenner called the meeting of the Arrowhead Regional Corrections Board to order on October 21, 2016 at 10:00 a.m. at the Northeast Regional Corrections Center in Saginaw, Minnesota.

II. APPROVAL OF AGENDA

**MOTION: By Commissioner Goutermont to approve the agenda as amended. The motion was seconded by Commissioner Gamble and unanimously approved.**

III. OPEN COMMENTARY

No citizens appeared for the public comment portion of the meeting.

IV. CONSENT AGENDA

**MOTION: By Commissioner Jewell to approve the consent agenda. The motion was seconded by Commissioner Stauber and unanimously approved.**

Minutes of September 16, 2016  
Financial Statement, Payroll & Bills  
2017-2018 Madden, Galanter & Hansen Contract

V. REGULAR AGENDA

Arrowhead Juvenile Center

1. Monthly Report

Becky Pogatchnik reported on the number of projects going on at AJC. The parking lot project is currently being worked on and the new control panels are being installed.

She passed around pictures of the old panels, originally installed in 1971, being taken out. It is anticipated that this project will be complete next week.

## 2. Statistics

Becky stated the statistics through September were included in the Board packet. The population capacity was at 67%, with treatment at 68% and detention at 64%. Their long term treatment program is full with five more sleeping in detention beds and attending treatment programming. The number of girls in the treatment program is currently at three but recently was running between seven and eight girls. The juveniles they are admitting now are a lot different than the ones they used to get. They are very challenging with mental health and behavioral issues. They are now seeing withdrawals from heroine.

## 3. 2017-2018 Human Development Center Contract

Becky stated the Human Development Center has been providing mental health services for residents at the Arrowhead Juvenile Center for many years with a slight increase in the hourly costs. Third party billing is done by HDC and AJC is reimbursed. Becky recommended the Board authorize renewing a contract with them for 2017-2018 at a cost not to exceed \$65,000.00.

**MOTION: By Commissioner Gamble that WHEREAS, AJC continues to have significant numbers of clients with diagnosed psychiatric issues. Proper assessment and management is important for the safety of both the residents and staff. Services must be on site to accommodate these clients as well as the costs associated with staff time supervising off campus and transportation.**

**WHEREAS, HDC has contracted with ARC for many years and provides excellent mental health services which include psychiatric services, medication management, and consultation.**

**WHEREAS, these services are established per Minnesota Rule 2960.0580 Medical and Health Services under which AJC is licensed. The rule directs that there is a written policy and procedure which provide for residents with assessments and services including mental health services.**

**WHEREAS, HDC has established the fee of \$125.00 per hour for assigned therapists and \$220.00 per hour for services proved by an assigned psychiatrist. Total yearly payments shall not exceed \$65,000.00 less any third party reimbursement actually collected by HDC for services rendered by assigned staff. These fees have been planned for in the AJC professional services line item.**

**NOW THEREFORE BE IT RESOLVED, The Executive Board authorizes the Board Chair to sign an agreement with the Human Development Center to provide**

**mental health services for residents at the Arrowhead Juvenile Center for the years 2017-2018 at a cost not to exceed \$65,000 a year. The motion was seconded by Commissioner Bodie and unanimously approved.**

#### Court & Field Services

##### 1. Monthly Report

Wally Kostich stated they are seeing a lot more drug related offenses and mental health issues. The emphasis is now on specialty courts more than ever. The specialty courts are having some great success. About 25 cases have successfully completed the program each year. Commissioners discussed the current drug problems and how they are effecting people and their communities.

##### 2. Monthly Statistics

Wally reported the statistics as of October 1<sup>st</sup> were in the Board packet showing the demographics of the clients we serve in each of our probation offices.

##### 3. 2016-2017 Intoxalock Contract

Wally stated since 1/29/13 Intoxalock has been providing the ignition interlock services for the Ignition Interlock project and continues to provide excellent services. An RFP was prepared with the assistance of the St. Louis County Purchasing Division to determine the best vendor for ignition interlock services and Intoxalock again prevailed. He recommended the Board authorize entering into an agreement with Intoxalock for the period 10/1/16-09/30/17 at a cost not to exceed \$60,000.00.

**MOTION: By Commissioner Stauber that WHEREAS, Since January 29, 2013, Intoxalock, owned and operated by Consumer Safety Technology, LLC, has been providing the ignition interlock services for the Ignition Interlock project and continues to provide excellent service. The St. Louis County Purchasing Department prepared an RFP for this service and after reviewing the responses Intoxalock prevailed. Consumer Safety Technology, LLC, has been certified as an ignition interlock manufacturer for the State of Minnesota's Ignition Interlock Device Program.**

**WHEREAS, Intoxalock's ignition interlock device keeps track of the participant's destination, hours of operation, speed of travel, and an image of the participant taken by Intoxalock's infrared camera. This technology allows ARC staff 24/7 access to all participants' data via any web-enable device with all of the data available in real-time. Since the project began in 2013 396 referrals have been received with 102 of them occurring in 2016.**

**WHEREAS, Under the Minnesota Ignition Interlock Program, first time DWI offenders with an a alcohol concentration of 0.16 and above and all repeat**

offenders are required to install an ignition interlock device for a minimum of one year or not drive. Minnesota's law targets first time offenders with high alcohol concentration levels and repeat offenders. These are offenders that are at a higher risk for DWI recidivism and are considered hardcore DWI offenders by national experts and the alcohol industry.

WHEREAS, the funding string for this contract is 925-932999-629900-93223-99999999-2016.

NOW THEREFORE BE IT RESOLVED, The Executive Board authorizes the Board Chair to sign an agreement with Intoxalock to provide ignition interlock services for the Integrated Judicial and Administrative Ignition Interlock project funded by a grant through the Minnesota Department of Public Safety for the period 10/1/16 through 09/30/17 at a cost not to exceed \$60,000.00. The motion was seconded by Commissioner Bodie and unanimously approved.

4. 2016-2017 Sixth Judicial District DWI Court Contract

Wally reported the DWI Court in St. Louis County has been in operation since 1/1/08 and has been awarded continued funding for the period 10/1/16-9/30/17 in the amount of \$91,422.00. He recommended the Board authorize entering into an agreement with the Sixth Judicial District to continue participation in this specialty court.

MOTION: By Commissioner Stauber that WHEREAS, The St. Louis County DWI Court has been in operation since January 1, 2008 and has been awarded continued funding for the period of October 1, 2016 through September 30, 2017. Arrowhead Regional Corrections currently employs staff who have the training and experience to provide the services needed for the St. Louis County DWI Court.

WHEREAS, this will allow for specialized probation case management and supervision services for the St. Louis County DWI Court.

WHEREAS, the salary and benefits for probation officer services and related expenses will be funded by the State of Minnesota Sixth Judicial District at a cost not to exceed \$91,422.00. The position control code is 0222-001. The grant funding string will be recognized as 925-932999-551220-93229-99999999-2016. At such time as the funding may end the position would be eliminated.

NOW THEREFORE BE IT RESOLVED, The Arrowhead Regional Corrections Board authorizes the Board Chair to sign an agreement with the State of Minnesota Sixth Judicial District for \$91,422.00 to provide specialized probation case management and supervision services for the St. Louis County DWI Court for the period of October 1, 2016 through September 30, 2017. The motion was seconded by Commissioner Pavleck and unanimously approved.

## 5. Other

Wally stated he has had some staff changes with one resignation and two upcoming retirements. Matt Koppes, a four and a half year probation officer in the Duluth Government Services Center, has accepted a job as the federal probation officer in Duluth. Eldon Abrahamson, a probation officer in the Duluth Government Services Center, is retiring after thirty-seven years of service. Brenda Thomas, a probation officer in the Duluth Courthouse, is retiring after thirty-three years of service. Wally requested the Board Chair be authorized to sign the letters of recognition on behalf of the Board.

**MOTION: By Commissioner Pavleck that the Arrowhead Regional Corrections Board wishes to thank Matt Koppes for his four and a half years of services and wishes him well in his future endeavors. The Board wishes to thank Eldon Abrahamson for his thirty-seven years of service and wishes him well in his retirement. The Board also wishes to thank Brenda Thomas for her thirty-three years of service and wishes her well in her retirement. The motion was seconded by Commissioner Jewell and unanimously approved.**

### Northeast Regional Corrections Center

#### 1. Statistics

Phill Greer reported their population today was at 111. In September they had 54 admitted and 52 released with 79% convicted of felonies. Their average daily population was at 123 putting them at 85% of capacity. Of those admitted the youngest was 19 and the oldest was 70; the average age was 23. 81.5% of their population was Caucasian, 9.3% African American, 7.4% Native American, and 1.8% Asian.

#### 2. Monthly Report

Phill stated they now have a .75 FTE Department of Agriculture employee at NERCC who is evaluating the possibilities of a training program for the processing facility. They would potentially design the training program for NERCC.

They have experienced an increase of Code Red situations at NERCC because of behaviors. Phill is sending a couple of staff to training in defensive and control tactics next month.

NERCC has finished processing the last of the pigs for the year. They are harvesting pumpkins and made donations of pumpkins. They are planning their move of the orientation program from the transition unit to the upstairs bunk room. Their Department of Corrections annual inspection is being rescheduled. During the first week of November they are having their transition fair and the residents love it.

### 3. Education Program Presentation

Phill introduced Traci Laughlin, Guidance Counselor at NERCC, and Deann Dahl, Teacher at NERCC to talk about the education program. They have been working very hard with the non-traditional students at NERCC to help them obtain their GEDs and so far this year they are at 24. A NERCC resident just passed his GED today and came in with his cap and gown on.

Their goal is to prepare students for the workforce by connecting skills required for entry-level positions in the workplace. They continue to provide the ServSafe program which is a food and beverage safety training and certificate program. This allows the NERCC resident to complete the program and receive a certificate certifying they have knowledge and experience in this area to help them obtain employment.

NERCC recently had the 10,000 Things theater group provide a presentation of Shakespeare's Pericles. This group has been providing theater presentations at NERCC since 2009.

#### Arrowhead Regional Corrections

##### 1. CCA Subsidy Application

Kay Arola reported the Community Corrections Act annual subsidy application is completed and needs to be submitted to the Department of Corrections each year with a signature needed from a commissioner for each of the ARC counties.

##### 2. Other

Kay stated she has received a letter from Warren Anderson, Advisory Board member representing Cook County, stating he will be resigning from the Advisory Board after 23 years. She recommended the Board Chair be authorized to send a letter on behalf of the Board recognizing his many years of service on the Advisory Board.

**MOTION: By Commissioner Gamble that the Arrowhead Regional Corrections Board wishes to recognize and thank Warren Anderson for his twenty-three years of services representing Cook County on the Advisory Board. The motion was seconded by Commissioner Goutermont and unanimously approved.**

#### VII. ADJOURN

There being no further business to come before the Executive Board the meeting was adjourned at 11:45 a.m.

**MOTION: By Commissioner Bodie to adjourn the meeting. The motion was seconded by Commissioner Jewell and unanimously approved.**

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk Signature

\_\_\_\_\_  
Date

**ARROWHEAD REGIONAL CORRECTIONS  
MONTHLY REVENUE REPORT  
YEAR-TO-DATE COMPARED TO BUDGET  
OCTOBER 2016**

	<u>CURRENT BUDGET</u>	<u>YTD ACTUAL</u>	<u>BALANCE</u>	<u>YTD PERCENTAGE</u>
<b>925 Arrowhead Regional Corrections</b>				
Admin Misc	\$ 226,285.61	\$ 206,006.15	\$ 20,279.46	91.04
AJC Child Nutrition	\$ 51,272.00	\$ 39,888.35	\$ 11,383.65	77.80
AJC Misc	\$ 129,641.00	\$ 137,094.47	\$ (7,453.47)	105.75
AJC Per Diem	\$ 20,000.00	\$ 36,463.00	\$ (16,463.00)	182.32
Carlton County	\$ 1,555,989.00	\$ 1,426,323.25	\$ 129,665.75	91.67
Cook County	\$ 288,092.00	\$ 240,076.70	\$ 48,015.30	83.33
Court & Field Probation Fees	\$ 600,000.00	\$ 506,440.17	\$ 93,559.83	84.41
Education Funds	\$ 282,976.57	\$ 155,548.69	\$ 127,427.88	54.97
Grants	\$ 3,018,253.32	\$ 1,275,592.50	\$ 1,742,660.82	42.26
Koochiching County	\$ 435,863.00	\$ 363,219.20	\$ 72,643.80	83.33
Lake County	\$ 445,240.00	\$ 371,033.30	\$ 74,206.70	83.33
Miscellaneous	\$ 19,000.00	\$ 24,734.60	\$ (5,734.60)	130.18
NERCC Farm	\$ 70,000.00	\$ 51,644.20	\$ 18,355.80	73.78
NERCC Misc	\$ 84,000.00	\$ 54,337.59	\$ 29,662.41	64.69
NERCC Timber	\$ 10,000.00	\$ 4,859.50	\$ 5,140.50	48.60
PERA Aid	\$ 50,000.00	\$ 24,874.90	\$ 25,125.10	49.75
St. Louis County	\$ 13,023,234.00	\$ 10,852,695.00	\$ 2,170,539.00	83.33
State of Minnesota	\$ 5,853,740.00	\$ 4,878,116.32	\$ 975,623.68	83.33
	<u>\$ 26,163,586.50</u>	<u>\$ 20,648,947.89</u>	<u>\$ 5,514,638.61</u>	
<b>927 ARC Capital Imp Fund</b>				
Miscellaneous	\$ 1,206,069.57	\$ 35,477.78	\$ 1,170,591.79	2.94
	<u>\$ 1,206,069.57</u>	<u>\$ 35,477.78</u>	<u>\$ 1,170,591.79</u>	
<b>Grand Total:</b>	<u><u>\$ 27,369,656.07</u></u>	<u><u>\$ 20,684,425.67</u></u>	<u><u>\$ 6,685,230.40</u></u>	

**Total Obligations for Month** \$ 1,879,455.64

**Total Obligations YTD** \$ 19,628,179.71

**Cash Balance YTD** \$ 3,757,548.42

**ARROWHEAD REGIONAL CORRECTIONS  
MONTHLY EXPENSE REPORT  
YEAR-TO-DATE COMPARED TO BUDGET  
OCTOBER 2016**

		<u>CURRENT BUDGET</u>	<u>YTD ACTUAL</u>	<u>BALANCE</u>	<u>YTD PERCENTAGE</u>
<b>925</b>	<b>Arrowhead Regional Corrections</b>				
925001	Admin Support Services	1,496,589.00	1,357,165.65	139,423.35	90.68
925999	Grants	180,905.28	149,845.64	31,059.64	82.83
926001	Research/Evaluation	287,767.36	173,890.05	113,877.31	60.43
927001	Staff Development	143,235.00	99,922.37	43,312.63	69.76
929001	Chaplaincy Services	27,000.00	26,469.00	531.00	98.03
930001	Women Offenders Program	209,700.00	150,127.46	59,572.54	71.59
932001	Court & Field Administration	8,762,327.08	6,861,695.26	1,900,631.82	78.31
932999	Court & Field Grants	2,725,848.53	1,382,464.89	1,343,383.64	50.72
934001	SLC Data Processing Charges	424,255.21	353,546.00	70,709.21	83.33
936001	Short-term Consequences	189,953.79	170,213.36	19,740.43	89.61
937001	Sentence to Service	242,436.42	242,436.42	-	100.00
939001	ARC Probation Fees Pd by Users	171,191.81	95,513.37	75,678.44	55.79
940001	Admin N.R.C. Center	6,061,620.56	4,517,868.74	1,543,751.82	74.53
940002	Resident Canteen Fund NERCC	8,000.00	7,818.19	181.81	97.73
940999	NERCC Grants	74,999.98	37,500.03	37,499.95	50.00
942001	Special Education	235,288.56	194,046.63	41,241.93	82.47
943001	Basic Education	171,202.73	111,939.28	59,263.45	65.38
944001	Vocational Education	53,774.91	52,246.40	1,528.51	97.16
945001	Arrowhead Juvenile Center	4,098,684.11	3,296,553.99	802,130.12	80.43
945002	Resident Canteen Fd AJC	2,000.00	1,499.31	500.69	74.97
945999	AJC Grants	103,925.02	56,874.97	47,050.05	54.73
		<b>\$ 25,670,705.35</b>	<b>\$ 19,339,637.01</b>	<b>\$ 6,331,068.34</b>	
<b>927</b>	<b>ARC Capital Imp Fund</b>				
927301	AJC - Cap Imp	165,727.79	-	165,727.79	-
927401	C&F - Cap Imp	10,000.00	-	10,000.00	-
927504	NERCC - Cap Imp	100,000.00	6,950.00	93,050.00	6.95
927599	NERCC - Cap Imp Grants	1,188,317.50	78,074.04	1,110,243.46	6.57
927701	AJC - Cap Equip	283,500.00	637.00	282,863.00	0.22
927801	C&F - Cap Equip	82,459.00	78,718.59	3,740.41	95.46
927901	NERCC - Cap Equip	224,752.07	124,163.07	100,589.00	55.24
		<b>\$ 2,054,756.36</b>	<b>\$ 288,542.70</b>	<b>\$ 1,766,213.66</b>	
	<b>Grand Total:</b>	<b>\$ 27,725,461.71</b>	<b>\$ 19,628,179.71</b>	<b>\$ 8,097,282.00</b>	

Use of Fund Balance YTD

\$

335,805.64



**Arrowhead Regional Corrections**

**BOARD LETTER**

Prepared on: 11-10-16  
Department Name: Administration  
Agenda Date: 11/18/16  
Placement: Administration  
Continued Item: No  
If Yes, date from:  
Number: 2016-30

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**TO:** Executive Board Members

**FROM:** Kay Arola, Executive Director  
Wally Kostich, Chief Probation Officer

**SUBJECT:** 2017 Twin Port Mailing Contract

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**Recommendation(s):**

The Executive Board authorize the Board Chair to sign a contract with Taura Inc. dba Twin Port Mailing to provide transportation and preparation of monthly probation fee statements per request of Arrowhead Regional Corrections for the period January 1, 2017 through December 31, 2017 at a cost not to exceed \$25,000.00.

**Alignment with Board Strategic Plan:**

Monitoring public-private partnerships and contracts to provide services consistent with evidence based practices.

**Executive Summary and Discussion:**

In December of 2004 a contract was negotiated between Arrowhead Regional Corrections, Court & Field Services and Zipsort (now known as Twin Port Mailing) to provide transportation and preparation of monthly probation fee statements. This was deemed necessary as the volume of monthly statements being mailed totaled more than 4,000 per month. It was determined that it was more cost effective to use the service in lieu of staff time required to fold, insert and transport these mailings.

In June, 2008 vendor ownership changed; it was determined by the St. Louis County Attorney's Office at that time that it was not necessary to revise the Professional Services Contract as there was a written communication between ARC and the vendor acknowledging the name change. This contract was revised by ARC Board action in February of 2011 to reflect the proper legal name.

**Mandates and Service Levels:**

Services provided by the vendor include transportation, and processing of mailings at the rate of 10 cents per piece of mail, handling costs and first class postage discount as per the current rate.

**Fiscal and Facilities Impacts:**

This funding has been designated for this purpose through the Probation Fee budget, Fund 925, Agency 939001, Object Codes 629900 (Professional Services) and 620200 (postage). Payments made to vendor shall not exceed \$25,000 for the contract period.

**BY COMMISSIONER:**

**WHEREAS,** In December of 2004 a contract was negotiated between Arrowhead Regional Corrections, Court & Field Services and Zipsort (now known as Twin Port Mailing) to provide transportation and preparation of monthly probation fee statements. This was deemed necessary as the volume of monthly statements being mailed totaled more than 4,000 per month. It was determined that it was more cost effective to use the service in lieu of staff time required to fold, insert and transport these mailings.

**WHEREAS,** In June, 2008 vendor ownership changed; it was determined by the St. Louis County Attorney's Office at that time that it was not necessary to revise the Professional Services Contract as there was a written communication between ARC and the vendor acknowledging the name change. This contract was revised by ARC Board action in February of 2011 to reflect the proper legal name.

**WHEREAS,** Services provided by the vendor include transportation, and processing of mailings at the rate of 10 cents per piece of mail, handling costs and first class postage discount as per the current rate.

**WHEREAS,** This funding has been designated for this purpose through the Probation Fee budget, Fund 925, Agency 939001, Object Codes 629900 (Professional Services) and 620200 (postage). Payments made to vendor shall not exceed \$25,000 for the contract period.

**NOW THEREFORE BE IT RESOLVED,** The Executive Board authorize the Board Chair to sign a contract with Taura Inc. dba Twin Port Mailing to provide transportation and preparation of monthly probation fee statements per request of Arrowhead Regional Corrections for the period January 1, 2017 through December 31, 2017 at a cost not to exceed \$25,000.00.



**Arrowhead Regional Corrections**

**BOARD LETTER**

Prepared on: 11-10-16  
Department Name: Administration  
Agenda Date: 11/18/16  
Placement: Administration  
Continued Item: No  
If Yes, date from:  
Number: 2016-31

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**TO:** Executive Board Members

**FROM:** Kay Arola, Executive Director  
Becky Pogatchnik, Superintendent at AJC

**SUBJECT:** 2017 Upper Lakes Food Contract

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**Recommendation(s):**

The Executive Board authorize a one year extension of a current contract with Upper Lakes Foods to supply canned, dry, frozen foods, produce, fresh meat, dairy, and delivery for the Arrowhead Juvenile Center for the period 11/30/16 through 12/1/17.

**Alignment with Board Strategic Plan:**

Monitoring public-private partnerships and contracts to provide services consistent with evidence based practices.

**Executive Summary and Discussion:**

Prior to 11/20/15 the Arrowhead Juvenile Center went through the St. Louis County Purchasing Department to purchase food from a vendor through the Minnesota State Cooperative Purchasing Venture (CPV) and the services and quality of the food became consistently unsatisfactory.

After working with the St. Louis County Purchasing Department on an RFP Upper Lakes Foods prevailed in the process and on 11/20/15 the Board authorized entering into an agreement with this vendor with the option of up to three – one year extensions.

The Arrowhead Juvenile Center continues to be pleased with the services and food being supplied and wishes to renew the current contract for another year.

**Mandates and Service Levels:**

MN Rule 2960.0270 Facility Operation Services, Policies, and practices. Subp. 13. General requirements for food service. The goals of food service in a facility must be to provide food and beverages to residents that are nutritionally adequate, palatable, produced in a manner to prevent food-borne illness, of adequate quantity and variety, served at appropriate temperatures, and prepared by methods which conserve nutritional value.

**Fiscal and Facilities Impacts:**

There continues to be adequate budget for food and beverages for the period of the contract renewal in 925-945001-641100-99999999-9999.

**BY COMMISSIONER:**

**WHEREAS**, Prior to 11/20/15 the Arrowhead Juvenile Center went through the St. Louis County Purchasing Department to purchase food from a vendor through the Minnesota State Cooperative Purchasing Venture (CPV) and the services and quality of the food became consistently unsatisfactory.

**WHEREAS**, After working with the St. Louis County Purchasing Department on an RFP Upper Lakes Foods prevailed in the process and on 11/20/15 the Board authorized entering into an agreement with this vendor with the option of up to three – one year extensions.

**WHEREAS**, The Arrowhead Juvenile Center continues to be pleased with the services and food being supplied and wishes to renew the current contract for another year.

**WHEREAS**, MN Rule 2960.0270 Facility Operation Services, Policies, and practices. Subp. 13. General requirements for food service. The goals of food service in a facility must be to provide food and beverages to residents that are nutritionally adequate, palatable, produced in a manner to prevent food-borne illness, of adequate quantity and variety, served at appropriate temperatures, and prepared by methods which conserve nutritional value.

**WHEREAS**, There continues to be adequate budget for food and beverages for the period of the contract renewal in 925-945001-641100-99999999-9999.

**NOW THEREFORE BE IT RESOLVED**, The Executive Board authorize a one year extension of a current contract with Upper Lakes Foods to supply canned, dry, frozen foods, produce, fresh meat, dairy, and delivery for the Arrowhead Juvenile Center for the period 11/30/16 through 12/1/17.



**Arrowhead Regional Corrections**

**BOARD LETTER**

Prepared on: 11-10-16  
Department Name: Administration  
Agenda Date: 11/18/16  
Placement: Administration  
Continued Item: No  
If Yes, date from:  
Number: 2016-32

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**TO:** Executive Board Members

**FROM:** Kay Arola, Executive Director  
Phill Greer, Superintendent at NERCC  
Becky Pogatchnik, Superintendent at AJC

**SUBJECT:** 2016-2018 SMDC Physicians Contract

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**Recommendation(s):**

The Board authorize the Board Chair to sign an agreement with St. Mary's Duluth Clinic Health System, d/b/a Essential Health East (SMDC) for physician services at the Arrowhead Juvenile Center and the Northeast Regional Corrections Center for the period 11/18/16-11/18/18.

**Alignment with Board Strategic Plan:**

Monitoring public-private partnerships and contracts to provide services consistent with evidence based practices.

**Executive Summary and Discussion:**

We have continued to have contracts with SMDC for physician services at our Arrowhead Juvenile Center and Northeast Regional Corrections Center for many years. In 2009 the Board requested an RFI be sent out to see what agencies might be interested in providing these medical services. At that time SMDC was the only provider who responded.

The services provided include urgent care and medical services, such as evaluation and treatment of illness and injuries, medication administration and management, and limited diagnostic services to residents at AJC and NERCC.

**Mandates and Service Levels:**

NERCC - MN Administrative Rule 2911.5800 Availability of Medical and Dental Resources. § Subpart 1. Availability of resources, general. Under the direction of a health authority, a facility shall develop a written policy and procedure that provides for the delivery of health care services, including medical, dental, and mental health services.

AJC – MN Administrative Rule 2960.0050 Resident Rights and Basic Services.  
 § Subpart 1. Basic rights. A resident has basic rights including, but not limited to, the rights in this subpart. F) Right to adequate medical care.

**Fiscal and Facilities Impacts:**

In 2014 the monthly rate switched to an hourly rate of \$180.00 and has remained the same until the renewal of this contract at which time it will increase to \$200.00 per hour. Funding for these services is provided in 2016 and 2017 in 925-940001-626400-99999-999999999-9999 and 925-945001-626400-99999-999999999-9999.

	2010	2011	2012	2013	2014	2015	2016 (thru Sept)
AJC	\$20,323	\$20,729	\$20,730	\$10,365	\$31,679	\$19,944	\$16,055
NERCC	\$29,453	\$30,042	\$30,042	\$15,021	\$34,287	\$19,125	\$16,920
	<b>\$49,776</b>	<b>\$50,771</b>	<b>\$50,772</b>	<b>\$35,386</b>	<b>*\$65,966</b>	<b>\$39,069</b>	<b>\$32,975</b>

\*=In 2014 the monthly rate changed to an hourly rate back dated to mid-2013.

**BY COMMISSIONER:**

**WHEREAS,** We have continued to have contracts with SMDC for physician services at our Arrowhead Juvenile Center and Northeast Regional Corrections Center for many years. In 2009 the Board requested an RFI be sent out to see what agencies might be interested in providing these medical services. At that time SMDC was the only provider who responded.

**WHEREAS,** The services provided include urgent care and medical services, such as evaluation and treatment of illness and injuries, medication administration and management, and limited diagnostic services to residents at AJC and NERCC.

**WHEREAS,** NERCC - MN Administrative Rule 2911.5800 Availability of Medical and Dental Resources. § Subpart 1. Availability of resources, general. Under the direction of a health authority, a facility shall develop a written policy and procedure that provides for the delivery of health care services, including medical, dental, and mental health services.

**WHEREAS,** AJC – MN Administrative Rule 2960.0050 Resident Rights and Basic Services. § Subpart 1. Basic rights. A resident has basic rights including, but not limited to, the rights in this subpart. F) Right to adequate medical care.

**WHEREAS,** In 2014 the monthly rate switched to an hourly rate of \$180.00 and has remained the same until the renewal of this contract at which time it will increase to \$200.00 per hour. Funding for these services is provided in 2016 and 2017 in 925-940001-626400-99999-999999999-9999 and 925-945001-626400-99999-999999999-9999.

	2010	2011	2012	2013	2014	2015	2016 (thru Sept)
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NERCC	\$29,453	\$30,042	\$30,042	\$15,021	\$34,287	\$19,125	\$16,920
	<b>\$49,776</b>	<b>\$50,771</b>	<b>\$50,772</b>	<b>\$35,386</b>	<b>*\$65,966</b>	<b>\$39,069</b>	<b>\$32,975</b>

\*=In 2014 the monthly rate changed to an hourly rate back dated to mid-2013.

**NOW THEREFORE BE IT RESOLVED**, The Board authorize the Board Chair to sign an agreement with St. Mary's Duluth Clinic Health System, d/b/a Essential Health East (SMDC) for physician services at the Arrowhead Juvenile Center and the Northeast Regional Corrections Center for the period 11/18/16-11/18/18.

# Northeast Regional Corrections Center - 2016 Statistics

## INTAKES

COUNTY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD	YTD %
Carlton	2	5	8	8	8	4	3	8	3	6			55	9.72%
Cook	0	0	0	0	1	0	0	1	3	1			3	0.53%
Duluth	31	32	29	22	23	33	36	32	28	22			288	50.88%
Hibbing	5	8	16	9	8	2	10	5	11	4			78	13.78%
Koochiching	0	0	0	0	0	0	0	3	0	8			11	1.94%
Lake	2	1	2	2	2	1	2	0	0	0			12	2.12%
Virginia	15	12	18	13	9	16	8	16	12				119	21.02%
<b>TOTALS</b>	<b>55</b>	<b>58</b>	<b>73</b>	<b>54</b>	<b>51</b>	<b>56</b>	<b>59</b>	<b>65</b>	<b>54</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>566</b>	<b>100.00%</b>

RACE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
American Indian	8	9	8	13	9	8	12	16	4	8			95	16.78%
Asian	0	0	1	0	0	0	1	0	0	0			3	0.53%
Other	2	0	1	0	0	1	0	0	0	0			4	0.71%
Black	4	5	7	2	3	8	8	8	5	5			55	9.72%
Caucasian	41	44	56	39	39	39	38	41	44	28			409	72.26%
<b>TOTALS</b>	<b>55</b>	<b>58</b>	<b>73</b>	<b>54</b>	<b>51</b>	<b>56</b>	<b>59</b>	<b>65</b>	<b>54</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>566</b>	<b>100.00%</b>

CHARGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
Felony	39	45	59	41	44	45	44	51	43	33			444	78.58%
Gross Misd	12	7	7	11	5	8	10	11	5	5			81	14.34%
Misd	4	6	7	2	2	2	5	3	6	3			40	7.08%
<b>TOTALS</b>	<b>55</b>	<b>58</b>	<b>73</b>	<b>54</b>	<b>51</b>	<b>56</b>	<b>59</b>	<b>65</b>	<b>54</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>566</b>	<b>100.00%</b>

AGE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
18 Yrs & Older	55	58	72	54	51	56	59	65	54	41			565	99.82%
17 Yrs & Younger	0	0	1	0	0	0	0	0	0	0			1	0.18%
<b>TOTALS</b>	<b>55</b>	<b>58</b>	<b>73</b>	<b>54</b>	<b>51</b>	<b>56</b>	<b>59</b>	<b>65</b>	<b>54</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>566</b>	<b>100.00%</b>

RELEASE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
Alternative Sanctions	0	1	0	0	0	0	0	0	0	0			1	0.18%
Early Rel by Court	8	14	14	16	17	17	17	18	13	17			151	27.01%
Escape	0	0	0	0	0	0	0	0	0	1			1	0.18%
Rel to Another Auth/Jail	1	0	2	0	0	3	1	1	1	2			11	1.97%
Rel to Non-Jail Auth	3	6	2	3	3	3	2	1	1	3			27	4.83%
Sentence Completed	38	38	43	34	42	39	33	26	36	39			368	65.83%
<b>TOTALS</b>	<b>50</b>	<b>59</b>	<b>61</b>	<b>53</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>46</b>	<b>52</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>559</b>	<b>100.00%</b>

AVERAGE DAILY POPULATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD
	98	103	109	101	110	95	101	109	123	111			107
<b>% CAPACITY</b>	<b>68.06%</b>	<b>71.53%</b>	<b>75.69%</b>	<b>77.08%</b>	<b>76.39%</b>	<b>65.97%</b>	<b>70.14%</b>	<b>75.69%</b>	<b>85.42%</b>	<b>77.08%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>74.31%</b>

The percentage is based on a 144 person capacity.

**NORTHEAST REGIONAL CORRECTIONS CENTER  
2016 OFFENSE STATISTICS**

**2016 INTAKES**

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD	YTD %
Assault	1	6	9	5	5	1	5	1	3	1			37	5.26%
Burglary/Robbery	2	0	2	0	2	0	1	0	1	0			8	1.14%
Crim Sex Conduct or Related Crimes	1	0	3	1	2	0	1	1	1	1			11	1.56%
Drugs/Drug Related	6	3	6	5	2	3	2	4	3	1			35	4.98%
DWI/Alcohol Related	3	5	2	1	3	4	0	2	1	0			21	2.99%
Viol OFF	5	6	10	5	3	3	1	3	2	0			38	5.41%
Other	6	8	16	2	2	2	2	4	2	3			47	6.69%
VOP/Alcohol Related	6	0	3	4	3	6	9	7	5	4			47	6.69%
VOP/Assault	9	8	19	14	10	9	17	17	15	6			124	17.64%
VOP/Burglary	4	2	6	4	7	7	5	12	5	1			53	7.54%
VOP/Crim Sex Cond or Related Crimes	2	1	1	3	3	0	4	1	0	1			16	2.28%
VOP/Drug Related	13	15	15	11	12	16	10	14	11	14			131	18.63%
VOP/Other	12	21	18	9	11	10	15	14	4	12			126	17.92%
VOP/Weapons	0	1	0	0	1	0	0	0	1	1			4	0.57%
Weapons	1	1	1	0	1	0	1	0	0	0			5	0.71%
<b>TOTALS</b>	<b>71</b>	<b>77</b>	<b>111</b>	<b>64</b>	<b>67</b>	<b>61</b>	<b>73</b>	<b>80</b>	<b>54</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>703</b>	<b>100.00%</b>

**Probation and Supervised Release Summary**  
**ARC - Carlton County Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	643
Juvenile	23
<b>Total</b>	<b>666</b>

Active Client Breakdown by Gender\*

Female	168
Male	498
<b>Total</b>	<b>666</b>

Active Client Breakdown by Offense\*

Misdemeanor	55
Gross Misdemeanor	96
Unknown	1
Petty Misdemeanor	1
Felony	513
<b>Total</b>	<b>666</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	214
Asian or Pacific Islander	4
Black	23
Unknown	2
White	423
<b>Total</b>	<b>666</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary**  
**ARC - Cook County Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	106
Juvenile	8
<b>Total</b>	<b>114</b>

Active Client Breakdown by Gender\*

Female	25
Male	89
<b>Total</b>	<b>114</b>

Active Client Breakdown by Offense\*

Misdemeanor	16
Felony	56
Gross Misdemeanor	42
<b>Total</b>	<b>114</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	26
White	88
<b>Total</b>	<b>114</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary  
ARC - Koochiching Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	365
Juvenile	54
<b>Total</b>	<b>419</b>

Active Client Breakdown by Gender\*

Female	86
Male	333
<b>Total</b>	<b>419</b>

Active Client Breakdown by Offense\*

Gross Misdemeanor	115
Felony	249
Misdemeanor	45
Petty Misdemeanor	2
Unknown	8
<b>Total</b>	<b>419</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	54
Asian or Pacific Islander	2
Black	13
Unknown	1
White	349
<b>Total</b>	<b>419</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary  
ARC - Lake County Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	160
Juvenile	5
<b>Total</b>	<b>165</b>

Active Client Breakdown by Gender\*

Female	35
Male	130
<b>Total</b>	<b>165</b>

Active Client Breakdown by Offense\*

Felony	91
Misdemeanor	15
Gross Misdemeanor	59
<b>Total</b>	<b>165</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	6
Black	4
Unknown	2
White	153
<b>Total</b>	<b>165</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary  
ARC - St. Louis County-Duluth - Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	2344
Juvenile	102
<b>Total</b>	<b>2446</b>

Active Client Breakdown by Gender\*

Female	570
Male	1876
<b>Total</b>	<b>2446</b>

Active Client Breakdown by Offense\*

Petty Misdemeanor	2
Felony	1732
Gross Misdemeanor	486
Unknown	7
Misdemeanor	219
<b>Total</b>	<b>2446</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	309
Asian or Pacific Islander	15
Black	396
Unknown	2
White	1724
<b>Total</b>	<b>2446</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary  
ARC - St. Louis County-Hibbing - Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	652
Juvenile	40
<b>Total</b>	<b>692</b>

Active Client Breakdown by Gender\*

Female	175
Male	517
<b>Total</b>	<b>692</b>

Active Client Breakdown by Offense\*

Petty Misdemeanor	2
Unknown	1
Misdemeanor	80
Felony	488
Gross Misdemeanor	121
<b>Total</b>	<b>692</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	34
Asian or Pacific Islander	3
Black	51
Unknown	1
White	603
<b>Total</b>	<b>692</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*

**Probation and Supervised Release Summary  
ARC - St. Louis County-Virginia - Probation**

**11/01/2016**

Active Client Breakdown by Age\*

Adult	1015
Juvenile	50
<b>Total</b>	<b>1065</b>

Active Client Breakdown by Gender\*

Female	257
Male	808
<b>Total</b>	<b>1065</b>

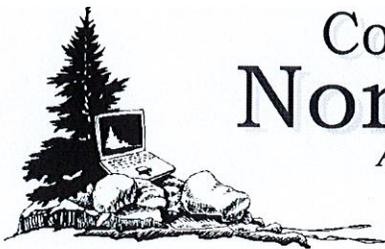
Active Client Breakdown by Offense\*

Gross Misdemeanor	214
Felony	634
Misdemeanor	211
Petty Misdemeanor	5
Unknown	1
<b>Total</b>	<b>1065</b>

Active Client Breakdown by Race\*

American Indian or Alaskan Native	110
Asian or Pacific Islander	1
Black	49
White	905
<b>Total</b>	<b>1065</b>

*\*Note: This report includes active probation and supervised release clients.  
This report does not include pre-trial or pre-sentence clients.*



# Cook County Higher Education North Shore Campus

10. B.

*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 November 21, 2016 Location: North Shore Campus, Room 114

**Finance Committee: 3:30**

**Board Meeting: 4:00 – 5:00 Focus: Committee Reports**

**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** October minutes attached
- C. Committee Reports**
  - Finance:** Roger Opp – 2017 budget 4:01 – 4:05
  - Program:** see enclosed reports on coming events & activities 4:05 – 4:07
  - Executive Director:** Paula Sundet Wolf – see enclosed activity report 4:07 – 4:10
  - Legislative:** Paula Sundet Wolf – lunch visit with legislators; meeting with lobbyist. 4:10 – 4:25
  - Scholarship:** November applications in – need review by committee for Dec. meeting. 4:25 – 4:26
  - Fundraising:** Donna Gestel – Discuss thoughts from October meeting; Give to Max Day (November 17) online fundraising outcomes. Fall letter; Open house scheduled for December 29 at 11:30 – Tim Cochrane will be presenting. Focus on Changes (CCHE will present briefly on how CCHE has changed the community, and Tim will talk about how change has impacted Grand Portage) 4:26 – 4:36
  - Outreach:** No news at this time
  - Personnel:** Ditmanson – Staff reviews and updates. 4:36 – 4:55
  - **Board Action on Committee Reports** -
- D. Other Business** *All covered in committees*

**Adjourn** 5:00

**Next Meeting:** December 19, 2016 *This will be a strategic meeting.*

*Have a Thanksgiving full of warm memories for those we love and remember.*



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

*\* An Equal Opportunity Provider \**

**Cook County Higher Education Board of Directors Meeting Minutes**  
**October 24, 2016 Board Meeting 4:00-5:00pm**  
**CCHE Classroom 114, North Shore Campus, Grand Marais, Minnesota**

**Board Members Present:** Karen Halbersleben, Roger Opp, Clair Nalezny, Janice Latz, Donna Paine, and Janet Ditmanson. **Staff Member Present:** Paula Sundet Wolf **Guest:** Mark Danielson of Duluth Superior Area Community Foundation

**Meeting called to order** by Ditmanson.

**A. Approval of Agenda:**

Moved: Halbersleben, Second: Nalezny. Motion carried.

**B. Approval of September Minutes:**

Moved with typo corrections (Mar to Aug) instead of: Latz, Second: Paine. Motion carried.

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

**1. Fundraising:** Mark Danielson, Development Office of the Duluth Superior Area Community Foundation introduced himself, presented an overview of CCHE endowed fund. DSACF fee is .75% of the fund balance, and CCHE can draw 4.52% annually of the endowed funds. Since CCHE has not taken an annual disbursement, we could take an arrears disbursement if needed. Halbersleben asked for clarification on the invested funds, to ask if we could ever pull all the funds out and use them for CCHE with the thought that donors intended the funds for CCHE. Danielson replied emphatically no, they are endowed funds and cannot be removed. In light of that, Halbersleben recommended CCHE direct event fundraising to general operating accounts and leave the endowment for legacy gifts. Danielson described the types of investments (stocks, fixed income, charitable remainder trust, IRA assets, etc.). He reviewed the types of charitable giving in the U.S. and informed us that 11% of giving comes from planned gifts. Noted that cash gifts are generally not planned; donating stocks save people from paying income tax; real estate donations also help with tax issues although there are challenges assessing the value and the selling process – best to have an appraisal from the donor; life insurance policies that are cashed out can instead be given to a charity to save on tax issues; figuring out with the donor the best way to benefit the organization. CCHE needs to make it clear what is compelling about contributing to the endowment versus just making a donation – the difference between immediate needs versus looking ahead, and creating a legacy to be remembered by. Thus, if someone gives \$800 per year, 4.2% of a \$25,000 gift would realize \$800 per year. Communicating the value of their annual gift to a perpetuity value is where it can get exciting when talking to potential donors. (*My math for 4.2% of \$25,000 is \$1,050 and Mark later confirmed that my figures are correct*). Noted that individuals 70.5 years and older have to draw down a percentage of their IRA assets, and they can designate a portion of that distribution to a charitable organization. A board member asked what would happen to the CCHE endowment if CCHE no longer existed – Danielson responded that DSACF is obligated to find an organization that is most similar and transfer those dollars to that entity or entities. Note: DSACF has been in existence since 1983 and has a value of over \$60 million.

**2. Other News:** Last minute details regarding tomorrow's lunch meeting with legislators – lunch will be provided; Sundet Wolf provided handouts which will also be given to legislators.

**3. CCHE Updates:** Sundet Wolf with some CCHE updates

- **New ITV Equipment Installed:** Admired the new equipment; there will be a training session on December 14 for staff, potential instructors, and community.

- **Boreal Services:** Continuing to fine-tune relationship and tech support expectations.

**Motion to Adjourn:** Moved: Halbersleben. Second, Nalezny.

**Next Board Meeting:** The next meeting is November 21, 2016

**Resolutions Accepted at the October 24, 2016 Board of Director's Meeting:**

1. **Approval of Agenda:** Halbersleben, Second: Nalezny. Motion carried,
2. **Approval of September Minutes:** Moved with typo corrections (Mar to Aug) instead of: Latz, Second: Paine. Motion carried.
3. **Motion to Adjourn:** Moved: Halbersleben. Second, Nalezny.

GM Accounting, LLC  
PO Box 550  
Certified Public Accountant  
Grand Marais, MN 55604  
(218) 387-1180

To the Board of Trustees of  
Cook County Higher Education  
Grand Marais, MN 55604

I have compiled the accompanying statement of financial position of Cook County Higher Education (a non-profit organization) as of October 31, 2016, and the related statement of activities for the one month and ten months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Cook County Higher Education.

  
George F. Maraska

November 16, 2016

**Cook County Higher Education**  
**Statement of Financial Position**  
 As of October 31, 2016  
**ASSETS**

**CURRENT ASSETS UNRESTRICTED**

Petty Cash	\$ 68.18	
Cash in Bank - NSCU Savings #4	1,170.14	
Cash in Bank - MM NSFCU	106,419.30	
Cash in Bank - GM State Bank	6,213.76	
Cash in Bank - NSCU Savings Orig	630.62	
Cash in Bank - Patronage Rebate	2,829.01	
Cash in Bank - Community Advantage	7,507.78	
<b>Total Unrestricted Assets</b>		<u>124,838.79</u>

**CURRENT ASSETS RESTRICTED**

Cash in Bank - Endowment Fund	\$ 76,278.04	
Cash in Bank - Hedstrom Savings #3	4,450.72	
Cash in Bank - Beaupre CD 1201	2,844.42	
Cash in Bank - Beaupre Saving #2	983.92	
Cash in Bank - Carlson Savings	6,495.90	
Cash in Bank - EDA & NSHCF Savings	3,206.74	
Cash in Bank - Hedstrom 12 Month CD	15,353.07	
Cash In Bank-Lloyd K Savings #5	12.06	
Cash in Bank-Outpost Office	1,350.19	
<b>Total Restricted Assets</b>		<u>110,975.06</u>

**Total Current Assets** 235,813.85

**PROPERTY AND EQUIPMENT**

Building	550,854.69	
Furniture & Equipment	66,688.38	
Less: Accumulated Depreciation	<u>(139,134.04)</u>	

**Net Property and Equipment** 478,409.03

**TOTAL ASSETS** \$ 714,222.88

**Cook County Higher Education**  
**Statement of Financial Position**  
 As of October 31, 2016  
**Liabilities and Equity**

<b>CURRENT LIABILITIES</b>		
Medicare Withholding Tax	\$	254.73
Federal Withholding Tax		779.00
FICA Withholding Tax		1,089.18
State Withholding Tax		443.00
Accrued Unemployment Tax		<u>76.44</u>
<b>Total Current Liabilities</b>		<u>2,642.35</u>
<b>LONG-TERM DEBT</b>		
Note Payable - NSFUCU Mortgage		55,560.37
Note Payable - Cook County		<u>55,962.14</u>
<b>Total Long-Term Debt</b>		<u>111,522.51</u>
<b>Total Liabilities</b>		<u>114,164.86</u>
<b>EQUITY</b>		
Restricted Fund Balance - Beaupre		3,828.34
Restricted Fund Balance - LLoyd K.		12.06
Restricted Fund Balance- Carlson		6,495.90
Restricted Fund Balance - Hedstrom		19,803.79
Restricted Fund Balance - Endowment		76,278.04
Restricted Fund Balance -EDA & NSHCF		3,206.74
Restricted Fund Balance-Outpost office		1,350.19
Unrestricted Fund Balance		432,513.17
Net Income(Loss)		<u>56,569.79</u>
<b>Total Equity</b>		<u>600,058.02</u>
<b>TOTAL LIABILITIES AND EQUITY</b>		<u>\$ 714,222.88</u>

See Accountants' Compilation Report

## Cook County Higher Education INCOME STATEMENT

	1 Month Ended October 31, 2016	1 Month Ended October 31, 2015	10 Months Ended October 31, 2016	10 Months Ended October 31, 2015
<b>Revenue</b>				
Cook County Grant	\$ 0.00	\$ 0.00	\$ 15,000.00	\$ 10,000.00
State Grant	0.00	0.00	140,000.00	120,000.00
Project Grants	0.00	0.00	5,500.00	6,075.00
Other Revenue - Dividend Income	325.18	172.99	871.65	600.99
Interest Income	74.26	60.44	560.13	554.14
Workshop Fee's	715.00	505.00	12,733.33	13,284.98
Wes Hedstrom S Fund	50.00	5,000.00	669.01	6,300.00
Student Support	25.00	360.00	3,086.00	7,877.76
General Operating Gifts/donor gift	87.60	275.25	8,522.01	4,654.30
Michel Beaupre S Fund	25.00	25.00	1,220.00	562.00
Other Income - Facility Use Fee	735.00	440.00	4,683.75	3,080.00
Endowment Contributions	169.01	75.00	9,073.99	8,415.10
Other Scholarships - EDA	0.00	0.00	25.00	10,000.00
Lloyd K Johnson Grant- Programs	0.00	0.00	50,000.00	60,000.00
Lloyd K Johnson Grant Scholarshi	0.00	0.00	17,710.00	20,000.00
Carlson S Fund	25.00	100.00	149.00	1,216.25
Unrealized Gain/(Loss)	2,171.54	(4,542.76)	2,277.04	(3,875.36)
Outpost Office-Revenue	47.94	0.00	1,432.52	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Sales</b>	<b>4,450.53</b>	<b>2,470.92</b>	<b>273,513.43</b>	<b>268,745.16</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Gross Profit</b>	<b>4,450.53</b>	<b>2,470.92</b>	<b>273,513.43</b>	<b>268,745.16</b>

See Accountants' Compilation Report

## Cook County Higher Education INCOME STATEMENT

	1 Month Ended October 31, 2016	1 Month Ended October 31, 2015	10 Months Ended October 31, 2016	10 Months Ended October 31, 2015
<b>Operating Expenses</b>				
Wages - Director	3,354.46	4,800.00	36,821.83	35,200.00
Wages - Other	5,426.20	6,144.00	54,391.05	49,366.00
Fundraising	1,652.73	220.25	2,256.06	1,840.05
Advertising	36.00	36.00	2,444.69	1,674.24
Mentor Support	0.00	60.00	2,080.00	600.00
Staff Development	0.00	0.00	324.91	79.00
Bank Fees	0.00	46.00	0.00	56.00
Depreciation	1,637.01	1,637.01	16,370.10	16,370.10
Employee Benefits	1,575.37	1,357.25	12,525.78	10,603.10
Insurance	263.92	271.09	4,146.30	2,710.99
Insurance - Work Comp	0.00	0.00	630.00	1,049.00
Interest Paid	452.01	308.50	4,666.90	6,134.71
Professional Expense	655.73	639.11	7,156.74	6,000.71
Miscellaneous Expense	46.01	157.38	217.56	710.65
Equipment	0.00	0.00	0.00	300.00
Technology	3,959.96	13.95	5,671.56	493.91
Office Expense	861.03	415.27	3,837.90	2,848.12
Outside Service	270.00	150.00	2,369.53	1,800.00
Student Support	0.00	60.00	7,819.14	5,092.79
Postage Expense	1.36	19.60	497.30	432.63
Wes Hedstrom S. Fund	0.00	0.00	3,550.00	4,300.00
Michel Beaupre S. Fund	0.00	0.00	300.00	900.00
Other Scholarships EDA	0.00	87.29	3,510.00	5,437.29
Lloyd K S. Fund	802.56	450.00	18,512.56	20,301.87
Carlson S. Fund	0.00	0.00	2,000.00	4,000.00
Repairs & Maintenance	1,260.00	0.00	3,067.94	1,119.72
Supplies	70.31	28.65	267.86	322.29
Payroll Taxes	686.39	847.63	7,121.42	6,624.91
Telephone Expense	108.26	104.10	900.92	1,023.35
Travel Expense	54.04	0.00	1,764.80	385.37
Workshops	751.44	133.29	8,324.70	10,114.82
Utilities	235.04	203.55	3,758.55	4,074.17
Office Outpost	0.00	0.00	82.54	0.00
<b>Total Operating Expenses</b>	<u>24,159.83</u>	<u>18,189.92</u>	<u>217,388.64</u>	<u>201,965.79</u>
<b>Operating Income (Loss)</b>	<u>(19,709.30)</u>	<u>(15,719.00)</u>	<u>56,124.79</u>	<u>66,779.37</u>
<b>Net Income (Loss)</b>	<u>\$ (19,709.30)</u>	<u>\$ (15,719.00)</u>	<u>\$ 56,124.79</u>	<u>\$ 66,779.37</u>

See Accountants' Compilation Report

**Cook County Higher Education  
Year-To-Date Budget Variance Activities and Functional Expenses  
Actual vs. Budget as of October 31, 2016**

	YTD Actual	Budget	(Over) Under Budget
<b>Revenue</b>			
Cook County Grant	\$ 15,000.00	\$ 15,000.00	0.00
State Grant	140,000.00	120,000.00	(20,000.00)
Project Grants	5,500.00	19,000.00	13,500.00
Other Revenue - Dividend Income	871.65	0.00	(871.65)
Interest Income	560.13	600.00	39.87
Workshop Fee's	12,733.33	15,000.00	2,266.67
Wes Hedstrom S Fund	669.01	3,600.00	2,930.99
Student Support	3,086.00	7,600.00	4,514.00
General Operating Gifts/donor gifts	8,522.01	5,800.00	(2,722.01)
Michel Beaupre S Fund	1,220.00	900.00	(320.00)
Other Income - Facility Use Fee	4,683.75	3,600.00	(1,083.75)
Endowment Contributions	9,073.99	0.00	(9,073.99)
Other Scholarships - EDA	25.00	0.00	(25.00)
Lloyd K Johnson Grant- Programs	50,000.00	60,000.00	10,000.00
Lloyd K Johnson Grant Scholarships	17,710.00	30,000.00	12,290.00
Carlson S Fund	149.00	2,000.00	1,851.00
Unrealized Gain/(Loss)	2,277.04	0.00	(2,277.04)
Outpost Office-Revenue	1,432.52	0.00	(1,432.52)
	<hr/>	<hr/>	<hr/>
<b>Total Revenue</b>	273,513.43	283,100.00	9,586.57
	<hr/>	<hr/>	<hr/>
<b>Gross Profit</b>	273,513.43	283,100.00	9,586.57

**Cook County Higher Education**  
**Year-To-Date Budget Variance Activities and Functional Expenses**  
**Actual vs. Budget as of October 31, 2016**

	YTD Actual	Budget	(Over) Under Budget
<b>Operating Expenses</b>			
Wages - Director	36,821.83	43,608.00	6,786.17
Wages - Other	54,391.05	62,026.00	7,634.95
Fundraising	2,256.06	2,500.00	243.94
Advertising	2,444.69	5,000.00	2,555.31
Mentor Support	2,080.00	6,000.00	3,920.00
Staff Development	324.91	1,000.00	675.09
Depreciation	16,370.10	15,000.00	(1,370.10)
Employee Benefits	12,525.78	16,000.00	3,474.22
Insurance	4,146.30	3,500.00	(646.30)
Insurance - Work Comp	630.00	1,100.00	470.00
Interest Paid	4,666.90	12,600.00	7,933.10
Professional Expense	7,156.74	8,000.00	843.26
Miscellaneous Expense	217.56	816.00	598.44
Technology	5,671.56	15,350.00	9,678.44
Office Expense	3,837.90	4,000.00	162.10
Outside Service	2,369.53	5,000.00	2,630.47
Student Support	7,819.14	5,000.00	(2,819.14)
Postage Expense	497.30	600.00	102.70
Wes Hedstrom S. Fund	3,550.00	3,600.00	50.00
Michel Beaupre S. Fund	300.00	900.00	600.00
Other Scholarships EDA	3,510.00	0.00	(3,510.00)
Lloyd K S. Fund	18,512.56	30,000.00	11,487.44
Carlson S. Fund	2,000.00	2,000.00	0.00
Repairs & Maintenance	3,067.94	7,000.00	3,932.06
Supplies	267.86	700.00	432.14
Payroll Taxes	7,121.42	8,500.00	1,378.58
Telephone Expense	900.92	1,300.00	399.08
Travel Expense	1,764.80	3,000.00	1,235.20
Workshops	8,324.70	12,000.00	3,675.30
Utilities	3,758.55	7,000.00	3,241.45
Office Outpost	82.54	0.00	(82.54)
	<hr/>	<hr/>	<hr/>
<b>Total Operating Expenses</b>	217,388.64	283,100.00	65,711.36
	<hr/>	<hr/>	<hr/>
<b>Operating Income</b>	56,124.79	0.00	(56,124.79)
	<hr/>	<hr/>	<hr/>
<b>Net Income (Loss)</b>	<u>\$ 56,124.79</u>	<u>\$ 0.00</u>	<u>(56,124.79)</u>

### September 2016

#### Year Over Year 2016/2015

3 2016 / 3 2015 Workforce Development/Lifelong Learning Events

6 2016 / 3 2015 Workforce Development/Lifelong Learning Sessions

\*139 2016 / 117 2015 Workforce Development/Lifelong Learning Sessions Attendees \*This only counts the students attendance once even if they attended numerous sessions of a class.

**September 2016 Events:** (Attendees: 139) (Sessions: 6)

#### Workforce Development/Lifelong Learning

1. Afternoon Tea (possible profit) – Lifelong Learning/Fundraising Event (1 session) 98p
2. Beginning French (possible profit) – Lifelong Learning (4 session) 6p
- ~~3. Conversational French (possible profit) – Lifelong Learning (4 session) Canceled Low Registration~~
4. Guest Lecture: History of The North (possible profit) –Lifelong Learning (1 session) 35p

**September 2016 ITV:** (Sessions: 4)

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

**September 2016 Room Rental:** (Attendees: Around 80) (Rentals: 12)

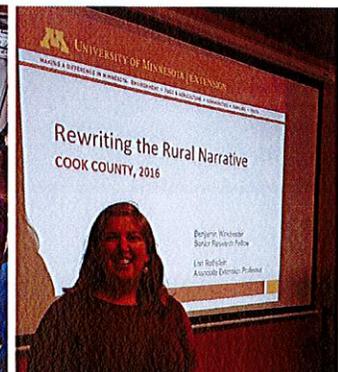
1. Solstice Yoga: (8 Rentals)
  - a. Mondays: 4 rentals
    - i. Easy Yoga (profit) – Room Rental/Lifelong Learning
    - ii. Yoga Flow (profit) – Room Rental/Lifelong Learning
  - b. Wednesday: 4 rentals
    - i. Yoga Flow (profit) – Room Rental/Lifelong Learning
2. Chamber Rental – Room Rental (1 Rental)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



Beginning Spanish – Through the Window



Beginning French – Cooking Night



Rewriting the Rural Narrative

### October 2016

#### Year Over Year 2016/2015

2 2016 / 3 2015 Workforce Development/Lifelong Learning Events

4 2016 / 4 2015 College Prep/College Course

24 2016 / 55 2015 Workforce Development/Lifelong Learning Sessions

\*298 2016 / 134 2015 College Prep/College Course/Workforce Development/Lifelong Learning Attendees \*This only counts the students attendance once even if they attended numerous sessions of a class.

**October 2016 Events:****(Attendees: 298)****(Sessions: 9)***College Prep/College Course*

1. Destination College – HS Students - College Prep (1 session) 255p
2. Destination College– Parents - College Prep (1 session) 10p
3. Destination College – Grand Portage - College Prep (1 session) 9p
4. Community Connect - College Prep (1 session)

*Workforce Development/Lifelong Learning*

1. Guest Lecture: Rural Brain Gain – Lifelong Learning (1 session) 12p
2. Beginning Spanish – Lifelong Learning (4 session) 12p
3. ~~Conversational French (possible profit) – Lifelong Learning (1 session)-Cancelled Low Registration~~
4. ~~Basic Welding (possible profit) – Lifelong Learning (3 session)-Cancelled Low Registration~~
5. ~~Novel Starter (possible profit) – Lifelong Learning (1 session)-Cancelled Low Registration~~

**October 2016 Room Rental:****(Attendees: Around 80)****(Rentals: 13)**

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. English Monarchy Through Film– Room Rental/Lifelong Learning (2 Rentals)
3. Bible Study (profit) – Room Rental (2 Rentals)
4. Bible Study (profit) – Room Rental (1 Rental)

**ACTION PHASE****November 2016 Events:****(Sessions: 4)***Workforce Development/Lifelong Learning*

1. QuickBooks – Workforce Development/Lifelong Learning (1 session)
2. Excel – Workforce Development/Lifelong Learning (1 session)
3. 1:1 Appointments – Workforce Development/Lifelong Learning (1 session)
4. Google Apps – Workforce Development/Lifelong Learning (1 session)
5. ~~South American Spanish Adventure (possible profit) – Lifelong Learning (4 session)-Cancelled Low Registration~~
6. ~~French Language Adventure (possible profit) – Lifelong Learning (4 session)-Cancelled Low Registration~~
7. ~~Novel Starter (possible profit) – Lifelong Learning (3 session)-Cancelled Low Registration~~

**November 2016 ITV:****(Sessions: 4)**

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

**November 2016 Room Rental:****(Rentals: 18)**

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. EntFund-Be Stratigic – Room Rental/Workforce Development (4 Rentals)
3. EntFund-Entrpeuener Jason Amundsen – Room Rental/Workforce Development (1 Rental)
4. English Monarchy Through Film– Room Rental/Lifelong Learning (1 Rental)
5. Bible Study (profit) – Room Rental (3 Rentals)
6. Restorative Justice – Cook County Attorney’s Office (profit) – Room Rental/Workforce Development/Lifelong Learning (1 Rental)

**TESTING September 22<sup>nd</sup> to November 16<sup>th</sup>, 2016:**

**Proctored:** 16 exams – all course exams except for two Accuplacer exams and a real estate pre-licensure exam

**Total Time:** Approximately 29 hours

**Notes:**

- 146 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 on their standardized test scores (for tests such as the TEAS) as well as class exams.

**SCHOLARSHIPS AND FINANCIAL AID:**

- Stover has spent considerable amounts of time working with students on applying for financial aid, especially with the new prior-prior year system (where applicants can use 2015 taxes for the 2017-8 school year.)
- Stover has been educating students about applying for scholarships, as the next cycle of local scholarships closed yesterday.

**STUDENT CONTACT September 22<sup>nd</sup> to November 16<sup>th</sup>, 2016:**

**New Students:** 3

**Total Number of Students to Date (for 2016):** 87

**Direct Student Contact:** approximately 150 hours

- Stover has spent roughly 150 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:** 1

**MENTORSHIP:**

- Stover has been working on an individual level with students to help develop math skills and test-taking skills.
- Stover has had limited success with pairing mentees with mentors due to scheduling conflicts between mentor and mentee.

**COMMUNITY OUTREACH:**

- Stover collaborated with Cook County ISD 166 and Grand Portage Education to put on 7 Destination College presentations. Students in grades 6 through 12 were in attendance, along with parents, totaling to approximately 280 people. (25 adults and 255 students.)

**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.

**Student Celebrations:** Stover plans on celebrating the fall 2016 graduates with a board and cards.

**Preparation for maternity leave:** Stover will be training the temporary employee who will cover some of her duties while on maternity leave. She feels confident that her students are in good hands. She is still trying to sort out the details of her return, but is planning for mid-March 2017.

## STUDENT STORIES

I have one student who has been caring for their ailing father since May. This student realized about a month into the semester that they would not be able to handle the demands of the course in conjunction with caring for their aging father. They asked what their options were. Instead of suggesting that the student dropped their courses, I contacted their school's Dean of Students. The Dean suggested that the student should try to get an incomplete for the course, as this would allow the student to resume their studies and finish the coursework by May, 2017. After discussing this with both the student and their professors, we determined that this would be the best option, as this would not negatively impact the student's high GPA or their financial aid status.

Another student I have been working with has been working diligently to pass their class. It is a difficult science course. The student tried to work with a mentor, but scheduling conflicts made it not feasible. The student has been working with another student in their class on their coursework. This student was stunned to learn that they are currently receiving a B+ in the class. I was pleased to remind the student that their hard work and dedication to learning is what is helping them achieve that grade.

This year, I collaborated with Kris Hoffman (of ISD 166) and Maria Burnett (of Grand Portage Education) on seven Destination College events over the course of October. We were excited to have a decent turnout at both the Grand Portage event, the CCE event, and at the two parent FAFSA presentations during parent-teacher conferences. What really excited all of us, however, were the in-depth questions that the middle schoolers and high schoolers were asking. They were asking questions about how can they write a good scholarship essay or good admissions essays, how they can make compounding interest work for them so they didn't have to go into student loan debt, questions about how the status of Pell Grants may change in the upcoming years, and great questions about if higher education is worth the work. It was rewarding to see/hear this and to know that many of these kids will go on to post-secondary study and make a difference, representing Cook County in a positive light.

I have one (former) student who has received mentorship services in the past. They have a background in accounting, but English is their second language. This student was approached by one of our mentors (who has mentored this student in the past) to see if they could receive mentorship support in accounting from them. This partnership has been working beautifully – both have learned a lot from each other. One feels like they have learned so much more than they knew about accounting and bookkeeping (and as such, is better able to perform their job duties.) The other feels as though they're not only getting a refresher in their accounting skills, but learning more about how to communicate in English. It's a win-win for all.

### Staff

- **Cook County Workplace Collaborative:** Participating in this Sawtooth Mt. Clinic project. First work group meeting was November 15<sup>th</sup> and I think our involvement will bring some real benefits to CCHE employees. Some of the project tasks include: survey employees; identify measureable goals; reduce health care costs through wellness activities.
- **Data Entry Position:** Update: Mindy Silence resigned October 24<sup>th</sup> – last day was October 29. I did some calling and thanks to one of those calls, a referral directed a candidate to us. Carol Eloranta was hired November 7<sup>th</sup> and is doing excellent work. We are really fortunate to have her on staff. She will be doing just data entry, so we are still looking for someone to do **event assistance**.
- **Janitor Position:** In light of the frequency of janitorial services, the personnel committee agreed we should transfer the position from professional services contract to a wage-earning employee, especially since she (Karen Katsmedas) is using all of our equipment and materials. Changed on November 1<sup>st</sup>.
- **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.
- **Employee reviews** were conducted in October – great feedback from our team members!

### Technology

- **ITV** – Equipment was installed week of October 3<sup>rd</sup>. Wow! Looks terrific. Purchased an 8' conference table for the upstairs ITV room which is now across the hall from our big classroom. Training for staff and potential instructors will be on December 14<sup>th</sup> with the company that installed the units (Pinnaca). We will use this training as a marketing event as a promotion for ITV and CCHE. The public will be invited to attend. One of our old TV monitors and a cart (not the ITV equipment – that was returned and we received a credit) was donated to the community center to be used for the Blandin video project.
- **Boreal at CCHE:** Met with Boreal staff to work out specifics regarding technology support.
- **Internet Upgrades:** Our internet routers have been giving out regularly, so Sundew Technical was hired to replace some units. The results have increased the quality of our Wi-Fi service in the building (installed a Wi-Fi routers in both classrooms) and improved the reliability of our service for staff, etc. There will be a **maintenance expense** (estimate \$800 to \$1,000). This work was the scope of the technology services boreal could supply, although they were integral in troubleshooting the issues and identifying the solution.

### Grant Updates

- **IRRRB:** Completed installation of the ITV equipment using our \$50,000 grant award from the IRRRB. We finally received the invoice from Pinnaca: \$54,481 which includes \$5,400 in equipment trade in credits. One of our old units (just the monitor and cart, not the old ITV equipment) was delivered to the community center to be used for the Broadband Commission's Blandin video conference project. We will receive \$350 for these items. Submitted a progress report and reimbursement request to IRRRB.
- **GMATA:** Project complete; working on grant report.
- **Great Place Project Grant:** The sign project is still in process, but hit a snag when Voyageur decided they want a different sign design. The team members are discussing a separate pole for signage, which actually makes more sense in establishing a city-wide guideline for other way-finding signs. This new snag may prolong or entirely postpone the project until next spring.
- **Bush Foundation:** the \$50,000 grant for Event Sponsorship in partnership was denied. May pursue some other Bush grants with Lori Rothstein (she did our Strength Finders workshop).

### Community Networking and Outreach

- **Cook County Chamber:** Attended October 13<sup>th</sup> chamber meeting. Discussed legislative goals, including CCHE's funding increase. Dennis Rysdahl and Charles Skinner asked for CCHE help to

establish a culinary program to help them with employees and interns. The program would actually help the whole community, and I said we have wanted to establish this kind of program for a long time but have been limited by staff constraints and funding – all the reasons we are asking for a state increase. They were very supportive. Also attended the CCVB and chamber's big Gala event on October 25<sup>th</sup> at Lutsen Mt. Chalet. Great networking and celebration event.

- **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>.
- **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. Received an email stating there will be further MN Power closures, but they are assuring the community that grant funds and so forth will still be made available to the region.
- **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. Great general information on board governance that I can share with CCHE.
- **Chisago County:** I was invited to travel to Chisago County as a consultant as they explore how to provide higher education opportunities in their community. They were inspired by their site visit to CCHE, in particular because they had originally thought they would need to build a large facility (which felt overwhelming and unattainable), but after seeing CCHE and hearing our story they were excited about the possibilities. They scheduled a focus group meeting on November 2<sup>nd</sup> with representatives from two different industries: manufacturing and health care. I attended as a higher education consultant and provided a slide show presentation of CCHE: how we were established; utilization of local and regional infrastructure and professionals (including campuses); importance of support services; and how we are funded. The focus groups were very inspiring, and I also made some nice college rep. connections for CCHE.
- **MN Legislative Office on the Economic Status of Women:** Kelsey attended the information/discussion session on October 17<sup>th</sup> in Grand Marais (at the log cabin community center – 6:00 to 7:30pm). Their team was seeking information to advise state legislators regarding local economic issues. Kelsey informed me that the importance of CCHE to the community was one of the primary topics of discussion, and it was brought forward by many other individuals (not just Kelsey). I will be following up with the presenter.
- **EDA:** Met with Mary Somnis and Suzanne Sherman (chamber) to talk about EDA education earmarked funds and how best to use these dollars. Discussed lots of partnership ideas; further meetings are expected soon, and will include the CCHE program coordinator.

### **Fundraising**

- **Fall Fundraising Letters. Give to the Max Day, and Open House:** Over 50 fundraising letters (targeting scholarship contributions) have been mailed. Give to the Max Day was Thursday Nov. 17. Contribution totals will be reported at the board meeting. Razoo (GiveMN site) takes 6.9% of revenue, so Duluth Superior or direct contributions via email were listed as alternatives. Open House event is scheduled for December 29 and Tim Cochrane will be speaking.
- **Legislative:** Phone conferenced on November 15 with lobbyist Judy Erickson and Jim Boyd (chamber) to discuss legislative strategic plan. Identified several next steps.

### **Facility Maintenance and Upkeep**

- **Snow removal** – I have asked Berglund Plowing if they would be willing to shovel our entrances (in particular the lower level) in addition to plowing (left a message – still have not heard, will continue to ask).