

## AGENDA

### COOK COUNTY BOARD OF COMMISSIONERS

#### REGULAR MEETING COURT HOUSE, GRAND MARAIS, MN JUNE 28, 2016

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

- 8:30 a.m.      1.      Call meeting to order  
                                Pledge of Allegiance  
                                Make adjustment to agenda
2.      PUBLIC COMMENT PERIOD: Opportunity for citizens to appear before  
  the County Board.
3.      Consent Agenda items: Action as a whole.  
  A. Claims  
  B. Raffle Permit Resolution  
  C. New Liquor License
- 8:45 a.m.      4.      Diane Booth, Community Center Director  
                                Pat Eliassen, County Sheriff  
  A. CC Law Enforcement Community Orchard. Action
- 9:05 a.m.      5.      Tim Nelson, Director P&Z  
  A. Resolution Opting Out of Recent Legislation. Action
- 9:15 a.m.      6.      Kerrie Berg, SWCD  
  A. Easement documents for Rosebush Creek. Action  
  B. Staffing Changes. Action
- 9:25 a.m.      7.      Judy Hill, HR Generalist and Kaizen Team  
  A. Presentation of parcel Kaizen
- 9:55 a.m.      8.      Jeff Cadwell, County Administrator  
  A. Special Session CPA Letter. Action  
  B. Approve Assessor Position Vacancy. Action  
  C. Approve Emergency Manager Position Vacancy. Action
- 10:25 a.m.     9.      Employee Concerns  
                                Commissioner Concerns  
  A. Commissioner Reports  
  B. Meetings to note  
  C. Meeting updates  
  D. WTIP interview on 06/29/2016: Commissioner Storlie

- 10:30 a.m. 10. Correspondence – Memos:  
A. Grand Marais Planning Commission Public Hearing. Information  
B. Cook County Higher Education meeting materials. Information

B R E A K / R E C E S S

- 1:00-4:00 p.m. 11. Commissioners Workshop

A D J O U R N

\* \* \* \*

Request for Time

Before the Board of Commissioners

3.B.

1.	a. Topic or Issue: (As should be listed on agenda) Raffle Permit Resolution	b. Requested Date: 6/28/16	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: Auditor/Sheriff/Attorney	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 raffle permit application by resolution for three raffles to be held by the Gunflint Mail Run at Trail Center Lodge in 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). See attached state permit, memo and resolution.		
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: 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"/>

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: GUNFLINT MAIL Run Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: P.O. Box 1346

City: Grand Marais State: MN Zip: 55604 County: COOK

Name of Chief Executive Officer (CEO): Sarah L. Hamilton

Daytime Phone: 210-388-2214 Email: TRAILctr@dooreal.org

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal     Religious     Veterans     Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division    Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100    [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103    651-296-2803, or toll free 1-877-551-6767

**IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): TRAIL CENTER Lodge

Address (do not use P.O. box): 7611 GUNFLINT TRAIL

City or Township: Grand Marais Zip: 55605 County: COOK

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

Check each type of gambling activity that your organization will conduct:

Bingo\*     Paddlewheels\*     Pull-Tabs\*     Tipboards\*

Raffle (total value of raffle prizes awarded for the calendar year: \$ ~~15,000.00~~ 15,000.00)

\* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under **LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.  
 The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).  
 The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.  
 The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.  
 The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Sarah Hamilton Date: 6/17/2016  
(Signature must be CEO's signature; designee may not sign)

Print Name: Sarah Hamilton

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status, and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?**  
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

# MEMO

TO: County Board of Commissioners

FROM: Braidy Powers, Auditor-Treasurer

DATE: June 28, 2016

RE: Raffle permit

Please approve **by resolution** a Permit Application for Lawful Gambling Activity for the Gunflint Mail Run, for raffles to be held at Trail Center Lodge on *date to be determined* . This being done during events of the Gunflint Mail Run.

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

RESOLUTION NO.                      ADOPTED                      JUNE 28, 2016

By Commissioner

**RESOLUTION # 2016 -**

**MINNESOTA LAWFUL GAMBLING LG220**  
**APPLICATION for EXEMPT PERMIT**

BE IT RESOLVED, that the Cook County Board of Commissioners hereby approves a lawful gambling permit application for the Gunflint Mail Run to conduct three raffles in 2016 at Trail Center Lodge.

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

Ayes

Nays: .

STATE OF MINNESOTA )  
County of Cook                      ) ss.  
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 28<sup>th</sup> day of June, 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 28<sup>th</sup> day of June, 2016.**

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

By \_\_\_\_\_ Deputy

**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) New Liquor License	b. Requested Date: 6/28/16	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting	b. Phone:	c. Email:
3.	a. Departments affected: Auditor/Sheriff/Attorney	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 liquor license application by MJ Resort, DBA Gunflint Lodge, subject to liquor liability insurance, worker's compensation compliance, County Attorney and County Sheriff approvals.		
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 memo from Rebecca Isbell, state application, worker's comp certification, and insurance certificates. A new liquor application is required at the time of the sale of Gunflint Resort. The new license fee is prorated for the period 6/1/16 to 10/31/16.		
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: 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"/>

# **MEMO**

DATE: June 28, 2016  
TO: Cook County Board of Commissioners  
FROM: Rebecca Isbell  
Deputy Auditor-Treasurer  
SUBJECT: New Liquor License Application

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

## **New On Sale Intoxicating Liquor Applications:**

MJ Resort Inc.- DBA: Gunflint Lodge

on sale liquor + Sunday sales

**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) CC Law Enforcement Community Orchard	b. Requested Date: 6-28-16	c. Amount of time with Board 15-20 minutes
2.	a. Person requesting/presenting Diane Booth & Pat Eliassen	b. Phone: 218-387-3015	c. Email: diane.booth@co.cook.mn.us
3.	a. Departments affected: Extension, Law Enforcement, Maintenance	b. Department Head: Diane Booth, Pat Eliassen, Brian Silence	c. Dept been contacted? Yes
4.	a. Has the Board addresses this before? Just a brief note	b. If so, When? couple of months ago	c. What was the result? wait to see if we receive grant funding
5.	Are there other individuals or departments that will be affected by this matter and If so, who? Have they been notified? Extension, Law Enforcement, Maintenance, Great Expectations School - Yes		
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approval of the Lloyd K. Johnson grant received of \$15,909 for installation of fencing, water cachement system, and orchard trees / plantings on the side of law enforcement facing county road 7.		
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).  There has been a movement to increase local food production and teach people to produce their own food. A community orchard that can be used as a teaching tool for school and community members would be one step in that direction.  Please find a copy of the Lloyd K. Johnson foundation grant attached that clearly outlines the scope of work to complete this project.		
8.	How will this request affect the County Budget? There will be some matching funds from CC Extension's carry-over fund of \$1,600.		
9.	Have funds been budgeted/allocated for this request? Yes.		
10.	If funds have been budget or allocated, please give details (i.e., levy, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Grant funds, in-kind funds from MDA and other donators, 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"/>



UNIVERSITY OF MINNESOTA  
**EXTENSION**

Cook County  
317 W. 5<sup>th</sup> Street  
Grand Marais, MN 55604  
(218) 387-3015  
diane.booth@co.cook.mn.us

April 14, 2016

Lloyd K. Johnson Foundation  
Board of Directors &  
Joan Gardner-Goodno  
130 West Superior Street  
Suite 710  
Duluth, MN 55802

Dear Joan and the Lloyd K. Johnson Board of Directors,

I am very pleased at how this unexpected donation of 100 fruit trees has really brought the community together to develop a possible community orchard. Everyone I have talked to about this project has felt this would be a great resource as both a teaching tool for the community and our school youth as well as a source of organic fruits to augment the fledgling farm-to-school program in our county. The CC Extension / Northwoods Food Project that we recently finished (*See Appendix K*) shows that 38% of all gross sales in Cook County is tied to food and food products. Locally, our county only produces 1% or less. That means that nearly \$77 million dollars is spend elsewhere to bring in food to Cook County. What an economic development opportunity!

So many businesses and organizations like Hedstrom Lumber Company, Thoreson's Construction, Mike MacMillian's Tree Service, Cook County Soil & Water, Great Expectations School, Cook County Law Enforcement have not only willingly donated time or materials, but really want to see this space work for a community orchard. At first we talked about a place to put the fruit trees, and then we started thinking about expanding it to include the grapes we are already trialing with Tom Plocher. I receive so many questions about growing fruits in our county, this would be the perfect location to showcase and teach about how to grow all the fruits: apples, plums, cherries, raspberries, blueberries, honeyberries, currants, etc. This project won't use all the space for a possible orchard, but begin the process and if we have additional support in the future, we will be able to add and expand new varieties to the orchard area.

The 3-year MDA Sustainable grant CC Extension has worked on with Cindy Hale has increased the interest of local apple growers. We want to keep the momentum going and diversify to include growing of more fruits as cottage industries in Cook County and along the North Shore of Lake Superior. This project fits right in with what we hope to accomplish in the next few years.

Thanks very much for your interest in the project. If I can answer any questions, don't hesitate to give me a call or stop by the CC Extension office at your convenience.

Take care,

Diane Booth  
CC Extension

Lloyd K. Johnson Foundation  
Grant Proposal Self-Checklist

~Please complete the self-checklist and submit it with one, unbound copy of your proposal~

Cover Letter

Signed Minnesota Common Grant Application

Proposal Narrative

I. Organizational Information

- History and Mission
- Description of Current Programs, Activities & Major Accomplishments
- Description of constituency, population and geographical area served
- State number of staff, Board and volunteers

II. Project Information

- Indicate type of request (general operating, capital, new)
- Provide project history, need to be addressed, activities, goals, objectives and staffing
- Describe plan for current and future support
- Describe relevant project staff qualifications

III. Evaluation

- Indicate clear outcome measures, how success will be determined, evaluative tools utilized, how results will be used and planned impact

Budget

- Organizational budget with income and expenses
- Organizational Balance Sheet
- Project budget (if applicable) with income and expenses
- Capital budget (if applicable) with income and expenses

List of Organizational Funders or Project Funders

Most Recent Audited Financial Statement or IRS Form 990

Copy of Federal IRS Determination Letter indicating 501(c)(3) Status

List of Board of Directors including affiliations

Name of Authorized Organization Representative: Diane Booth

Title of Authorized Organization Representative: CC Extension Director

Date: 4-14-16

# Minnesota Common Grant Application Form

## Grant Application Cover Sheet

You may reproduce this form on your computer

Date of application: 4-14-16 Application submitted to: Lloyd K. Johnson Foundation

### Organization Information

Cook County Extension Cook County  
Name of organization Legal name, if different  
317 W. 5th Street Grand Marais, MN 55604 41-6005781  
Address City, State, Zip Employer Identification Number (EIN)  
218-387-3015 n/a www.cook.mn.us. (Extension dept. currently being redone.)  
Phone Fax Web site  
Diane Booth Director 218-387-3015 diane.booth@co.cook.mn.us  
Name of top paid staff Title Phone E-mail  
Diane Booth Director 218-387-3015 same  
Name of contact person regarding this application Title Phone E-mail

Is your organization an IRS 501(c)(3) not-for-profit?

Yes  No  
 Yes  No

If no, is your organization a public agency/unit of government?

If no, check with funder for details on using fiscal agents, and list name and address of fiscal agent:

\_\_\_\_\_ Fiscal agent's EIN number

### Proposal Information

Please give a 2-3 sentence summary of request: We are seeking funding for the establishment of a community fruit orchard.

Population served: GES school 83

Geographic area served: Cook County

IS.P. #166 ~ 130+

Community ~ 100-200+

Law Enforcement ~ 36

Funds are being requested for (check one) Note: Please be sure funder provides the type of support you are requesting.

\_\_\_\_\_ General operating support \_\_\_\_\_ Start-up costs \_\_\_\_\_ Capital  
 Project/program support \_\_\_\_\_ Technical assistance \_\_\_\_\_ Other (list) \_\_\_\_\_

Project dates (if applicable): June 2016 - Aug. 2017 Fiscal year end: Dec. 31, 2016

### Budget

Dollar amount requested: \$ 15,909

Total annual organization budget: \$ 63,887

Total project budget (for support other than general operating): \$ 32,219

### Authorization

Name and title of top paid staff or board chair: Diane Booth, Director  
Signature Diane Booth, CC Extension Director

# Minnesota Common Grant Application Form

## Proposal Narrative

### I Organization Information

- U of M Extension was established in 1909 in Minnesota with agents found in every county. About 11 years ago, Extension moved to regional centers. Cook County chose to keep a ½ time person in our county, hired by them to serve as a liaison to the University of Minnesota and the U of M Cook County Extension Committee.
- The mission remains to bring education or knowledge equally to all people in our county, using U of M resources to accomplish that task. We also use many other educational resources beyond the U of M to serve as a catalyst for issues and programming as identified by county residents.
- We have a 'Plan of Work' every year (See 2016 Plan of Work in the Appendix A). It includes projects or representation in the following areas: Small business/finances, tourism, community leadership, health & wellness, data & statistics, sustainable living, land use management, horticulture/agriculture, youth activities, parenting/family support.
- The other organizations that are working on growing food in Cook County would be the Northwoods Food Project and Statewide Health Initiative Program (SHIP). I am a founding member of the Northwoods Food Project and collaborate with our local SHIP. Extension is the source of education when it comes to horticulture/ agriculture in our county.
- U of M Cook County Extension is made up of 9 board members, 2 are county commissioners, 1 is the county auditor, and the remaining 6 are at-large community members. We have ½ time paid staff person, 6 active U of M Cook County Master Gardeners and one part-time paid staff person this summer through an MDA grant.

### II Project Information

1. Situation: I am winding up the 3<sup>rd</sup> year of a Minnesota Department of Agriculture sustainability grant with Cindy Hale to develop apple orchards along the North Shore of Lake Superior. Over 500 apple trees have been planted in the last two years with 6 different cooperators (all private). These commercial apple orchards are utilizing high-density trellis systems to increase apple production per square foot (use limited land) while supporting organic growing and Integrated Pest Management (IPM) strategies. We are also using apple DNA to identify historic apples that have done well in our cold climate but are unidentified and may no longer be available in the nursery trade. We will be able to propagate those varieties for use as well.

Unexpectedly, this spring we have the opportunity to receive 100 free apple trees, dwarf varieties that can be trellised. The caveat is the apple trees have to be planted on prison or law enforcement property. Cook County Sheriff, Pat Eliassen, is very excited about using the identified southern slope below law enforcement for a fruit orchard and has pledged his support. (Please see attached letter in Appendix G) Additionally, the three county commissioners we have discussed this project with are also very supportive. This would be the first community fruit orchard established in our county (all other orchards established are privately owned) and could be used for teaching purposes for youth and adults. The fruit varieties (scions) we plant in this orchard could also be used as sources for grafting materials each year to provide additional trees to students and community members.

This project has quickly become an offshoot of the MDA grant project already in progress. Apples are #1 on the 'Dirty Dozen' list as the most toxic fruit grown non-organically so a majority of the property would be used to plant the 100 apple trees. However, there is also room to plant a row of grape vines at the top of the fencing along with some cherries. We are already trialing some grapes given to us by Tom Plocher,

grape breeder, so we could take cuttings of those varieties and add new varieties not being trialed here. The grapevine wall would also add a nice aesthetic barrier between law enforcement and the orchard. Additionally, there is space to add some other fruits like raspberries, blueberries, strawberries, lingonberries, currants, gooseberries, jostaberries, bush cherries as examples of different fruits that grow well in our county. (Please see a possible planting diagram and layout in the Appendix B)

2. Activities:

- Overall Goal Demonstrate high-density trellised apple production and other fruits that do well in our northern climate by establishing an organic community orchard as a teaching tool and source for regenerative fruit material.
  
- Objectives
  - a. Establish a community fruit orchard on law enforcement property where 2 – 3 community workshops will be held annually by Extension to teach about fruit varieties, production, and maintenance.
  - b. Develop a curriculum that can use the fruit orchard as a living lab to teach science standards and nutrition information for grades K- 8.
  - c. Trial different fruit varieties to see which apples ( scions & rootstocks), cherries, grapes, raspberries, and other fruits that might do well along Lake Superior.
  - d. Provide a source of organic apples and other fruits for Great Expectations School youth and the community.
  - e. Demonstrate a water collection system off the roof, gravity fed, to water the orchard. (See Appendix C for a possible design & quote from Stark Rainwater Harvesting )
  - f. Use of little Dutch white clover as an additional nitrogen source for trees, increase pollination of flowers on different fruits by attracting and keeping pollinators on-site to provide an example of 'living mulch'.

Activity	Responsible Party	Time Frame	Benefit
Install the trellis system, fruit trees.	Ray Block, MDA grant hrs Mike MacMillian Volunteers Diane Booth, CC Extension.	June 2016 – Fruit trees are coming and we have to get them in the ground.	Community donations from MacMillian Tree Service, Hedstom Lumber Company, Thoreson's Construction and Extension will make this a true community project.
Install the water collection system, drip irrigation.	Stark Rainwater Harvesting & Cook County Soil & Water + Conservation Crew	June- July 2016	Great demonstration of how to collect and reuse rain water for community benefit.
Installation of fencing	Keller Fence Company (See Appendix D for cost proposal)	June- July 2016	The fencing will keep the deer out of the orchard while making sure that the fruit is available to the community.
Plant little Dutch clover in the beds once the drip irrigation system is installed.	U of M Extension Cook County Master Gardeners	( following drip irrigation installation)	Reduce weed maintenance, provide added nitrogen and pollinator food.

Activity	Responsible Party	Time Frame	Benefit
Development of fruit curriculum to use the fruit orchard as a living lab for science standards.	Diane Booth, CC Extension Erik Hahn, Science Teacher GES	August 2016 – April 2017	Curriculum can be used to teach grades K – 8.
Establishment of grape vines, other fruits.	U of M Extension Cook County Master Gardeners, Erik Hahn and GES youth.	Spring 2017	Diversification of fruit being grown, mentoring of youth to develop additional fruits.
Two summer workshops held annually on fruits	Diane Booth, CC Extension	Summer 2017	Teaching people about what fruits grow well here, how to grow them, how to prune and maintain fruits with hands-on workshops.
Demonstration of the water collection system and drip irrigation.	Kerrie Berg, Cook County Soil & Water	Summer 2017	Community members can have a hands-on demonstration and discussion about the water collection system and reusing of water in fruit production.

- Long Term Funding Strategies Once the organic fruit orchard is established, we have commitments from the following for maintenance:
  1. Mowing the grass in the orchard will be taken care of by Cook County maintenance. They are currently mowing that area and we are setting up the design of the orchard to accommodate their riding lawn mower between the fruit rows. The wide gates in the fencing will also accommodate their needs for access to the area.
  2. Pruning and cleaning out of the fruit beds as needed can be shared by the Great Expectations School that is willing to adopt the orchards, science teacher, U of M Master Gardeners, and Sentence-to-Serve residents of our local law enforcement as they are available.
  3. Adoption of this fruit orchard by the U of M Cook County Master Gardeners & Extension also gives us access to an on-going funding source for plantings, repair of irrigation system, etc. Selling of regenerative plant materials provided by the orchard would also allow some funds to be raised every couple of years to go towards improvements / maintenance of the area.

### III Evaluation

- Short Term Criteria for Success: Our short term criteria for success would be to develop the community orchard and find that it becomes a great teaching tool integrated into Great Expectations School curriculum. Also, it becomes an annual place for teaching community members and sentence-to-serve participants about growing fruits in the northland.
- Long Term Criteria for Success: It becomes a vital part of the community producing organically grown fruits for students. We have so much fruit production that the excess is also given out at the Food Shelf. We have been able to introduce a bee hives into the space so our local Cook County Bee Organization can hold classes on raising/ maintaining bees in northern climates. A picnic table has been added so law enforcement personnel can take a break from their stressful days and enjoy lunch outdoors in the orchard to unwind. Several sentence-to-serve residents have continued to volunteer

in the orchard after finishing their time at the Law Enforcement Center. U of M Cook County Master Gardeners were able to propagate enough fruits to sell to supply local residents and use the funding to continue to maintain the orchard over time. We have even added another addition to the east of the garden to increase the amount of experimental fruit plantings we do every year.

- How will you measure these changes? We will set up a log-book in the orchard requesting that all users of the garden record the date, time, what was done in the orchard, who did it, etc. The log book will be reviewed periodically by U of M Cook County Master Gardeners.
- Who will be involved in evaluating this work? Once a year the U of M Cook County Master Gardeners will ask all orchard participants to attend a meeting in the orchard to discuss the previous year and gather input / comments for the following year.
- What will you do with your evaluation results? It will be presented to the U of M Extension Committee, Cook County Board of Commissioners, and the GES School Board so we can determine the value and direction of the orchard.

### Attachments

- Finances Under the Appendix E, please find a copy of the Cook County Extension's budget from the previous year and the current budget for 2016. ( *This is from Braidy Powers, CC Auditor/Treasurer* )
- Project Budget 2016 ( next page )
- List of U of M Cook County Extension Committee Members 2016

Braidy Powers	Cook County Auditor/ Treasurer
Frank Moe	Cook County Commissioner
Garry Gamble	Cook County Commissioner
Deb Benedict	WTIP Radio Station Director
Duane Hasegawa	U of M Cook County Master Gardener, Retired Pediatrician
Mary Routh	North Light Farm Owner
Kirstin van den Berg	Sawtooth Mt. Maple Syrup Company, Co-Owner
Tess Bailey	Grand Portage S.N.A.P Nutrition Educator
Virginia Reiner	Tofte Historical Board of Directors, President

- Brief Description of Key Staff Including Relevant Qualifications

Diane Booth is the Cook County Community Center / Extension Director. As a department for Cook County, she is responsible for all operations the Community Center (1/2 of her job description) and to direct and run all Extension efforts in Cook County under the auspices of the County Board of Commissioners and the U of M Cook County Extension Committee.

Other relevant qualifications:

1. Undergraduate degree in biology / distributive sciences
  2. Graduate work in botany and animal physiology
  3. Licensed Community Education Director
  4. U of M Cook County Master Gardener ( 30 years)
  5. Cook County Extension Director (10 yrs)
  6. MN Licensed Tree Inspector
  7. U of M Tree Care Advisor
  8. Previous owner of Lutsen Gardens, Plant Nursery
- Copy of IRS Determination Letter in Appendix F

• Project Budget 2016

Income				
Item	Source	In-kind	Cash	Total
Trees (100) + shipping, pick-up, pot, soil	Private donation	\$3,000		\$3,000
Soil for orchard	Thoreson's Construction	\$1,500		\$1,500
Wages / equipment 8 hrs x \$80 (1 person) 8 hrs x \$35 (2 person)	MacMillian's Tree Service	\$640 \$280		\$920
Timbers for orchard 125 @ \$20 / each	Hedstrom Lumber Co.	\$2,500		\$2,500
Water cachment system w/ drip irrigation	Cook County Soil & Water	\$1,500		\$1,500
Plan + ½ day time donation Stark Rainwater Consulting	Lloyd K. Foundation Funds		\$3,959	\$3,959
CC Extension office 80 hrs x \$38 / hr	CC Extension	\$3,040		\$3,040
Salary from Ray Block from MDA grant 80 hrs x \$15 /hr	MDA apple grant to help with apple orchard installations	\$1,200		\$1,200
In-kind from volunteers for planting, etc. \$10 /hr x 30 hrs	U of M Cook County Master Gardeners	\$300		\$300
Curriculum development GES \$30 x 25 hrs	Erik Hahn, Great Expectations School	\$750		\$750
Curriculum materials Drip-irrigation tubing, etc.	CC Extension/ GES		\$400 \$1,200	\$400 \$1,200
Fencing – Keller Fence Quote	Lloyd K. Johnson Foundation Funds		\$11,950	\$11,950
	<b>Totals</b>	<b>\$14,710</b>	<b>\$17,509</b>	<b>\$32,219</b>

Expenses				
Item	Source	In-kind	Cash	Total
Salaries & wages	MacMillian's Tree Service	\$920		\$920
	CC Extension	\$3,040		\$3,040
	MDA Grant	\$1,200		\$1,200
	Volunteers + Conservation Crew	\$1,800		\$300
	Great Expectations School	\$750		\$750
Consultants	Stark Rainwater Harvesting		\$3,959	\$3,959
Curriculum Materials Drip Irrigation	CC Extension/ GES		\$400 \$1,200	\$1,600
Fencing, Keller Fence	Lloyd K. Johnson		\$11,950	\$11,950
Trees	Private Donation	\$3,000		\$3,000
Timbers	Hedstrom Lumber	\$2,500		\$2,500
Soil	Thoreson's	\$1,500		\$2,500
	<b>Totals</b>	<b>\$14,710</b>	<b>\$17,509</b>	<b>\$32,219</b>

## Appendix Documents

- A Cook County Extension Plan of Work for 2016 as determined by the U of M Extension Committee.
- B Possible planting diagram of the proposed orchard below Law Enforcement.
- C Possible water collection system designed by Stark Rainwater Harvesting Inc. **( this is a 25 page document so have included the quote and installation site)**
- D Keller Fence Company proposal for fencing + installation
- E Cook County Extension's Budget for 2015, Proposed Budget for 2016
- F IRS Determination Letter

### Letters of Support or Information

- G Pat Eliassen, Cook County Sheriff (he also sent one directly to your office)
- H Great Expectations School
- I Cook County Soil & Water
- J U of M Cook County Master Gardeners
- K Cook County's Food System: *Results of the Green Dollar Survey*

# Possible Extension Cook County Programs for 2016

**Community Development and Vitality** ~ 35% time

**Land, Food and Environment** ~ 40% time

**Youth Development and Family Living** ~ 25% time

\*Indicates U of M Extension program  
 \_\_\_\_\_ Underline is ongoing program



Goal: Provide resources from the U of M through Extension to address local issues that have been identified by our local committee at being important in the areas identified below. We also want to leave some open time / resources available to address issues that 'come up' during the year.

**Small Business / Finances**

AARP Tax Partnership

Partner w/ CCLEP Housing Workshop

Composting Feasibility Study

Farm Internships

**Tourism**

Northeast Sustainable Tourism Rep.

Imported Labor / Community Impact

**Community Leadership**

Great Decisions

North Woods Food Project

CC Kids Plus

**Health & Wellness**

Cook County Schools Wellness Program

**Data and Statistics**

One-on-one Information

**Sustainable Living**

Community Food Systems

Home Food Preservation Classes

Beekeeping Workshop

**Land Use Management**

Landscape Design Class

CC Invasive Team

**Horticulture / Agriculture**

Master Gardener Programs

Seed Exchange Program

Community Gardens

Northern Gardening Radio Show\*

3 yr MDA Grant

Soil Testing

**Data and Statistics**

One-on-one Information /home visits

**Youth Activities**

Youth Gardening \*

4H .

**Parenting / Family Support**

Parents Forever \*

Dollarworks\*

Snacks & Packs Backpack Program

**Leadership**

Incredible Exchange\*

**Data and Statistics**

One-on-one Information





STARK ENTERPRISES LLC  
 5101 Lester River Road  
 Duluth, MN 55804  
 218-428-4413  
 dave@starkllc.com

# Rainwater Maintenance Item Quote

Date	Quote #
4/14/2016	MN 12-acc

**Estimate For:**  
 Dianne Booth  
 Via Email Only  
 diane.booth@co.cook.mn.us

**Ship To:**  
 Grand Marais, MN

<b>Terms:</b>
75% down, 25% at delivery

Description	Quant...	Cost	Total
2500 Gallon Den Hartog Rainwater Harvesting System - Includes WISY WFF 100 prefilter, smoothing inlet, blind insert for winter operations, and vent , 4", 2-2" and 1 1/4"bulkhead fittings,	1	2,746.04	2,746.04T
Plumbing accessories including 3/4" hose bib assembly , 2 3x4 downspout adaptors, 2" male adaptor and busing and overflow siphonpump ready 1 1/2" gate valve, 2 3x4x4 downspout adaptors.	1	72.65	72.65
Tank and component shipping, prep of in tank components at stark rainwater, delivery and 4 hours of on site oversight. Installation, tank prep and irrigation system by others.	1	950.84	950.84
Sales Tax		6.875%	188.79
<b>Total</b>			<b>\$3,958.32</b>

Bid expires in 30 days - price includes shipping, handling, freight and tax.

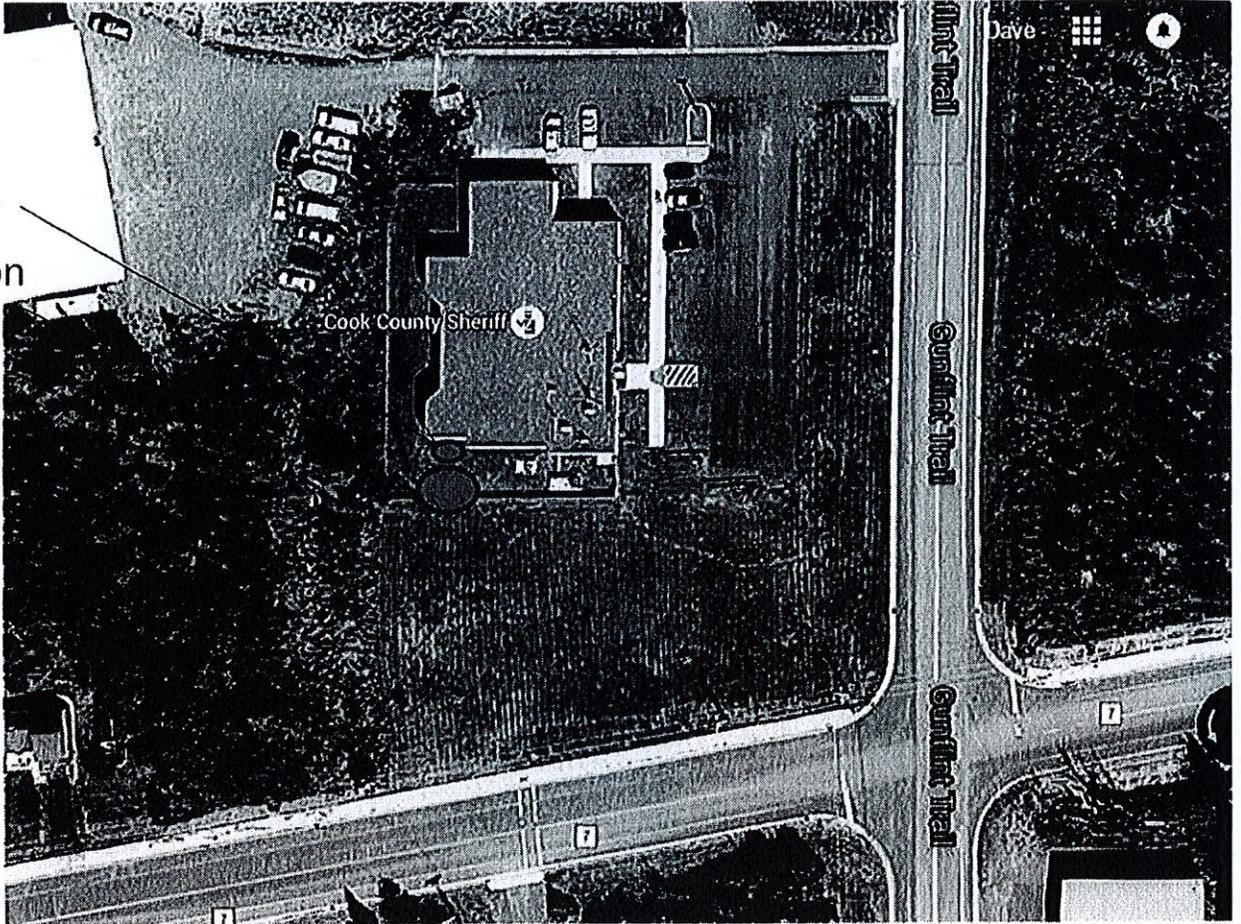


# Project Location Map

## Possible Tank Location

### Final Location to Be Determine

Wisy Filter  
Tank Location





PO Box 781 \* Grand Rapids, MN 55744-0781  
(218) 328-5504 \* 1-800-241-2309 \* Fax: (218) 328-5509

**PROPOSAL**

To: Diane Booth  
Cook County Courthouse  
Grand Marais, MN

Date: April 12, 2016  
PROPOSAL# 0316057 Revised  
F.O.B. Job Site  
Terms: Due Upon Completion

**Regarding: Apple Orchard Fence**

Keller Fence Company-North proposes to furnish and install the following:

322 LF of 8' high 9 gauge Galvanized chainlink fence including 1 each 12' double swing gate and 1 each 6' wide swing gate. Materials are as follows: All posts 2 3/8" X 12' SS30 driven 4' deep. Includes 1 5/8" SS30 top rail. All gate frames welded.

If rock is encountered, we will drill 8" into the rock and grout post in.

\$ 11,950.00  
If prevailing wage is required \$ 18,950.00

The above quotation is good for a period of ten (10) days from the date of this proposal. Keller Fence Company -North appreciates the opportunity to quote on this project and hope it merits your favorable review. If you have any questions or need additional information do not hesitate to call us at the above number.

**PROPOSAL ACCEPTED BY**  
\_\_\_\_\_  
Date: \_\_\_\_\_  
**PURCHASE ORDER #**

Sincerely,  
  
Scott Windorski  
Keller Fence Company - North, Inc.



\*\*\*\*\*

# Cook County



## USER-SELECTED BUDGET REPORT

Report Basis: Cash

DEPT	FUND	Account Number	Account Description	2013		2014		2015 BUDGE		2015		2016 BUDGE	
				ACTUAL		ACTUAL		WORK		ACTUAL		WORK	
				Mo. 01 - 12	Mo. 01 - 05								
600	DEPT	600	Extension Agent										
		01-600-000-0000-5150	USE OF FUND BALANCE	0	0	0	0	7,500 -	0	0	4,520 -	0	4,000 -
		01-600-000-0000-5158	Fees-Extension	1,620 -	1,023 -	1,023 -	0	0	0	4,520 -	1	3,500 -	
		01-600-000-0000-5162	Extension Publications	150 -	110 -	110 -	0	0	0	745 -	1	0	
		01-600-000-0000-5610	Donations/Grants	10,953 -	5,700 -	5,700 -	1,500 -	10,000 -	0	318 -	318 -	1,500 -	
		01-600-000-0000-5612	Food Backpack Program Income	5,865 -	9,600 -	9,600 -	10,000 -	10,000 -	37,181	15,703	37,181	10,000 -	
		01-600-000-0000-6100	Personnel Services	34,998	36,548	36,548	2,328	2,328	959	959	2,328	2,328	
		01-600-000-0000-6120	Fica-Employer	2,137	2,232	2,232	2,816	2,816	1,178	1,178	2,816	2,816	
		01-600-000-0000-6125	Pera-Employer	2,537	2,650	2,650	545	545	224	224	545	545	
		01-600-000-0000-6130	Medicare-Employer	500	522	522	7,908	7,908	3,344	3,344	8,763	8,763	
		01-600-000-0000-6135	Health Ins-Employer	7,194	7,860	7,860	11	11	5	5	11	11	
		01-600-000-0000-6140	Life Ins-Employer	12	11	11	86	86	36	36	86	86	
		01-600-000-0000-6145	Ltd-Employer	101	92	92	13	13	6	6	13	13	
		01-600-000-0000-6150	Employer Flex Administration	11	13	13	1,115	1,115	471	471	1,115	1,115	
		01-600-000-0000-6156	Extension Deferred Comp Match	1,050	1,084	1,084	372	372	157	157	372	372	
		01-600-000-0000-6158	Post Retirement Savings Plan	350	365	365	1,058	1,058	331	331	1,000	1,000	
		01-600-000-0000-6201	Communications-Telephone	1,058	1,038	1,038	150	150	58	58	175	175	
		01-600-000-0000-6203	Postage	66	160	160	300	300	76	76	300	300	
		01-600-000-0000-6215	Printing	138	232	232	2,200	2,200	54	54	1,800	1,800	
		01-600-000-0000-6230	Photocopy	2,148	1,832	1,832	8,000	8,000	0	0	4,000	4,000	
		01-600-000-0000-6232	Incredible Exchange	8,000	8,000	8,000	120	120	0	0	120	120	
		01-600-000-0000-6245	Dues & Subscriptions	115	113	113	3,000	3,000	4,531	4,531	3,500	3,500	
		01-600-000-0000-6280	Professional/Contract Services	4,095	4,246	4,246	0	0	0	0	0	0	
		01-600-000-0000-6281	Bob Hattery International Programs	2,140	0	0	3,000	3,000	2,014	2,014	3,000	3,000	
		01-600-000-0000-6330	Mileage	2,720	2,509	2,509	600	600	1,003	1,003	600	600	
		01-600-000-0000-6331	Meals & Lodging - Travel	734	329	329	10,000	10,000	3,520	3,520	10,000	10,000	
		01-600-000-0000-6332	Food Backpack Program Expense	3,000	6,146	6,146	300	300	550	550	300	300	
		01-600-000-0000-6335	Registrations	300	188	188	442	442	562	562	562	562	
		01-600-000-0000-6350	Insurance	397	442	442	200	200	0	0	200	200	
		01-600-000-0000-6400	Office Supplies	0	0	0	100	100	3	3	100	100	
		01-600-000-0000-6405	Central Supply	32	30	30	2,500	2,500	783	783	1,500	1,500	
		01-600-000-0000-6410	Other Supplies/Small Equipment	4,218	3,108	3,108	2,500	2,500	1,745	1,745	2,500	2,500	
		01-600-000-0000-6600	Capital Purchases	5,620	785	785	19,000 -	19,000 -	5,582 -	5,582 -	19,000 -	19,000 -	
		600	Extension Agent	18,588 -	16,433 -	16,433 -	86,845	86,845	37,313	37,313	82,887	82,887	
			Revenue	83,670	80,536	80,536	67,845	67,845	31,731	31,731	63,887	63,887	
			Expend.	65,082	64,103	64,103							
			Net										

**Internal Revenue Service**

**Date:** January 11, 2006

COUNTY OF COOK  
% OFFICE OF AUDITOR  
411 W 2ND ST  
GRAND MARAIS MN 55604-2307

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Kathy Masters ID# 31-04015  
Customer Service Representative  
**Toll Free Telephone Number:**  
877-829-5500  
**Federal Identification Number:**  
41-6005781

Dear Sir/Madam:

This is in response to your request of January 11, 2006, regarding your organization's exemption from Federal income tax.

As a governmental unit or a political subdivision thereof, your organization is not subject to Federal income tax under the provisions of Section 115(1) of the Internal Revenue Code, which states in part:

"Gross income does not include income derived from ... the exercise of any essential governmental function and accruing to a State or any political subdivision thereof ..."

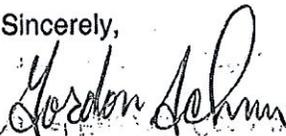
Because your organization is a governmental unit or a political subdivision thereof, its income is not taxable as explained above. Contributions used exclusively for public purposes are deductible under Section 170(c)(1) of the Code.

Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Your organization may obtain a letter ruling on its status under section 115 by following the procedures specified in Rev. Proc. 2004-1 or its successor.

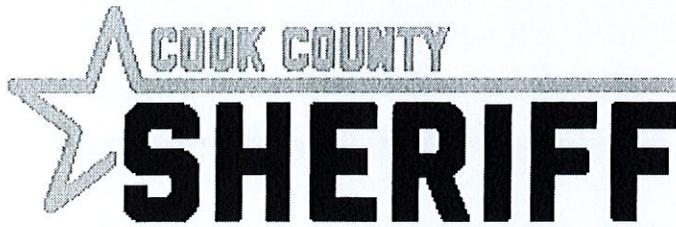
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



for Janna K. Skufca, Director, TE/GE  
Customer Account Services

F



**Pat Eliasen, Sheriff**  
143 Gunflint Trail  
Grand Marais, MN 55604  
218-387-3030 or 218-387-3032 fax  
[www.co.cook.mn.us](http://www.co.cook.mn.us)

*(Original was sent directly to  
Lloyd K. Johnson Foundation.)*

Dear Joan and Lloyd K. Johnson Board Directors,

The Cook County Sheriff's Office is excited about the opportunity to host a community / school fruit orchard on our grounds. I have walked the southern slope below our building and strongly support the development of the proposed fruit orchard. It is really an ideal location in full sun and protected from the wind. It would also be an enjoyable place for our law enforcement staff to interact with the kids from Great Expectations School or simply have a lunch break in the orchard area. This would also provide an area for our *Sentence To Serve* inmates to execute their sentences by performing maintenance and care of the grounds and the trees.

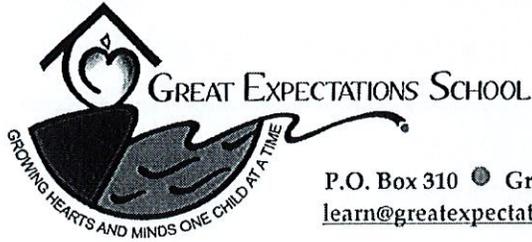
Ray Block, MDA apple project cooperater, Diane Booth, Cook County Extension, Mike MacMillian, MacMillian's Tree Service, and Erik Hahn, science teacher for Great Expectations School and I have met and determined that this space, directly across from Great Expectations School, could also serve as a living science project for the school. Erik is also one of the MDA apple project coordinators, so he and the students could be involved in helping care for the trees with hands-on science activities. They could provide the on-going maintenance with some help and assistance from Extension and U of M Master Gardener volunteers.

We have donations of trees, soil, timber, equipment, and both volunteer and partially paid labor to develop the orchard. What we are missing is funding for the water collection system off law enforcement's roof and fencing to keep the deer out. These two items are the most important for the long range success of this project. I sincerely hope that you will consider funding this project.

If you have any questions, I would be very happy to talk with you about the project.

Sincerely,





P.O. Box 310 ● Grand Marais, MN 55604 ● 218-387-9322 ● 218-387-9344 fax  
[learn@greatexpectationsschool.com](mailto:learn@greatexpectationsschool.com)

April 10, 2016

Lloyd K. Johnson Foundation  
Board of Directors &  
Joan Gardner-Goodno  
130 West Superior Street  
Suite 710  
Duluth, MN 55802

Dear Joan and Lloyd K. Johnson Board Directors,

The staff and students of Great Expectations School are enthusiastically supporting the proposed orchard on the law enforcement property. The school is directly across the street from the proposed site, and students are already using the area to wait for rides at the end of the day or to play games that require a large outdoor space.

Teachers and students have made some attempts at starting a school orchard, but space is limited on our school grounds. Having a well-protected orchard to take care of so close to the school is ideal, as it is close enough for regular maintenance and harvesting, but not in the way of recess activities.

The proximity to the orchard would benefit the science program for all grades. Students are already learning about plant life, trees, and life cycles, but the orchard would allow unique and authentic opportunities for application. Older students would have opportunities for hands-on lessons of fertilization, reproduction, selective breeding, and grafting.

Finally, having an orchard to care for supports the values of Great Expectations School. Environmental stewardship is a value our school strives to promote. Having meaningful stewardship activities at our doorstep would go a long way toward meeting our stewardship goals. Similarly, our school strives to provide opportunities for students to be contributing members of a community. Students would maintain and harvest the apples, then store the apples for our school lunch program. Surplus apples could be made available to other community groups, which would allow students to see themselves as productive and contributing members of the local community.

Thank you for considering this unique opportunity for our school and larger community.

Sincerely,

Erik Hahn  
K-8 Science Teacher  
Great Expectations School





COOK COUNTY  
**Soil & Water**  
CONSERVATION DISTRICT

(218) 387-3647

411 W 2nd Street  
Grand Marais, MN 55604

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

April 11, 2016

411 West 2<sup>nd</sup> Street  
Grand Marais, MN  
55604

To: Lloyd K. Johnson Foundation  
Board of Directors & Joan Gardner-Goodno  
130 West Superior Street  
Suite 710  
Duluth, MN 55802

From: Cook County Soil and Water Conservation District (SWCD)

Re: Letter of support for the Cook County Extension's Lloyd K Johnson Foundation grant application

This is a letter of support for the community fruit orchard grant proposal submitted by Cook County Extension. Our office can provide in-kind support of staff and a five person conservation corps crew to help install the plantings. This has a value of approximately \$1,500.

Cook County Soil and Water Conservation District (SWCD) is very supportive of the community fruit orchard that is being planned on the Cook County Law Enforcement property overlooking County Road 7 in Grand Marais. The building and the property below it is perfectly situated to have a water catchment system for rainwater on the roof that could be channeled into a holding tank and recycled to water the proposed plantings for the community. This project will be at a location that is very accessible to the public and is a great space for a demonstration site for the community.

Cook County Extension has been partners with us before on developing rain garden projects with cost/share funding and we look forward to helping out with this project however possible.

As Cook County SWCD's mission is to improve water quality in Cook County we would be very excited to be a partner for this project. Reducing nutrients to Lake Superior is a priority for Cook SWCD. Replacing the lawn grass with the proposed plants and trees and directing the runoff directly to the new vegetation helps to remove nutrients and pollutants, provides protection for water resources, increases water infiltration and groundwater recharge, and improves slope stability provided by root systems.

Cook County SWCD is looking forward to working with Cook County Extension on this grant and fully supports their community fruit orchard proposal.



**Cook County U of M Extension Master Gardeners 2016 List**

Active Master Gardeners	Master Gardener Interns for 2016
<p><b>Sally Berg</b>                      P.O. Box 147                      Grand Marais, MN 55604                      218-387-3326  <a href="mailto:sbergedu@yahoo.com">sbergedu@yahoo.com</a></p>	<p>Hillary Freeman                      PO Box 623                      Grand Marais, MN 55604                      218-387-2356 218-370-1319  <a href="mailto:LSGADS15@gmail.com">LSGADS15@gmail.com</a></p>
<p><b>Diane Booth</b>                      237 Caribou Trail                      Lutsen, MN 55612                      218-370-8858 ( C )                      Or                      Cook County Extension                      317 W. 5<sup>th</sup> Street                      Grand Marais, MN 55604                      218-387-3015  <a href="mailto:diane.booth@co.cook.mn.us">diane.booth@co.cook.mn.us</a></p>	<p><u><i>Emeritus Master Gardeners</i></u>   <b>Howard &amp; Joan Abrahamson <i>Emeritus</i></b>                      30154 Co. Rd. 7                      Grand Marais, MN 55604                      218-387-2326  <a href="mailto:goodharbor@boreal.org">goodharbor@boreal.org</a></p>
<p><b>Janet Ditmanson</b>                      P.O. Box 1432                      Grand Marais, MN 55604                      218-387-2277  <a href="mailto:ditmansons@boreal.org">ditmansons@boreal.org</a></p>	<p><b>Emma Bradley <i>Emeritus</i></b>                      14 Grace Drive                      Grand Marais, MN 55604                      218-387-1734 (H) 387-9303 (W)  <a href="mailto:bebradley@boreal.org">bebradley@boreal.org</a></p>
<p><b>Jessica Frost</b>                      P.O. Box 2362                      Tofte, MN 55615                      218-370-0765  <a href="mailto:jessawallendal@gmail.com">jessawallendal@gmail.com</a></p>	<p><b>Nancy Daley <i>Emeritus</i></b>                      4012 Cascade Beach Road                      Lutsen, MN 55612                      218-387-9508  <a href="mailto:ndaley@boreal.org">ndaley@boreal.org</a></p>
<p><b>Duane Hasegawa</b>                      P.O. Box 398, 180 Harbor View Trail                      Grand Marais, MN 55604                      218-387-9420 (H) 651-402-1590 ( C )  <a href="mailto:dkazusa@q.com">dkazusa@q.com</a></p>	<p><b>Bernie Gestel <i>Emeritus</i></b>                      219 11<sup>th</sup> Ave. West                      Apr. 102                      Grand Marais, MN 55604                      218-387-2791  <a href="mailto:bjgestel@q.com">bjgestel@q.com</a></p>
<p><b>Max Linehan</b>                      P.O. Box 278                      Hovland, MN 55606                      218-475-2726  <a href="mailto:maxl@boreal.org">maxl@boreal.org</a></p>	<p><b>Gan Mesenbring <i>Emeritus</i></b>                      2347 Co. Rd. 7                      Grand Marais, MN 55604                      218-387-9282  <a href="mailto:bobganam@boreal.org">bobganam@boreal.org</a></p>
	<p><b>Don Goodell <i>Emeritus</i></b>                      5080 W. Hwy 61                      Lutsen, MN 55612                      218-663-8112</p>



**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) Opt-Out Resolution for Recent Legislation	b. Requested Date: June 28, 2016	c. Amount of time with Board 10 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Tim Nelson	b. Phone: 387-3633	c. Email: tim.nelson@co.cook.mn.us	
3.	a. Departments affected: Planning & Zoning	b. Department Head: Tim Nelson	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? Yes	b. If so, When? June 21, 2016	c. What was the result? Discussion Tabled	
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):  To adopt the drafted resolution opting out of the requirements of Chapter 111 of the 89th Legislative session specifically regarding the regulation of a specific type of temporary dwelling designed for the home health care of extended family members.			
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 refer to the informational packet I presented to the Board at the June 21, 2016 Board meeting.			
8.	How will this request affect the County Budget? This request will not affect the County Budget.			
9.	Have funds been budgeted/allocated for this request? N/A			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): N/A			

**COUNTY STAFF INFORMATION**

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

Cook County  
Board of Commissioners

**RESOLUTION**

**Declaring Cook County's election to opt out of the requirements of Minnesota Statutes 394.307.**

**WHEREAS**, it is the intent of the Cook County Board of Commissioners to protect the public health, safety and welfare of County residents and the environment of the County.

**WHEREAS**, on May 12, 2016, the Governor of Minnesota signed into law Chapter 111 of the 89<sup>th</sup> Legislature of the State of Minnesota establishing definitions and requirements for Temporary Family Health Care Dwellings, which was introduced during the 2016 legislative session as Senate File 2555 and House File 2497; and

**WHEREAS**, Chapter 111 amends Chapter 394 of the Minnesota State Statutes which regulates county permitting and zoning processes by establishing new rules for the placement of Temporary Family Health Care Dwellings on residential property; and

**WHEREAS**, Cook County supports the concept of temporary family health care dwellings, but cannot support Chapter 111 due to constraints within the legislation that too narrowly defines the type and construction of an allowed temporary health care dwelling; and

**WHEREAS**, Cook County already has a permitting mechanism in place for the review of temporary health care dwellings as an interim use permit and Chapter 111 erodes local control of the permitting process; limiting a county's ability to foster and guide development, and placing an undue burden on county staff to forego standard permitting practices; and

**WHEREAS**, Chapter 111 includes an opt-out provision as Minnesota Statute 394.307 Sub. 9 that counties may enact through the passage of a county board resolution; now, therefore,

**BE IT RESOLVED**, Cook County does not designate Temporary Family Health Care Dwellings as permitted use under Minnesota Statute 394.307; and

**BE IT FURTHER RESOLVED**, Cook County elects to opt out of the requirements established in Chapter 111 of the 89<sup>th</sup> Legislature of the State of Minnesota.

Motion by \_\_\_\_\_ to adopt this 21<sup>st</sup> day of June, in the year 2016.

Seconded By: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_

Carried: \_\_\_\_\_

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

Denied: \_\_\_\_\_

Attested By: \_\_\_\_\_

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

Braidy Powers, Auditor

**Cook County  
Request for Time**

e-mail form

6A.

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Easement documents for Rosebush Creek	b. Requested Date: June 28	c. Amount of time with Board 5	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Kerrie Berg	b. Phone: 218 387 3649	c. Email: kerrie.berg@co.cook.mn.us	
3.	a. Departments affected: Cook SWCD	b. Department Head: Kerrie Berg	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? YES	b. If so, When? June 21 2016	c. What was the result? the motion was tabled	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Swanson & Heeren drafted the documents which were then reviewed by Molly Hicken.			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Motion to authorize execution of the attached 'Declaration to be Recorded with Easement to Property'			
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>Cook SWCD received a DNR stream restoration grant for Rosebush Creek titled "ROSEBUSH CREEK STREAM RESTORATION PROJECT"</p> <p>Because the source of funds for the grants is general obligation bond funds, a unit of government must own or have a permanent easement over the project area. This must include adequate area for equipment to access for maintenance and repair. The easement does not give the public any rights to access the private property. It simply provides the state with assurances that its investment is protected long term.</p> <p>In addition to the Declaration to be Recorded with Easement to Property document that requires board approval/signatures, attached is the grant application, project design, and project location map.</p>			
8.	How will this request affect the County Budget? N/A			
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.): Grant funds will be used			

**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"/>

---

(space above line reserved for recording information)

**EASEMENT**

**to  
Cook County**

**KNOW ALL MEN BY THESE PRESENTS**, that *Harvey L. Sobieck and Bridget F. Sobieck*, husband and wife, and *Brian C. Homola and Susan M. Homola*, husband and wife, as GRANTOR(S), do hereby grant and convey to COOK COUNTY, as GRANTEE, the perpetual right, privilege and easement to construct, use, maintain and rebuild if necessary a stream restoration project as described below for the purpose of *sediment reduction*, across the following described land situated in Cook County, Minnesota, to wit:

**DESCRIPTION:**

A 50-foot wide easement over and across a stream, brook, or creek referred to as "Rosebush Creek", in the unorganized territory to the west of the City of Grand Marais, Cook County, Minnesota, said easement described as follows:

*A non-exclusive, perpetual right, privilege, and easement for ingress, egress, and streambed rehabilitation purposes 50.0 feet in total width over, under, and across that part of the Southeast Quarter of the Northeast Quarter, Section 26, Township 61 North, Range 1 West of the Fourth Principal Meridian, Cook County, Minnesota, being 25.0 feet on each side of the following described centerline:*

*Commencing at the East Quarter Corner of said Section 26; thence North 59 degrees 08 minutes 37 seconds West, astronomic bearing, 1397.79 feet, more or less, to the centerline of Rosebush Creek, and the POINT OF BEGINNING; thence the following courses and distances along said centerline:*

<i>South 09 degrees 25 minutes 04 seconds East</i>	<i>25.78 feet;</i>
<i>South 56 degrees 52 minutes 45 seconds East</i>	<i>34.83 feet;</i>
<i>South 15 degrees 58 minutes 45 seconds East</i>	<i>39.44 feet;</i>
<i>South 07 degrees 21 minutes 38 seconds East</i>	<i>45.47 feet;</i>
<i>South 26 degrees 02 minutes 04 seconds East</i>	<i>87.15 feet;</i>
<i>South 18 degrees 34 minutes 43 seconds East</i>	<i>83.40 feet;</i>
<i>South 24 degrees 00 minutes 04 seconds East</i>	<i>81.08 feet;</i>
<i>South 15 degrees 28 minutes 17 seconds East</i>	<i>67.76 feet;</i>
<i>South 12 degrees 38 minutes 43 seconds East</i>	<i>106.30 feet;</i>
<i>South 20 degrees 31 minutes 38 seconds East</i>	<i>33.79 feet;</i>

South 43 degrees 20 minutes 11 seconds East 26.15 feet;  
 South 60 degrees 33 minutes 10 seconds East 26.27 feet;  
 South 73 degrees 44 minutes 44 seconds East 28.37 feet;  
 South 45 degrees 18 minutes 36 seconds East 34.31 feet;  
 South 56 degrees 59 minutes 47 seconds East 27.23 feet,  
 more or less, to the north right-of-way line of Minnesota Trunk Highway Number 61,  
 being a line 100.00 feet northwesterly from and parallel to the centerline of said highway,  
 as per Highway Easement with Document Number 27519, recorded in Warranty Book  
 11, pages 566-567 with the Cook County Recorder, and there terminating.  
 The side lines of said easement are prolonged or shortened to terminate on the north  
 right-of-way of T.H. 61 and at right angles to the Point of Beginning.

The right-of-way granted by this easement is over and across the area described above as it is presently existing and established, the location of which is as shown on the drawing marked "Exhibit A," which is attached hereto and made a part hereof and is subject to the terms and conditions of the attached Exhibit B – State of Minnesota General Obligation Bond Financed Property Declaration to be recorded with Deed to Property.

The right-of-way granted hereunder shall be for use by GRANTEE and its contractors, and it is agreed and understood that it is to be construed as an exclusive easement given to the GRANTEES.

GRANTOR covenants that it is the owner of the lands described herein and has the right to grant and convey right-of-way in the aforesaid manner.

The right, privilege and easement hereby granted shall extend to and bind the successors and assigns of the parties hereto and shall run with the land.

IN TESTIMONY WHEREOF, the parties hereto have executed this Easement this day of June 3, 2016.

GRANTOR(S)  
Harvey L. Sobieck  
 Harvey L. Sobieck

Bridget F. Sobieck  
 Bridget F. Sobieck



STATE OF MINNESOTA     )  
   ) ss.  
 COUNTY OF Cook         )

The foregoing Easement was acknowledged before me this 3 day of June, by Harvey L. Sobieck and Bridget F. Sobieck, husband and wife.

Stephanie Radloff  
 Notary Public  
 My Commission expires 1-31-2020

GRANTOR(S)

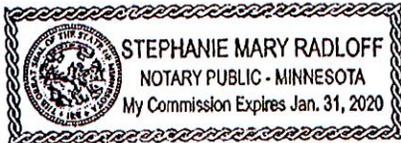
Brian C. Homola  
Brian C. Homola

Susan M. Homola  
Susan M. Homola

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF COOK    )

The foregoing Easement was acknowledged before me this 2nd day of June, 2016, by Brian C. Homola and Susan M. Homola, husband and wife.

Stephanie Radloff  
Notary Public  
My Commission expires 1-31-2020



THIS INSTRUMENT WAS DRAFTED BY:

COOK COUNTY SOIL & WATER  
CONSERVATION DISTRICT  
411 West 2<sup>nd</sup> Street  
Grand Marais, MN 55604

**EXHIBIT A**  
**TO**  
**EASEMENT**  
**SURVEY**



**EXHIBIT B**

**State of Minnesota  
General Obligation Bond Financed Property  
Declaration to be Recorded with Easement to Property**

The undersigned has the following interest in the real property located in the County of Cook, State of Minnesota that is legally described in the body of the easement to which this Exhibit B is attached and all facilities situated thereon (collectively, the "Restricted Property"):

*(Check the appropriate box)*

- a fee simple title, or  
 an easement,

and as owner of such a fee title or easement, does hereby declare that such interest in the Restricted Property is made subject to the following restrictions and encumbrances:

A. The Restricted Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695, is subject to the encumbrance created and requirements imposed by such statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget, which approval must be evidenced by a written statement signed by said commissioner and attached to the deed, mortgage, encumbrance or instrument used to sell or otherwise dispose of the Restricted Property; and

B. The Restricted Property is subject to all of the terms, conditions, provisions, and limitations contained in that certain ROSEBUSH CREEK STREAM RESTORATION PROJECT grant number 3000085678 between the State of Minnesota and Cook SWCD dated 11/12/15.

The Restricted Property shall remain subject to this State of Minnesota General Obligation Bond Financed Declaration for 125% of the useful life of the Restricted Property or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget, at which time it shall be released therefrom by way of a written release in recordable form signed by both the Commissioner of Natural Resources and the Commissioner of Minnesota Management and Budget, and such written release is recorded in the real estate records relating to the Restricted Property. This Declaration may not be terminated, amended, or in any way modified without the specific written consent of the Commissioner of Minnesota Management and Budget.

Cook County, Minnesota, a Local  
Government Unit

By: \_\_\_\_\_  
Title: Braidy Powers, Cook County Auditor-  
Treasurer

Dated: \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
Title: Heidi Doo-Kirk, Board Chair, Cook  
County Commissioner

Dated: \_\_\_\_\_, 20\_\_\_\_

STATE OF MINNESOTA            )  
  ) ss  
COUNTY OF COOK                )

The forgoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2016, by Braidy Powers, Cook County Auditor-Treasurer and Heidi Doo-Kirk, the Board Chair of Cook County Commissioners, of Cook County, a political subdivision of the State of Minnesota.

\_\_\_\_\_  
Notary Public  
My Commission expires \_\_\_\_\_

\_\_\_\_\_



## Application for DNR Funding Assistance for Stream Restoration Federal Disaster DR-4069

Excessive rainfall in June, 2012 lead to historic flooding in many areas of the state, resulting in a Presidential Disaster Declaration (DR-4069) including 15 counties and three tribal nations. Public Assistance (PA) funding through FEMA assisted many communities to repair and replace infrastructure damaged by flooding and to remove debris from rights of way at bridge and culvert crossings. However, there is unmet need to fund stream restoration not eligible for funding through FEMA or other disaster relief programs.

The 2012 Special Session of the Minnesota Legislature appropriated funds to the DNR for grants to local governments within the declared counties to implement flood mitigation measures. The 2014 Legislature amended the original disaster appropriation language to allow uncommitted DNR 2012 mitigation funding to be used for stream restoration in the DR-4069 declared counties.

The DNR Division of Ecological & Water Resources is soliciting applications from eligible interested units of government (cities, counties, townships, watershed districts, SWCDs, etc.) To determine if your project is located in a declared county, please refer to the map at <https://www.fema.gov/disaster/4069> . DNR will administer the stream restoration funds through grants. **These grants require no local match**, and can fund the engineering, design, construction, and administration of stream restoration projects. The highest priority for funding will be those streams negatively impacted by the 2012 flooding. Restoration efforts on designated trout streams will also be given priority for funding consideration. Projects must occur on public property, or areas where permanent public easement has been or will be obtained. Projects receiving funding assistance must be completed by October 31, 2016.

If your community has stream restoration needs, please complete the attached application and submit it along with any attachments and other supporting documentation to the DNR by February 15, 2015.

Please contact DNR Floodplain Hydrologist Patrick Lynch at (651) 259-5691, or via e-mail at [pat.lynch@state.mn.us](mailto:pat.lynch@state.mn.us) if you have any questions about this funding opportunity.



**DNR STREAM RESTORATION GRANT APPLICATION  
DISASTER DR-4069**

Local Unit of Government: Cook County Soil and Water Conservation District

Contact (Name and Title): Kerrie Berg, Cook SWCD District Manager

Address: 411 West 2<sup>nd</sup> Street  
Number & Street

Grand Marais, MN  
City/State

55604  
Zip code

Cook  
County

Phone: (218) 387-3649 e-mail address: [kerrie.berg@co.cook.mn.us](mailto:kerrie.berg@co.cook.mn.us)

Project Name(s): Rosebush Creek Restoration, Cascade Creek Restoration

**TOTAL STATE FUNDING REQUESTED \$61,286**

Is the work for which you seek funding eligible for FEMA reimbursement? Yes  No

**Project Narrative**

*Please attach a map of the site(s), highlighting areas of stream restoration to be performed under this project, and representative photographs of current stream conditions.*

**I. Briefly describe the project, including stream name, project purpose, location description (UTM coordinates), stream name, nature of work to be performed. Attach separate sheets for each project or stream:**

This project is a stream restoration and assessment of Rosebush Creek located about 3.5 miles west of Grand Marais (see map attached, UTM 694318, 5290467). Cook SWCD completed about 100 ft of stream restoration with BWSR State Cost Share funds in 2010. This project was implemented due to a large flood event in 2008. However, after the 2012 flood event, this project was damaged. After the 2013 heavy rain fall event the project was damaged further and landowners on both sides of the creek have expressed concern. They are looking for technical and financial assistance. Cook SWCD as well as the TSA 3 Engineering staff has performed multiple site visits at this location over the past 10 years. It is realized that spot fixes will not solve the issue, but an assessment of the entire stream along with a series of stream structures designed to convey stream sediment through the site will be needed to address the problem. There are photos below and attached of this creek.



Sediment and debris from Rosebush Creek collect at the HWY 61 crossing.



Erosion occurring at the upstream end of the 2010 stream restoration project. This photo was taken after the 2012 flood event.



Looking downstream on Rosebush Creek. Debris and sediment has collected in the bottom of the stream channel.

**II. Estimated Project Cost:**  
**Rosebush Creek: \$42,090**

**III. Check all that apply:**

- project occurs on publicly owned land
- project occurs on public easement or right-of-way
- stream is a DNR public water
- stream is a DNR-designated trout stream
- engineering/ design has been completed
- project requires mandatory environmental review
- project can be completed by October 31, 2016
- an itemized project budget is attached

**Other pertinent information to help prioritize the application:**

The landowners are willing to enter into a conservation easement.

Applicant Signature \_\_\_\_\_

Date: January 12,

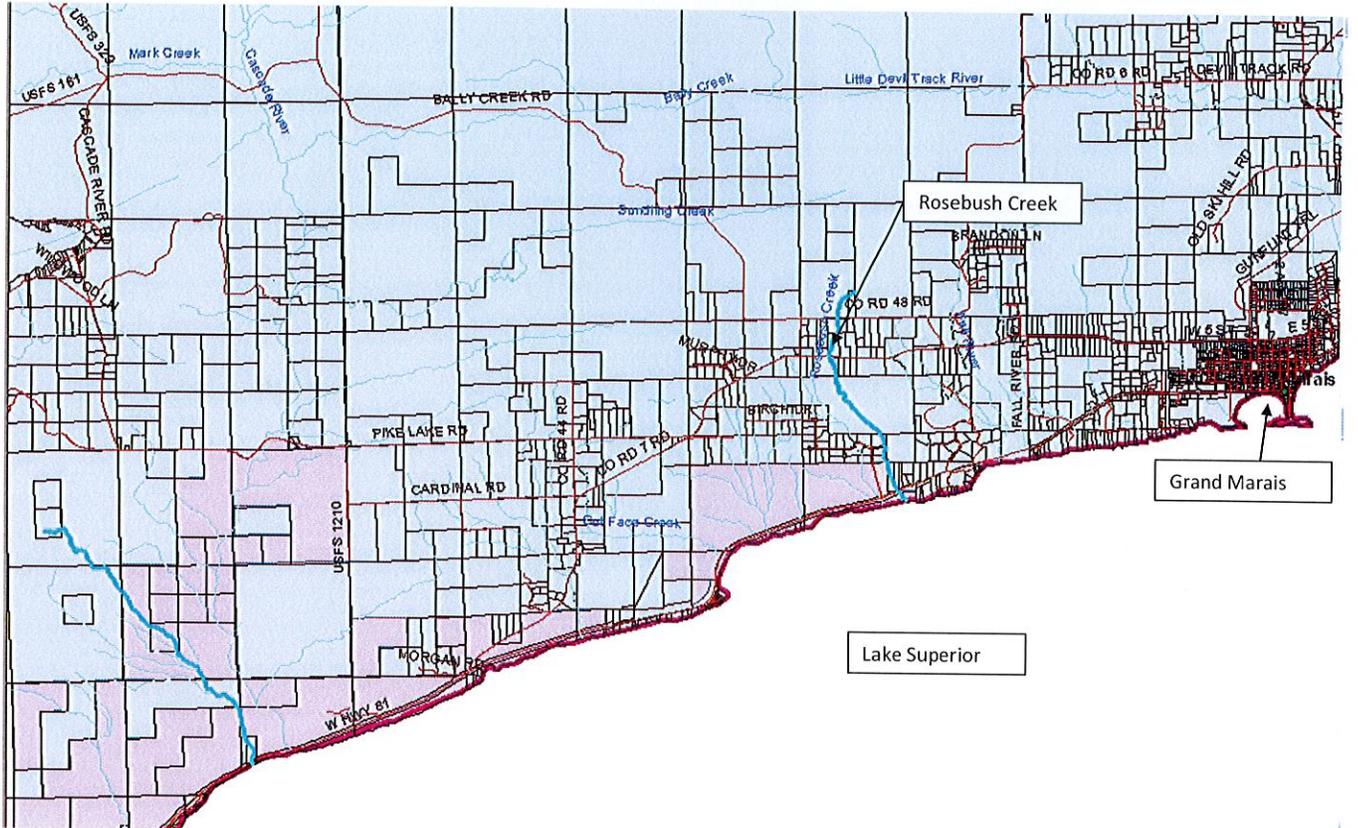


2015

Please e-mail or fax completed application and attachments (maps, photos, drawings, plans, budget, etc.) by **February 15, 2015** to:

Patrick Lynch, Floodplain Hydrologist  
DNR Division of Ecological & Water Resources  
[pat.lynch@state.mn.us](mailto:pat.lynch@state.mn.us)  
Phone: (651) 259-5691

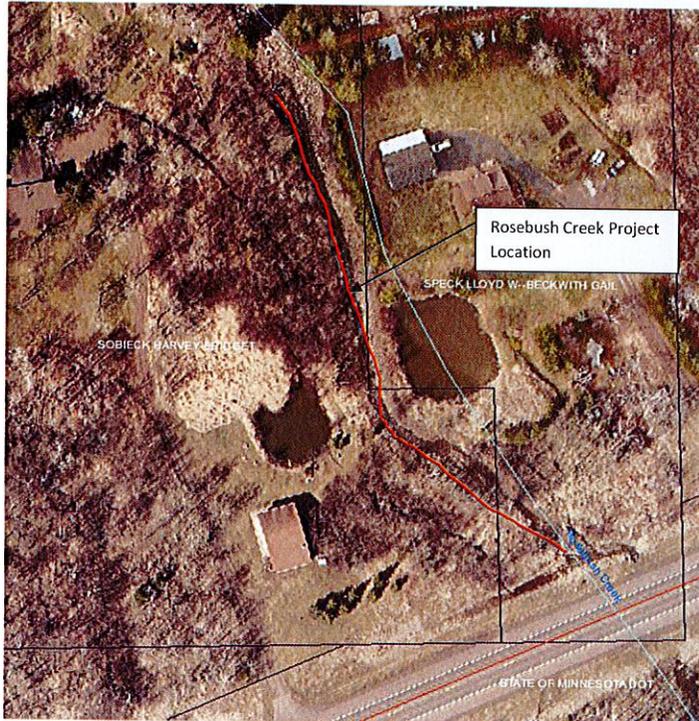
or via facsimile to 651-296-1811



Rosebush Creek is located approximately 3.2 miles west of Grand Marais in Cook County, MN.



Rosebush Creek flows through a combination of Federal, State, and private property before it outlets to Lake Superior.



Close up of project locations at Rosebush Creek.

**MN DOT APPLICABLE SPECIFICATIONS**

THE FOLLOWING MN DOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2014 EDITION, GOVERN THIS PROJECT

- DIVISION I
- ENTIRE DIVISION
- DIVISION II, CONSTRUCTION DETAILS
- SEE QUANTITIES
- DIVISION III, MATERIALS
- SEE QUANTITIES

COORDINATES ARE IN UTM ZONE 15N COORDINATE SYSTEM, AND ELEVATIONS ARE IN NAD 83 DATUM.

ALL EARTHWORK QUANTITIES ARE CALCULATED AS IN PLACE QUANTITIES. ANY EXPANSION IN EARTH WORK QUANTITIES DUE TO EXCAVATION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

EXISTING UTILITIES SHOWN ON THE PLANS ARE UTILITY QUALITY LEVEL D.

BEFORE THE START OF CONSTRUCTION THE OWNERS OF ANY UTILITIES MUST BE NOTIFIED. THE EXCAVATOR IS RESPONSIBLE FOR GIVING THIS NOTICE BY CALLING "GOPHER STATE ONE CALL" AT (800) 252-1166 AT LEAST 48 HOURS PRIOR TO ANY EXCAVATION.

CHANGES IN THE DRAWINGS OR SPECIFICATIONS MUST BE AUTHORIZED BY THE ENGINEER.

THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT LAND RIGHTS ARE OBTAINED AND LOCAL, STATE, AND FEDERAL PERMITS OR OTHER PERMISSION NECESSARY TO PERFORM AND MAINTAIN THE PRACTICE.

**TSA #3  
IN COOPERATION WITH  
COOK SOIL AND WATER CONSERVATION DISTRICT  
ROSEBUSH CREEK EROSION CONTROL  
COOK COUNTY, MINNESOTA**

**DRAWING INDEX**

**SHEET # NAME**

1. TITLE
2. OVERVIEW
3. PLAN & PROFILE 1
4. PLAN & PROFILE 2
5. CHANNEL DIMENSIONS
6. STEP POOL
7. CROSS SECTIONS
8. CROSS SECTIONS 2

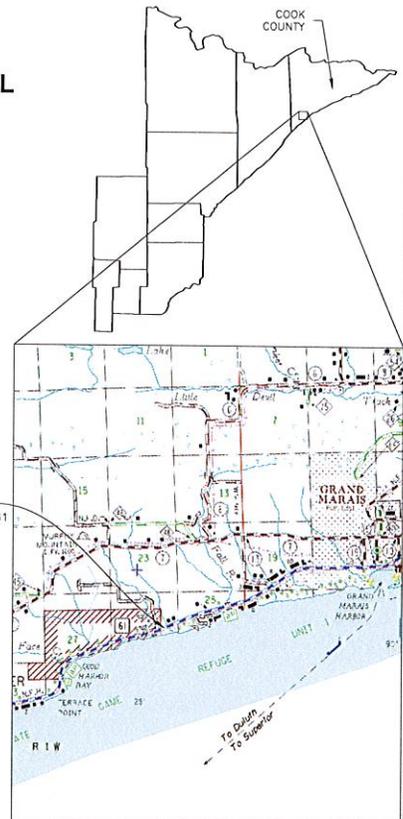
**LEGEND**

- DESIGN CONTOURS AND ASSOCIATED ELEVATION MARKERS
- EXISTING CONTOURS AND ASSOCIATED ELEVATION MARKERS
- EXISTING STREAM ALIGNMENT
- SURVEY CONTROL POINTS - SEE PLAN VEGS AND SHEET 2
- STEP POOL WITH RIFFLE - SEE PLANS AND SHEET 6
- HYDROMULCH AREA - SEE PLANS AND SHEET 5 DETAILS/NOTES
- STEP POOL - SEE PLANS AND SHEET 6

**Rosebush Estimated Quantities**

No.	ITEM	MnDot Specification	Quantity	UNIT
1	Mobilization	2021	1	LS
2	Cut Common Excavation	2105, 2573	249	CY
3	Fill Common Excavation	2105, 2573	249	CY
4	Site Access	2575	1	LS
5	Hydromulch with Bonded Fiber Matrix, Mndot Type 8	2575.2 E.2D, 3884.2, 3884.2 B4	0.25	AC.
6	Step Pool with Riffle - Complete	Plans, Sheet 5	9	LS
7	Step Pool - Complete	Plans, Sheet 5	20	LS
8	Seed Mix 34-361 (Mndot Seed Manual 2014)	3876	0.253	AC.

ROSEBUSH CREEK  
LOCATED DIRECTLY UPSTREAM OF STATE HIGHWAY 61  
APPROXIMATELY 550 FEET NORTH OF BIRCH DRIVE ALONG HWY 61



**LOCATION MAP**

NOT TO SCALE  
COOK COUNTY  
SECTION 26, TOWNSHIP 61N, RANGE 1W  
UTM N: 17357189.2200 E: 2277932.5763

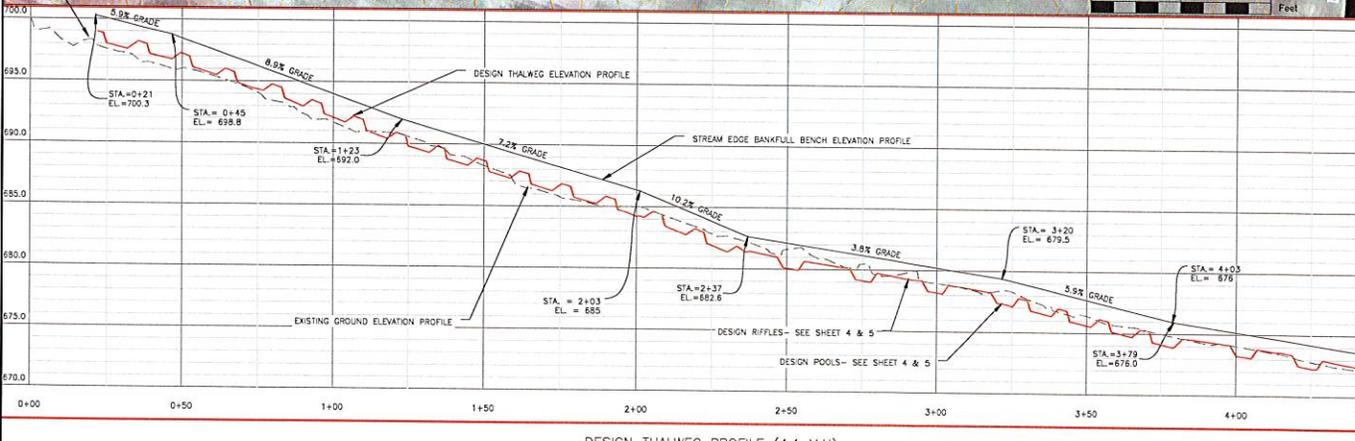
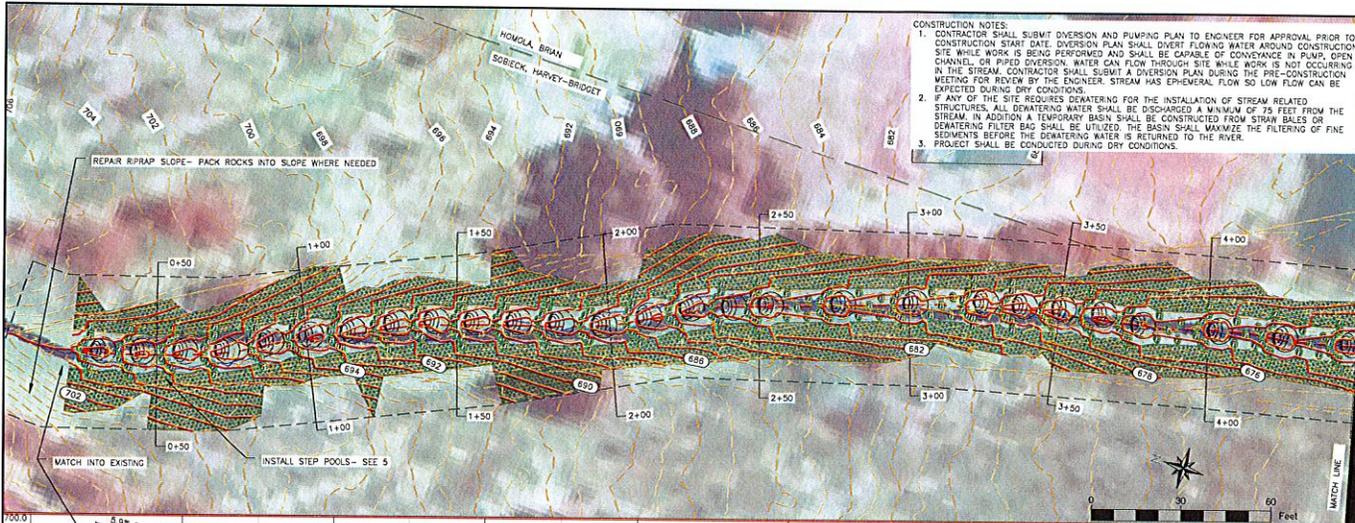


Date: 4/19/16  
Designed: KAM 4/19/16  
Drawn: BIL 4/19/16  
Reviewed: \_\_\_\_\_  
Checked: \_\_\_\_\_

TITLE  
ROSEBUSH CREEK EROSION CONTROL  
COOK SOIL & WATER CONSERVATION DISTRICT  
COOK COUNTY, MINNESOTA

PREPARED BY: MICHILLE ANDERSON  
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA  
SIGNATURE: \_\_\_\_\_  
PRINTED NAME: MICHILLE ANDERSON  
DATE: 4/19/16





DESIGN THALWEG PROFILE (4:1 V:H)

Designed: KAA 4/19/16  
 Drawn: BUL 4/19/16  
 Checked: \_\_\_\_\_  
 Date: \_\_\_\_\_

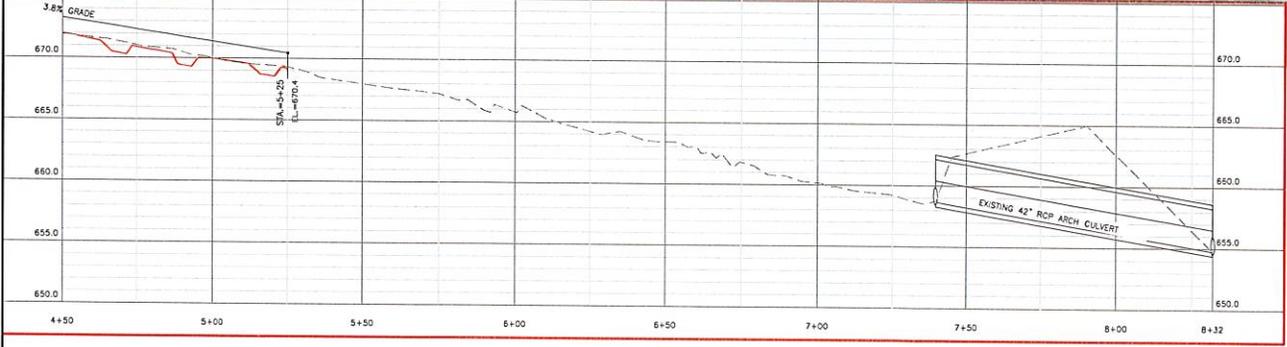
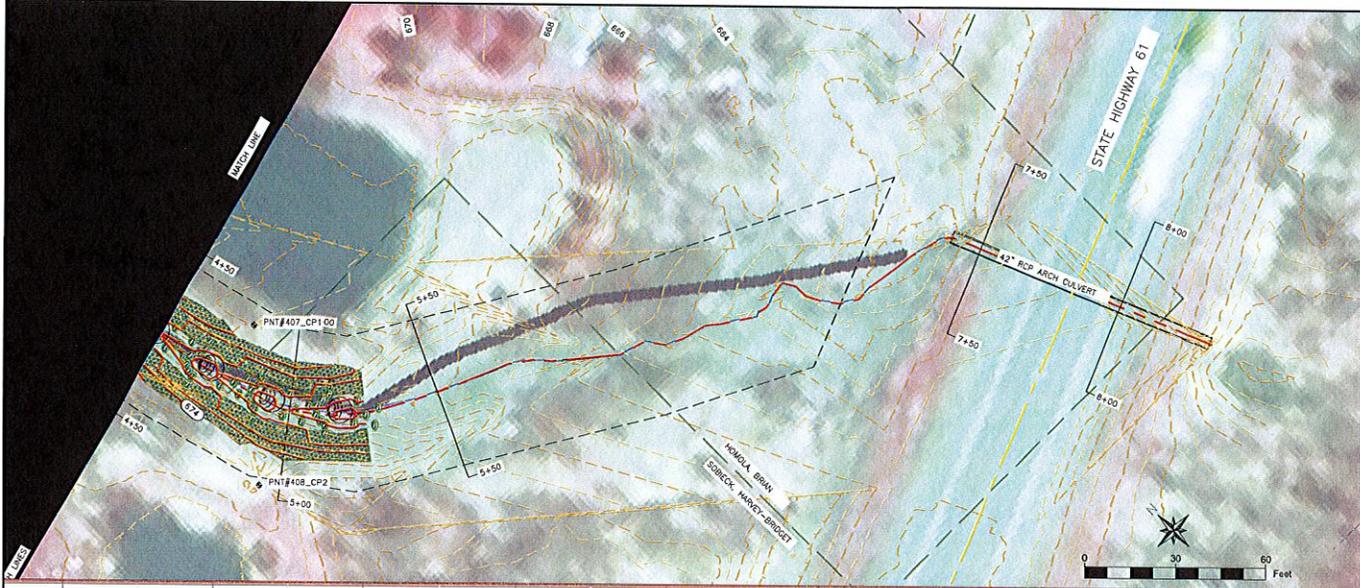
TECHNICAL SERVICE UNIT  
 PLAN AND PROFILE 0+00 TO 4+10  
 ROSEBUSH CREEK EROSION CONTROL  
 COOK SOIL & WATER CONSERVATION DISTRICT  
 COOK COUNTY, MINNESOTA

PRINTED NAME: NEDDIA ANDERSON  
 SIGNATURE: *[Signature]*  
 TITLE: \_\_\_\_\_

SHEET 3 OF 8

I:\PROJECTS\2016\20160419\20160419\_0000\_10\20160419\_0000\_10.dwg  
 PLOT DATE: 4/19/2016 10:48:00 AM  
 PLOT SCALE: 1"=40'

T:\MTR\PROJECTS\2016\2016-001\2016-001-001\2016-001-001.dwg, 10/19/16, 10/19/16



DESIGN THALWEG PROFILE (4:1 V:H)



Date: 4/19/16  
 Designed: K.A. 4/19/16  
 Drawn: B.L. 4/19/16  
 Revised: \_\_\_\_\_  
 Checked: \_\_\_\_\_

ROSEBUSH CREEK RESTORATION  
 ROSEBUSH CREEK EROSION CONTROL  
 COOK SOIL & WATER CONSERVATION DISTRICT  
 COOK COUNTY, MINNESOTA

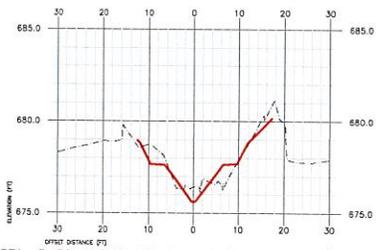
PROJECT NAME: KETULA ANDERSON  
 SIGNATURE: *[Signature]*  
 DATE: 10/19/16



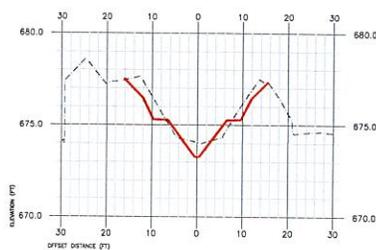




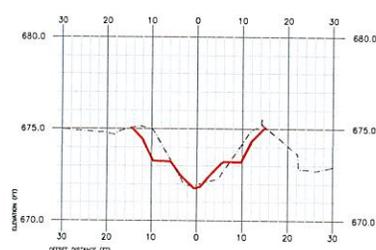
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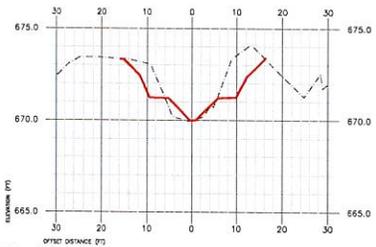
STA. 3+50 ALONG DESIGN THALWEG PROFILE (4:1 V:H)



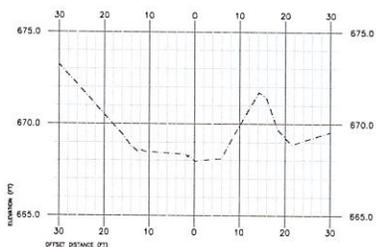
STA. 4+00 ALONG DESIGN THALWEG PROFILE (4:1 V:H)



STA. 4+50 ALONG DESIGN THALWEG PROFILE (4:1 V:H)



STA. 5+00 ALONG DESIGN THALWEG PROFILE (4:1 V:H)



STA. 5+50 ALONG DESIGN THALWEG PROFILE (4:1 V:H)



Date: 4/19/16  
 Designed: KJA  
 Drawn: BLL  
 Revised: \_\_\_\_\_  
 Checked: \_\_\_\_\_

CROSS SECTIONS  
 ROSEBUSH CREEK EROSION CONTROL  
 COOK SOIL & WATER CONSERVATION DISTRICT  
 COOK COUNTY, MINNESOTA

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINTED NAME: MIKEL ANDERSON  
 SIGNATURE: [Signature]  
 DATE: 4/19/16

**Cook County  
Request for Time**

e-mail form

*K.B.*

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Cook SWCD Staff job descriptions	b. Requested Date: June 28, 2016	c. Amount of time with Board 5	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Kerrie Berg	b. Phone: 218 387 3649	c. Email: kerrie.berg@co.cook.mn.us	
3.	a. Departments affected: Cook SWCD	b. Department Head: Kerrie Berg	c. Dept been contacted? yes	
4.	a. Has the Board addressed this before? <i>yes</i>	b. If so, When? June 21, 2016	c. What was the result? tabled	
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 for the board to approve the new job descriptions for the Cook SWCD office.			
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>Attached are the new job descriptions for office, the old job descriptions, and the minutes from our meeting where the Cook SWCD board approved them.</p> <p>The Cook SWCD board approved the Cook SWCD personnel committee's recommendations for the Cook SWCD job descriptions for permanent SWCD staff as modified for the following:  District Manager (40 hours/week),  District Administrator (25 hours/week)  Conservation Technician (40 hours/week).</p> <p>A temporary/seasonal Conservation Technician position will also be advertised per Cook County policies and procedures.</p>			
8.	How will this request affect the County Budget? It will not affect the County Budget.			
9.	Have funds been budgeted/allocated for this request? Yes			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Cook SWCD has funds budgeted for the above staff positions including the temporary/seasonal position.			

**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 SOIL & WATER CONSERVATION DISTRICT

- protecting and restoring soil and water resources -



## MINUTES: Thursday, June 2, 2016, Regular Board Meeting Soil & Water Conservation District, Cook County Courthouse, Grand Marais

### Present:

Don Goodell, SWCD Supervisor (District 1)	Kerrie Berg, SWCD District Manager
Jim Hall, SWCD Supervisor (District 2)	Ilena Berg, SWCD Water Plan Coordinator
Joan Farnam, SWCD Supervisor (District 3)	Theresa Oberg, SWCD Program Assistant
David Berglund, SWCD Supervisor (District 4)	Philip Larson, SWCD Conservation Technician
Jerry Hiniker, SWCD Supervisor (District 5)	(briefly at 1:45pm and back out in the field)
Will Bomier, NRCS District Conservationist	
Frank Moe, County Commissioner	

A. Call to Order. Chair Don Goodell called the meeting to order at 1:11pm.

1. *Public Comment Period* (2 minutes per person)
2. *Agenda. Motion* by Farnam to approve the agenda by adding one business item. Second by Hall. AFFIRMATIVE: ALL
3. *Minutes. Motion* by Farnam to approve May 2016 minutes. Second by Hiniker. AFFIRMATIVE: ALL
4. *Treasurer's Report.* Treasurer's Report accepted as presented subject to audit.

B. Business/Staff Reports

5. *SWCD Staff Restructure – Recommendation from Personnel Committee. Motion* by Farnam to approve the job descriptions for permanent SWCD staff as modified and presented by the Personnel Committee for District Manager (40 hours/week), District Administrator (25 hours/week) and Conservation Technician (40 hours/week). Second by Berglund. AFFIRMATIVE: ALL

Job Title / Staff in position before July 1	Job Title / Staff in position on July 1, 2016
SWCD District Manager, Kerrie Berg (includes Conservation Technician duties)	SWCD District Manager, Ilena Berg (includes Water Plan Coordinator duties)
SWCD Water Plan Coordinator, Ilena Berg	see above
SWCD Program Assistant, Theresa Oberg	SWCD District Administrator, Theresa Oberg SWCD Conservation Technician, new

Staff will communicate and organize with the Cook County Administrator's Office to formalize the SWCD staff restructure and advertise the Conservation Technician position per Cook County policies and procedures. A temporary/seasonal Conservation Technician position will also be advertised per Cook County policies and procedures.

## JOB DESCRIPTION

BAND| GRADE| SUBGRADE|  
C-42-2

**JOB TITLE:** SWCD District Manager

**DEPARTMENT:** Soil & Water Conservation District

**TITLE OF IMMEDIATE SUPERVISOR:** Cook County SWCD Board

**JOB SUMMARY:** Manages, implements, and improves programs to increase public understanding of the conservation of soil and water resources. Serves as supervisor to SWCD employees and oversees conservation projects. Administers, coordinates, and implements water management planning for Cook County.

<u>TASK</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>BAND</u>	<u>GRADE</u>
1.	Administers SWCD responsibilities for the Wetland Conservation Act (WCA). Assists landowners, City and County to make wetland determinations. Field checks wetland delineations. Develops restoration orders. Serves on WCA Technical Evaluation Panel (TEP). Submits wetland activities through eLINK.	10% W		C
2.	Assists City and County with review of the NPDES stormwater pollution prevention plans and the City and County stormwater permit applications. Reviews and comments on DNR waters permits.	5% W		C
3.	Oversees grant contracts and implements grant programs. Assists with site visits for conservation assessments before, during and after BMP construction.	15% W		C
4.	Identifies projects and program recommendations for the Board. Contributes to the Annual Plan and Annual Program Report. Plans for, writes and administers grants. Adheres to applicable local, state and federal laws, policies and guidelines.	15% W		C
5.	Manages water monitoring/sampling program. Completes field work related to surface and groundwater monitoring in Cook County. Supervises, coordinates, and trains volunteers. Records and interprets data for water monitoring/sampling, uses GIS mapping to reference locations. Assists lake associations with water monitoring. Operates and maintains technical water monitoring equipment using state protocols.	15% D		B
6.	Coordinates and designs a water issues education program. Works with public/private agencies, schools, lake associations, and citizens to implement program.	15% W		B

	Provides educational and regulatory information to elected officials, property owners, and citizens. Provides voluntary site reviews for exotic aquatics and pollution. Makes referrals to regulatory agencies. Develops and delivers presentations for community groups.		
7.	Coordinates, updates and implements the water management plans for Cook County, such as the One Watershed One Plan. Provides staff support for the Water Advisory Committee (WAC). Submits monthly activity reports to SWCD and WAC. Serves as multi-agency contact for water quality issues.	8%	W B
8.	Oversees staffing workload in SWCD Office. Audits and approves employee time reporting and work records. Makes recommendations on office policies and protocol. Provides input to SWCD Supervisors when hiring.	15%	D C
9.	Maintains files associated with workload. Documents and logs activities. Reports technical information to Board and eLINK.	2%	D A
10.	Attends SWCD Board meetings, staff meetings, and other meetings, classes, and workshops as directed by the SWCD Board.	N/B	N/B N/B
11.	Maintains good working relationships with other staff, elected officials, contractors, volunteers, and citizens.	N/B	N/B N/B

**APPROVED ON BEHALF OF JOB EVALUATION COMMITTEE: SWCD  
06022016**

**APPROVED BY COOK COUNTY BOARD OF COMMISSIONERS: \_\_\_\_\_**

**QUALIFICATIONS:** Bachelor's degree in area of natural resources, planning, or a water/land/soil-related field, or equivalent combination of education/experience. Possession of strong written and verbal communication as well as computer skills. Grant writing experience. Proficiency in Microsoft applications. Ability to complete training regarding state wetland rules and wetland delineation. Ability to operate necessary equipment. Physical ability to perform site inspections which may involve hiking, lifting, boating, paddling and carrying up to 50 lbs. Ability to maintain positive working relationships with staff, boards, and the general public. Possession of a valid driver's license.

**ADDITIONAL QUALIFICATIONS DESIRED:** Minimum of 3 years of experience in management. Experience with ArcMap, GPS devices and water monitoring equipment. Familiarity with Soil and Water Conservation District activities or related agencies.

## JOB DESCRIPTION

BAND| GRADE| SUBGRADE|  
C41-2

**JOB TITLE:** SWCD District Administrator

**DEPARTMENT:** Soil & Water Conservation District

**TITLE OF IMMEDIATE SUPERVISOR:** SWCD District Manager

**JOB SUMMARY:** Provides assistance to implement and improve programs to increase public understanding of the conservation of soil and water resources. Manages and interprets the financial position of the District.

<u>TASK</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>BAND</u>	<u>GRADE</u>
1.	Financial Management –Prepares and presents annual SWCD budget. Interprets and presents SWCD financial standing to SWCD Board. Reconciles payroll to grant budgets. Approves vouchers and receipts. Oversees preparation of Annual Financial Report and hires CPA for audits. Reviews contract/grant invoicing. Manages all SWCD contracts, agreements, and grant invoicing.	30%	D	C
2.	Assists SWCD Supervisors and staff to implement conservation education programs. Prepares news releases and public service announcements, develops and presents programs for community groups and works with schools on environmental education projects. Creates and distributes local fact sheets and website updates. Coordinates rain monitoring program and tree sale.	20%	W	B
3.	Assists with grant programs and field work as needed for conservation project site visits, water monitoring, and correspondence with contractors, landowners, and volunteers.	20%	D	B
4.	Contributes to project identification and program recommendations for the Board. Prepares the Annual Plan and Annual Program Report. Adheres to applicable local, state and federal laws, policies and guidelines.	10%	M	B
5.	Maintains SWCD records and files, including those for bi-annual elections. Provides support for District Board meetings and other meetings. Collects materials from Board and staff to create the SWCD monthly agenda. Prepares and distributes meeting materials. Takes notes and prepares official minutes.	18%	W	A

6.	Maintains files associated with workload. Documents and logs activities. Reports technical information to Board and eLINK.	2%	D	A
7.	Attends SWCD Board meetings, staff meetings, and other meetings, classes, and workshops as directed by the SWCD Board.	N/B	N/B	N/B
8.	Maintains good working relationships with other staff, elected officials, contractors, volunteers, and citizens.	N/B	N/B	N/B

**APPROVED ON BEHALF OF JOB EVALUATION COMMITTEE: SWCD  
06022016**

**APPROVED BY COOK COUNTY BOARD OF COMMISSIONERS: \_\_\_\_\_**

**MINIMUM QUALIFICATIONS REQUIRED:** Bachelor's degree or 3 years of experience in financial management. Possession of strong written and verbal communication. Excellent computer experience to maintain files, records, and databases. Proficiency in Microsoft applications. Ability to maintain positive working relationships with staff, boards, and the general public. Physical ability to conduct property inspections and water monitoring activities, including hiking, lifting, boating, paddling, and carrying up to 50 lbs. Possession of a valid driver's license.

**ADDITIONAL QUALIFICATIONS DESIRED:** Preferred natural resources background. Familiarity with Soil and Water Conservation District activities or related agencies.

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## JOB DESCRIPTION

BAND| GRADE| SUBGRADE|  
C41-2

**JOB TITLE:** Conservation Technician

**DEPARTMENT:** Cook County Soil & Water Conservation District (SWCD)

**TITLE OF IMMEDIATE SUPERVISOR:** SWCD District Manager

**JOB SUMMARY:** Provides assistance to implement and improve programs to increase public understanding of the conservation of soil and water resources.

<u>TASK</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>BAND</u>	<u>GRADE</u>
1.	Completes conservation site visits with landowners. Reviews, follows up and assists landowners with best management practices (BMPs), erosion and sediment control plans and site designs to maintain pre-development hydrologic regime. Assists with Wetland Conservation Act (WCA) site visits as needed.	20% W		B
2.	Works with engineers, foresters, or contractors to identify, design and construct stormwater management and other BMP projects. Conducts site visits for conservation assessments before, during and after construction of BMPs. Prepares contracts and implements grant programs.	25% D		C
3.	Assists City and County with review of the NPDES stormwater pollution prevention plans and the City and County stormwater permit applications. Reviews and comments on DNR waters permits.	5% W		C
4.	Conducts water resource and soils monitoring and inventories. Completes field work related to surface and groundwater monitoring. Records and interprets data. Completes GIS projects and maps for water planning.	20% M		B
5.	Assists District Manager to implement conservation education programs. Prepares news releases and public service announcements, develops and presents programs for community groups and works with schools on environmental education projects.	20% W		B
6.	Maintains files associated with workload. Documents and logs activities. Reports technical information to Board and eLINK.	5% D		A

7.	Plans for, writes and administers grants. Adheres to applicable local, state and federal laws, policies and guidelines.	5%	W	C
8.	Attends SWCD Board meetings, staff meetings, and other meetings, classes, and workshops as directed by the SWCD Board.	N/B	N/B	
9.	Maintains good working relationships with other staff, elected officials, contractors, volunteers, and citizens.	N/B	N/B	

**APPROVED ON BEHALF OF JOB EVALUATION COMMITTEE: SWCD  
06022016**

**APPROVED BY COOK COUNTY BOARD OF COMMISSIONERS: \_\_\_\_\_**

**QUALIFICATIONS:** Bachelor's degree in environmental, biological, physical, or earth science. Possession of strong written and verbal communication as well as computer skills. Proficiency in Microsoft applications. Understanding of conservation best management practices, stormwater management, and erosion and sediment control. Ability to complete training regarding state wetland rules and wetland delineation. Ability to operate necessary equipment. Physical ability to perform site inspections which may involve hiking, lifting, boating, and carrying up to 50 lbs. Ability to maintain positive working relationships with staff, boards, and the general public. Possession of a valid driver's license.

**ADDITIONAL QUALIFICATIONS DESIRED:** Experience with ArcMap and GPS devices. Familiarity with Soil and Water Conservation District activities or related agencies.

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

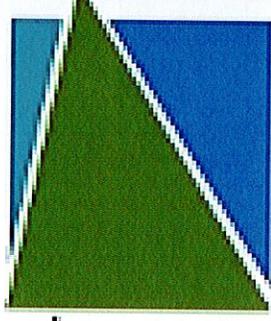
7.A.

1.	a. Topic or Issue: (As should be listed on agenda) Presentation of parcel Kaizen	b. Requested Date: June 28,2016	c. Amount of time with Board 20 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Judy Hill and Kaizen Team	b. Phone: 218 387 3676	c. Email: judy.hill@co.cook.mn.us	
3.	a. Departments affected: P&Z, Assessor, Recorder, Auditor, MIS	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): Informational presentation of progress made in remapping the parcel split process.			
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? Hard to put a dollar amount but it should improve customer satisfaction of county citizens.			
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 checked="" type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

**Cook County**  
MINNESOTA

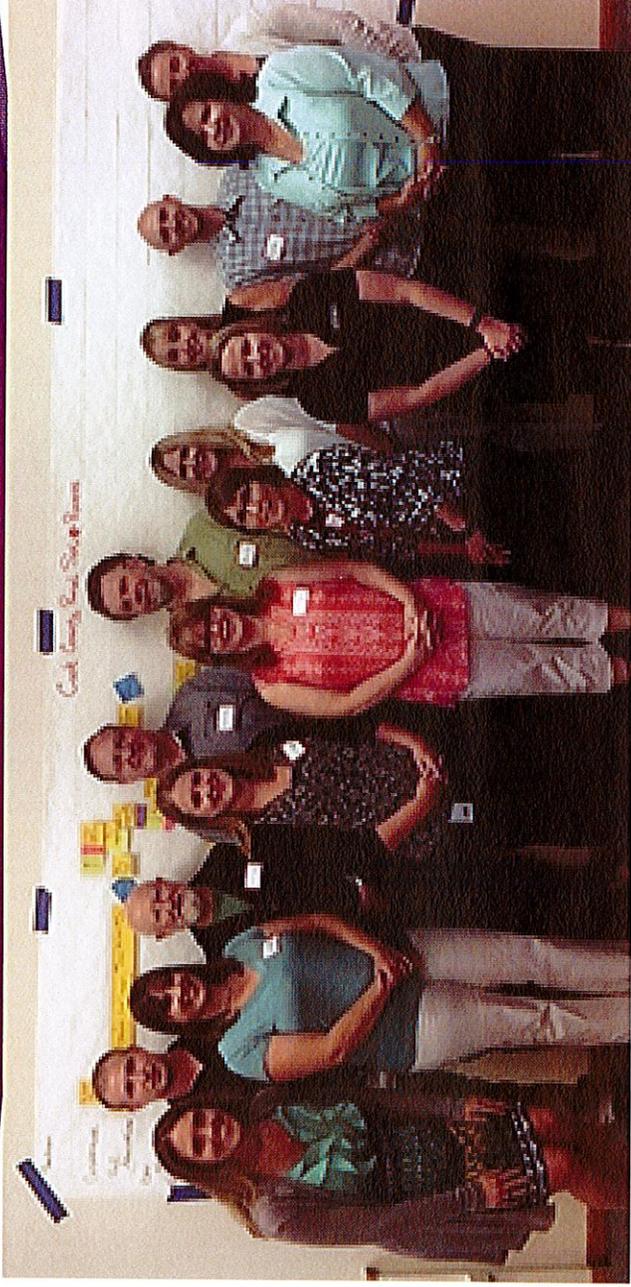


# PARCEL SPLIT PROCESS KAIZEN EVENT

JUNE 21-22, 2016

Facilitators:

# FACILITATOR TRAINING TEAM



Kyle Oberg, Todd Smith, Cortnee Bernier, Bill Lane, Judy Hill, Holly Schroeder, Leah Eckstrom, Mellissa Rexroad, Rowan Watkins, Nanette Arands, John Barton, Casey Fitchett, Bev Wolke

# KAIZEN TEAM



Sponsor: Jeff Caldwell / Champion: Judy Hill

Todd Smith, Cortnee Bernier, Bill Lane, Holly Schroeder , Kyle Oberg, Judy Hill

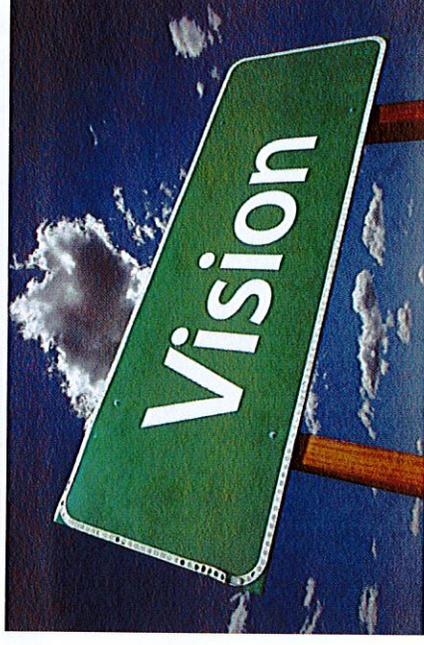
Not pictured: Betty Schultz, Bev Wolke

# BACKGROUND

- ▶ While there is a starting point on paper for the parcel split process the customer does not know that not all departments are in agreement on the starting point. There also are no any checks and balances to make sure that everyone has signed off on the process. A customer could conceivably come to the recorder's office to record a parcel split, pay a fee and believe he/she is done. This results in some parcel splits occurring without ever having zoning approval or lot line adjustments recorded. When a customer tries to sell the parcel they would find out the parcel may not have met the minimal requirements such as setbacks suitable septic site etc. for splitting in the first place.
- ▶ There was an interdepartmental meeting in January including staff from MIS/GIS , Assessor, Auditor, Planning & Zoning, Recorders and Administrators offices to discuss the process for responsibility, timeframe and the impact each component of the process had on other departments. The impetus for the meeting was a backlog of requests that landed in the assessor's office days ahead of their deadline from processing valuation requests.

# GOALS FOR THE FUTURE STATE

- Decrease the incidents of re-work and errors by insuring the order of the process is followed.
- Increase the speed of completing the process.
- Improve the county employee satisfaction with the process by clarifying understanding of what needs to be done in the process.
- Reduce the steps if possible.
- Improve customer satisfaction with the process by simplifying the process for the customer and by decreasing errors.

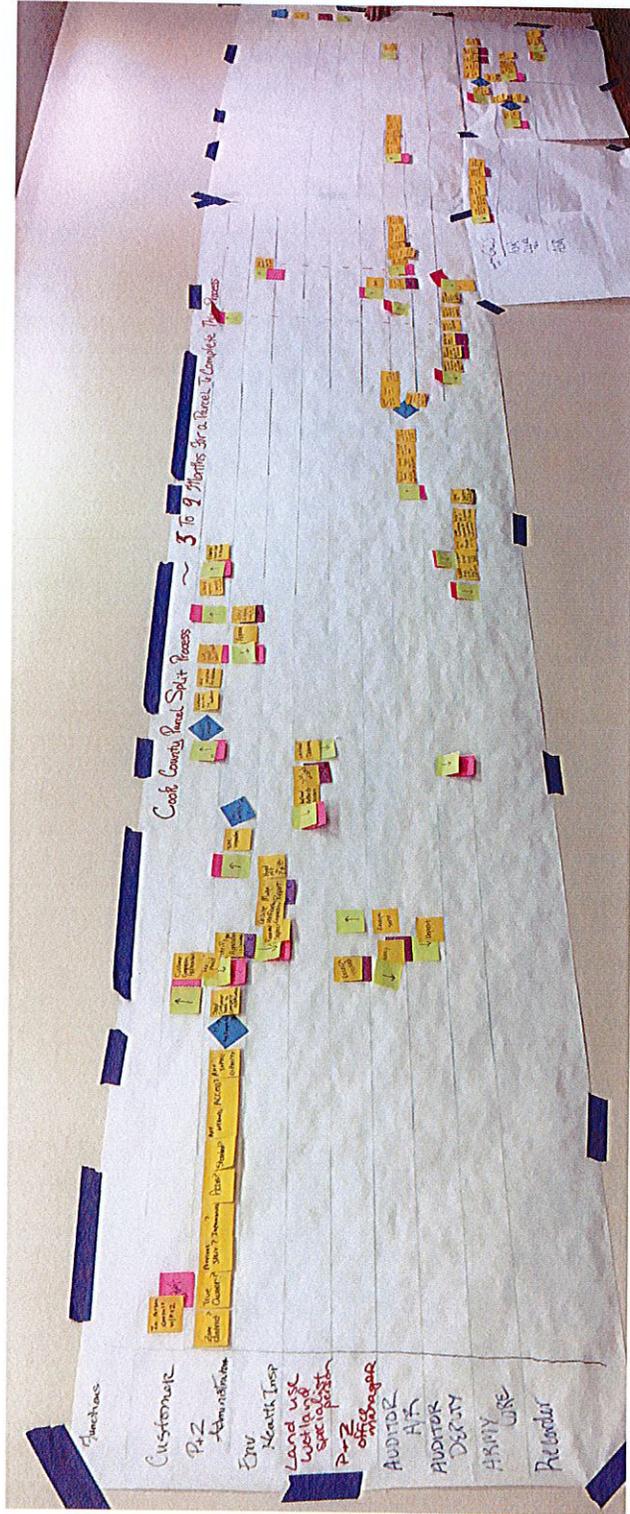




# PARCEL SPLIT PROCESS SCOPE

- **First Step:**  
Property owner works with P&Z to submit application for an Administrative Subdivision.
- **Last Step:**  
New tax parcel created with evaluation.

# CURRENT STATE

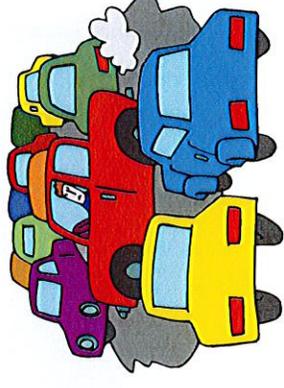


# CURRENT STATE OBSERVATIONS

- Takes too long
- Lots of handoffs
- Poor use of technology.
- Customer controls too much of the flow.
- Too much delegation.
- 3 separate site visits for \$200 site fee.
- Too many steps/duplication in auditor and GIS segment of process.
- Assessor should not be checking legal description, etc.
- Redundancy.
- One point of entry just occurred through Planning/Zoning – positive change.

# PARKING LOT

- Trip to recorders office necessary?
- Online app benefits and preps customer.
- Wetland delineation could be earlier.
- Legal description and acres checking – earlier in the process.
- Sometimes splits are batched – can we change that?
- How can we keep the customer from slowing things down?
- Countywide quality wetland inventory.
- Increase administrative subdivision fee.
- How to reduce site visits.



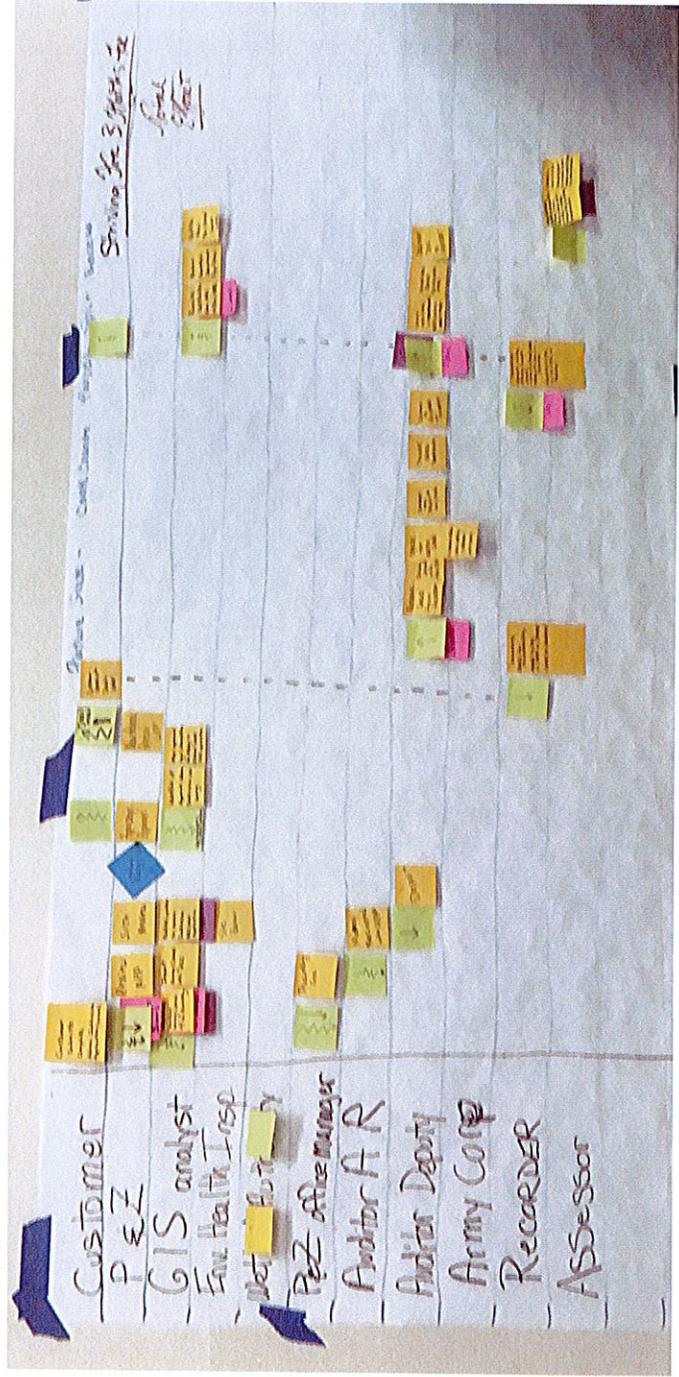
# IDEAS TO IMPROVE EFFICIENCY

- Condense site visits.
- All storage electronic.
- Better use of technology – dashboard GIS web app (eliminate access database) to track split status.
- Create a web based dashboard app for GIS data for stakeholder use.
- Eliminate paper parcel change form.
- Digital survey data – require submitted in CAD or GIS format.
- Encourage less batching.
- Endorse wetland delineation of county.
- Share wetland data.

# IDEAS TO IMPROVE EFFICIENCY

- Rewrite application.
  - Clarify checklist.
  - Specific tasks customer needs to provide.
  - Survey provided from >5 years.
  - Check accuracy at beginning
  - Require digital format survey (attach file to e-permitting)
  - GIS is notified of approved administrative subdivision via auto email from e-permitting.
- Legal and acreage review done earlier in process.
- Require surveys be recorded.
- Encourage submittal of complete application.
- Revise approval letter to clarify recording and customer needs to provide legal documents.
- Explore possibility of requiring survey for all subdivisions.

# FUTURE SWIM LANE MAP



# FUTURE PROCESS GENERAL METRICS

	Current	Future
Tasks	77	35
Handoffs	32	11
Decisions	6	1
Storage	14	3
Waits	100 days	17 days

# ACTION PLAN

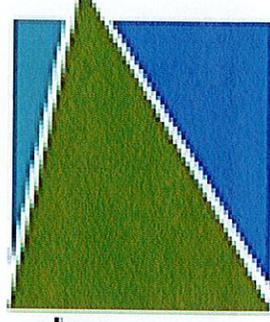
Task (What)	Lead	Timeline
Condense site visits.	Bill	30 days
Better use of technology – dashboard GIS web app (eliminate access database) to track split status & stakeholder use.	Kyle	30 days for pilot app launch
Revise application form.	Bill, Courtne, Diane	45 days
Revise approval letter.	Bill, Courtnee, Holly, Atty offc	60 days
Explore possibility of sharing of wetland delineation data	Kyle, Dave Demmers	30 days
Research requiring survey on all subdivisions	Tim Nelson	30 days
Endorse wetland delineation of county	Dave Demmers	Long-term/future
Status check with USFS on Soil Survey	Kyle	30 days

# TEAM LESSONS LEARNED

- Be patient – it comes together
- Utilize different perspectives
- Be aware of what you don't know
- Embrace technology
- Complexity and flexibility
- Appreciate constructive criticism
- Cross talk solves problems
- Pre-planning is worthwhile - consider tasks in advance
- Keep asking questions and be patient with those asking questions
- Practice active listening
- No question is dumb
- Willingness to hear other suggestions
- Be involved/engaged

Questions?

Cook County  
MINNESOTA



**Thank you for your participation!**

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

8.A.

1.	a. Topic or Issue: (As should be listed on agenda) Special Session CPA Letter	b. Requested Date: 6/28/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 218-387-3687	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? NO	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the attached letters to Cook County representatives urging them to support AMC County Program Aid recommendations.			
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>The absence of a tax bill—which did not include the County Program Aid formula revision— impacts all of Minnesota's counties in different ways, with the majority of the pain directed towards the agricultural-based counties who were not provided assistance via the AMC CPA proposal.</p> <p>While discussions of a special session continue to take place out of the public eye, AMC wants to provide you with a platform/ outreach in the event your county wishes to reach out to legislators on the absence of the CPA formula change. Please feel free to edit the attached "Special Session CPA Letter" to tailor it to your county's story/property tax statistics.</p>			
8.	<p>How will this request affect the County Budget?</p> <p>If successful the AMC County Program Aid recommendation will increase Cook County's CPA allocation.</p>			
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"/>

Dear Representative Ecklund,

With Governor Dayton's recent pocket veto of the omnibus tax bill, legislative members have a new opportunity to deliver essential support to their home communities. Cook County writes to urge your support of the Association of Minnesota Counties' comprehensive County Program Aid (CPA) proposal—as outlined in SF 3249/HF 3803—to be included in any new tax legislation. Without these important changes, Cook County will lose the additional \$211,993 we would receive under this proposal and not be able to responsibly budget for tax relief due to volatility in the federal payments in lieu programs.

As members are well aware, County Program Aid (CPA) is a critical tool for county governments to provide tax relief to Minnesota taxpayers. Whether through direct or indirect means, CPA funds infrastructure investments, equalization of human services costs, and mandate relief which, collectively, translate to reductions in county levies. In Cook County, CPA reduces the levy 3.9%.

Throughout the past decade, County Program Aid has experienced drastic fluctuations in funding. Funding levels have only recently gone back to their original 2005 levels and are greatly depressed in terms of inflation. In 2000, CPA's predecessor aids were equal to 18% of county levies; today, that number hovers around 6%. More specifically, a large number of counties have seen a portion of their aid—Tax-Base Equalization Aid—zeroed out or significantly reduced including Cook County. **While the final tax bill did include \$10m in new CPA funding, the final bill did not include the broadly supported formula revisions which would bring Cook County back on to a portion of the formula, and bring equity and sustainability to all Minnesota's counties.** If a tax bill goes forward without the full AMC proposal of \$40m along with structural changes to the formula, the instability of the current County Program Aid will be reinforced and Cook County will be forced to increase the levy and additional 2.9%.

In closing, Cook County stands alongside 85 other counties in their support for bringing sustainable relief for counties experiencing volatile swings in CPA funding, and dramatic reductions in tax-base equalization aid. Without change, the flawed formula will result in our county and our shared constituents losing valuable property tax relief funds. We would appreciate your support and hope that you will share these concerns with your party's leadership.

Sincerely,

Heidi Doo-Kirk  
Cook County Board Chair

Dear Senator Bakk,

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Sincerely,

Heidi Doo-Kirk  
Cook County Board Chair

## Jeff Cadwell

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**From:** Hilgart, Matthew <mhilgart@mncounties.org>  
**Sent:** Tuesday, June 21, 2016 11:20 AM  
**To:** Hilgart, Matthew  
**Cc:** Roxy Traxler; Ring, Julie; Baglio, Ben  
**Subject:** AMC: Optional CPA outreach to legislators  
**Attachments:** CPA fact sheet.pdf; Revised CPA Formula 2015\_2016 comparison.pdf; CPA Senate Hearing 2016 and Proposed Excel Comparison.pdf; Special Session CPA Letter to Legislators.docx

Dear All,

The absence of a tax bill—which did not include the County Program Aid formula revision— impacts all of Minnesota’s counties in different ways, with the majority of the pain directed towards the agricultural-based counties who were not provided assistance via the AMC CPA proposal.

While discussions of a special session continue to take place out of the public eye, AMC wants to provide you with a platform/outreach in the event your county wishes to reach out to legislators on the absence of the CPA formula change. Please feel free to edit the attached “Special Session CPA Letter” to tailor it to your county’s story/property tax statistics.

Additionally, the North Star Policy Institute recently released two articles highlighting the state’s dwindling financial assistance to counties post 2002 . Please read and forward to interested parties.

<http://northstarpolicy.org/long-term-trend-county-aid-still-despite-2014-increase/>

<http://northstarpolicy.org/county-property-taxes-since-2002-revenues/>

As always, if you have any questions, please don’t hesitate to reach out!

Matt

Matt Hilgart

### Association of Minnesota Counties

125 Charles Avenue  
Saint Paul, MN 55103  
T: 651.789.4343  
M: 612.805.5088

# The "NEW" County Program Aid

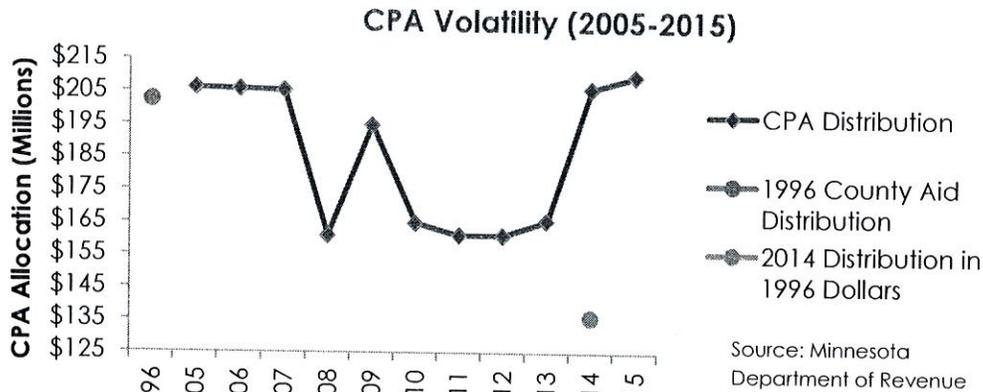
## Updating the County Program Aid Formula to Support Today's Counties



Minnesota has a tradition of state-mandated, county-administered programming that requires counties to deliver essential services in public safety, human services, transportation, and other vital program areas on the state's behalf. To help pay for these services, the state distributes funding to counties via County Program Aid (CPA) with the additional goal of potentially offsetting county tax levy growth.

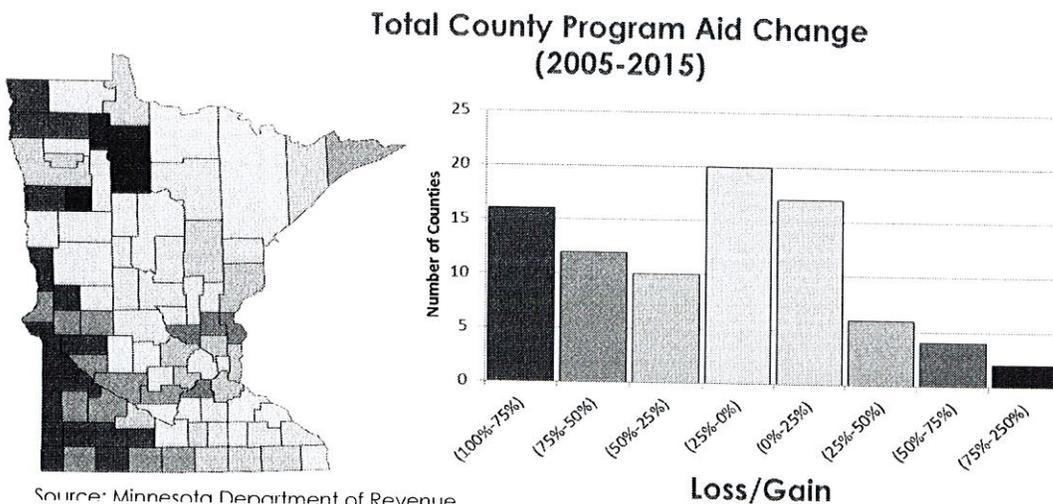
### Problems with the Current CPA Formula

The total appropriation counties receive in state aid has fluctuated drastically over the past twenty years, and is significantly depressed in real dollar value. The 2014 CPA allocation appears almost equal to 1996's amount, but after accounting for inflation, the 2014 allocation is actually **\$70.2 million less**.



**1/3 of Minnesota's counties have lost more than 50% of their CPA allocation in the past 10 years and 27 counties failed to receive a portion of their CPA entirely.**

More recently, counties have seen drastic variations in aid allotments which not only cause uncertainty during the budgeting process, but can force boards to raise levies and cut vital community services.



## Current CPA Formula

The CPA formula is broken into three parts: need aid, tax base equalization aid (TBEA), and transition aid. The state appropriates approximately equal amounts into need aid and TBEA where the funds are distributed to counties based on the following county characteristics:

Need Aid	Tax Base Equalization Aid (TBEA)	Transition Aid
<ul style="list-style-type: none"> <li>• <b>40%</b> distributed to each county based on the county's share of the state's population over 65 years of age.</li> <li>• <b>40%</b> distributed to each county based on the county's share of the state's population receiving food stamps.</li> <li>• <b>20%</b> distributed to each county based on the county's share of the number of Part I crimes reported in the state.</li> </ul>	<ul style="list-style-type: none"> <li>• <math>N \times (\\$185 \times \text{county population} - 9.45\% \text{ of the county's adjusted net tax capacity})</math></li> <li>• <math>N =</math> factor determined by the county's population (smaller population receives a higher number)</li> </ul>	<ul style="list-style-type: none"> <li>• Seven counties receive a fixed amount at one-third of the allocation they received in 2005 to compensate for a reduced CPA distribution after the program's inaugural year.</li> </ul>

## New CPA Formula

The Association of Minnesota Counties (AMC) convened a work group to study the CPA formula and recommend improvements. The work group included leadership from over twenty counties along with input from the Minnesota Inter-County Association (MICA) and the Minnesota Rural Counties Caucus (MRCC). After more than a year of work, the work group developed recommendations that reduce volatility and protect counties from losing significant funding when there is a sudden shift in their demographics.

**The following is a summary of the changes recommended by the work group:**

- A funding increase of \$40 million;
- The creation of a funding floor that guarantees each county \$350,000 in TBEA;
- Formula revisions to slow down counties' loss of TBEA funding, including: an increase of the per capita factor to \$190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

**In an age when counties are forced to do more with less, while still providing quality services and maintaining low property tax burdens, CPA remains an important tool in providing counties with the resources to fund transportation, human services, public safety, and many other programs of statewide importance.**

**For more information, please contact:**

Matt Hilgart, General Government Policy Analyst  
651-789-4343 or [mhilgart@mncounties.org](mailto:mhilgart@mncounties.org)

Jill Suurmeyer, Research Analyst  
651-789-4357 or [jsuurmeyer@mncounties.org](mailto:jsuurmeyer@mncounties.org)

October 2015

Work Group CPA Formula Compared to 2015 and 2016 Certified CPA Values

	Need Aid	TBEA	New Formula Total (Need + TBEA)	Difference New Formula & 2016 CPA	% Change New Formula & 2016 CPA	Difference New Formula & 2015 CPA	% Change New Formula & 2015 CPA
<b>State Total</b>	\$111,367,149	\$137,195,575	\$248,562,724	\$40,000,000		\$38,593,280	
AITKIN	\$447,916	\$370,240	\$818,156	\$162,422	24.8%	\$154,415	23.3%
ANOKA	\$5,785,524	\$13,075,119	\$18,860,643	\$2,283,061	13.8%	\$1,934,419	11.4%
BECKER	\$747,943	\$723,912	\$1,471,855	\$233,455	18.9%	\$144,058	10.8%
BELTRAMI	\$4,322,484	\$2,075,351	\$6,397,835	\$360,620	6.0%	\$473,272	8.0%
BENTON	\$706,980	\$1,827,237	\$2,534,217	\$279,989	12.4%	\$426,508	20.2%
BIG STONE	\$113,059	\$370,240	\$483,299	\$378,548	361.4%	\$376,108	350.9%
BLUE EARTH	\$1,233,751	\$1,676,635	\$2,910,386	\$446,817	18.1%	\$464,620	19.0%
BROWN	\$457,822	\$445,590	\$903,412	\$168,446	22.9%	\$118,492	15.1%
CARLTON	\$737,943	\$1,500,667	\$2,238,610	\$257,127	13.0%	\$316,789	16.5%
CARVER	\$1,018,779	\$2,514,174	\$3,532,953	\$602,737	20.6%	\$357,002	11.2%
CASS	\$915,792	\$370,240	\$1,286,032	\$437,542	51.6%	\$471,290	57.8%
CHIPPEWA	\$239,841	\$370,240	\$610,081	\$337,436	123.8%	\$335,880	122.5%
CHISAGO	\$795,592	\$2,278,169	\$3,073,761	\$367,115	13.6%	\$446,491	17.0%
CLAY	\$1,114,092	\$2,212,443	\$3,326,535	\$424,768	14.6%	\$459,988	16.0%
CLEARWATER	\$195,807	\$705,202	\$901,009	\$158,093	21.3%	\$147,127	19.5%
COOK	\$121,127	\$370,240	\$491,367	\$211,557	75.6%	\$208,662	73.8%
COTTONWOOD	\$250,804	\$370,240	\$621,044	\$388,671	167.3%	\$384,348	162.4%
CROW WING	\$1,505,378	\$980,108	\$2,485,486	\$443,980	21.7%	\$388,267	18.5%
DAKOTA	\$6,075,099	\$13,366,974	\$19,442,073	\$2,727,184	16.3%	\$2,647,487	15.8%
DODGE	\$303,208	\$483,272	\$786,480	\$132,134	20.2%	\$149,022	23.4%
DOUGLAS	\$786,953	\$834,350	\$1,621,303	\$255,753	18.7%	\$277,667	20.7%
FARIBAULT	\$315,953	\$370,240	\$686,193	\$393,460	134.4%	\$396,553	136.9%
FILLMORE	\$369,574	\$370,240	\$739,814	\$203,202	37.9%	\$126,467	20.6%
FREEBORN	\$709,307	\$742,249	\$1,451,556	\$218,706	17.7%	\$384,504	36.0%
GOODHUE	\$842,005	\$1,001,747	\$1,843,752	\$311,067	20.3%	\$312,345	20.4%
GRANT	\$129,056	\$370,240	\$499,296	\$379,725	317.6%	\$374,399	299.8%
HENNEPIN	\$27,767,055	\$7,706,448	\$35,473,503	\$3,682,925	11.6%	\$3,433,305	10.7%
HOUSTON	\$305,978	\$685,334	\$991,312	\$127,749	14.8%	\$139,740	16.4%
HUBBARD	\$541,804	\$370,240	\$912,044	\$208,212	29.6%	\$208,089	29.6%
ISANTI	\$679,243	\$1,761,058	\$2,440,301	\$271,246	12.5%	\$321,905	15.2%

**Work Group CPA Formula Compared to 2015 and 2016 Certified CPA Values**

ITASCA	\$1,162,821	\$1,095,715	\$2,258,536	\$331,993	17.2%	\$317,726	16.4%
JACKSON	\$182,073	\$370,240	\$552,313	\$383,620	227.4%	\$379,064	218.8%
KANABEC	\$375,898	\$776,171	\$1,152,069	\$90,769	8.6%	\$103,526	9.9%
KANDIYOHI	\$933,417	\$1,060,541	\$1,993,958	\$297,633	17.5%	\$259,441	15.0%
KITTON	\$79,569	\$370,240	\$449,809	\$346,490	335.4%	\$344,161	325.8%
KOOSCHICHING	\$335,516	\$541,666	\$877,182	\$98,777	12.7%	\$125,593	16.7%
LAC QUI PARLE	\$140,709	\$370,240	\$510,949	\$380,580	291.9%	\$373,351	271.3%
LAKE	\$222,308	\$370,240	\$592,548	\$164,092	38.3%	\$150,946	34.2%
LAKE OF THE WOOD	\$76,617	\$370,240	\$446,857	\$197,623	79.3%	\$165,472	58.8%
LE SUEUR	\$427,503	\$781,206	\$1,208,709	\$183,431	17.9%	\$189,224	18.6%
LINCOLN	\$109,571	\$370,240	\$479,811	\$378,292	372.6%	\$376,427	364.1%
LYON	\$457,899	\$370,240	\$828,139	\$196,276	31.1%	\$325,870	64.9%
MCLEOD	\$638,804	\$1,275,577	\$1,914,381	\$247,942	14.9%	\$255,030	15.4%
MAHNOMEN*	\$169,654	\$595,090	\$764,744	\$104,941	15.9%	-\$1,395,051	-64.6%
MARSHALL	\$150,212	\$370,240	\$520,452	\$381,280	274.0%	\$370,796	247.8%
MARTIN	\$479,610	\$370,240	\$849,850	\$405,486	91.3%	\$412,923	94.5%
MEEKER	\$427,671	\$662,272	\$1,089,943	\$158,108	17.0%	\$183,891	20.3%
MILLE LACS	\$614,363	\$1,153,351	\$1,767,714	\$193,679	12.3%	\$241,605	15.8%
MORRISON	\$613,461	\$1,320,042	\$1,933,503	\$231,389	13.6%	\$314,273	19.4%
MOWER	\$925,581	\$1,187,328	\$2,112,909	\$284,637	15.6%	\$503,535	31.3%
MURRAY	\$162,028	\$370,240	\$532,268	\$382,148	254.6%	\$379,992	249.5%
NICOLLET	\$536,914	\$933,445	\$1,470,359	\$221,813	17.8%	\$225,864	18.1%
NOBLES	\$402,768	\$370,240	\$773,008	\$390,579	102.1%	\$396,920	105.5%
NORMAN	\$139,133	\$370,240	\$509,373	\$380,465	295.1%	\$380,782	296.1%
OLMSTEAD	\$2,627,076	\$5,044,717	\$7,671,793	\$1,028,281	15.5%	\$1,164,058	17.9%
OTTER TAIL	\$1,211,662	\$1,080,893	\$2,292,555	\$395,248	20.8%	\$270,088	13.4%
PENNINGTON	\$275,219	\$526,752	\$801,971	\$99,607	14.2%	\$83,280	11.6%
PINE	\$803,549	\$1,207,146	\$2,010,695	\$225,158	12.6%	\$296,165	17.3%
PIPESTONE	\$184,798	\$370,240	\$555,038	\$383,820	224.2%	\$380,807	218.6%
POLK**	\$688,210	\$370,240	\$1,058,450	\$214,863	25.5%	-\$47,813	-4.3%
POPE	\$232,538	\$370,240	\$602,778	\$387,330	179.8%	\$382,332	173.4%
RAMSEY	\$13,767,689	\$5,088,968	\$18,856,657	\$1,758,542	10.3%	\$1,923,372	11.4%
RED LAKE	\$70,045	\$370,240	\$440,285	\$245,922	126.5%	\$160,043	57.1%
REDWOOD	\$294,557	\$370,240	\$664,797	\$391,887	143.6%	\$381,205	134.4%
RENVILLE	\$294,442	\$370,240	\$664,682	\$391,879	143.6%	\$380,852	134.2%
RICE	\$1,052,207	\$2,614,046	\$3,666,253	\$446,815	13.9%	\$521,425	16.6%

Work Group CPA Formula Compared to 2015 and 2016 Certified CPA Values

ROCK	\$177,028	\$370,240	\$547,268	\$383,249	233.7%	\$382,350	231.8%
ROSEAU	\$236,406	\$712,598	\$949,004	\$107,562	12.8%	\$169,462	21.7%
ST. LOUIS	\$5,084,406	\$8,132,353	\$13,216,759	\$1,513,445	12.9%	\$1,960,759	17.4%
SCOTT	\$1,688,743	\$4,081,312	\$5,770,055	\$885,939	18.1%	\$679,405	13.3%
SHERBURNE	\$1,109,148	\$3,523,873	\$4,633,021	\$596,397	14.8%	\$659,482	16.6%
SIBLEY	\$213,094	\$370,240	\$583,334	\$385,900	195.5%	\$333,448	133.4%
STEARNS	\$2,846,485	\$6,138,900	\$8,985,385	\$1,078,180	13.6%	\$1,354,838	17.8%
STEELE	\$732,763	\$1,248,687	\$1,981,450	\$257,354	14.9%	\$278,312	16.3%
STEVENS	\$159,280	\$370,240	\$529,520	\$381,944	258.8%	\$258,038	95.0%
SWIFT	\$203,223	\$370,240	\$573,463	\$385,177	204.6%	\$377,443	192.6%
TODD	\$488,912	\$1,015,194	\$1,504,106	\$174,184	13.1%	\$214,002	16.6%
TRAVERSE	\$81,055	\$370,240	\$451,295	\$331,914	278.0%	\$329,800	271.5%
WABASHA	\$362,215	\$639,043	\$1,001,258	\$144,177	16.8%	\$134,874	15.6%
WADENA	\$342,393	\$653,746	\$996,139	\$104,894	11.8%	\$136,938	15.9%
WASECA	\$364,331	\$440,708	\$805,039	\$129,299	19.1%	\$165,448	25.9%
WASHINGTON	\$3,480,117	\$7,119,079	\$10,599,196	\$1,560,619	17.3%	\$1,238,025	13.2%
WATONWAN	\$211,255	\$370,240	\$581,495	\$385,766	197.1%	\$384,237	194.8%
WILKIN	\$143,763	\$370,240	\$514,003	\$358,841	231.3%	\$359,493	232.7%
WINONA	\$812,370	\$2,104,632	\$2,917,002	\$350,335	13.6%	\$425,031	17.1%
WRIGHT	\$1,650,478	\$4,515,855	\$6,166,333	\$846,391	15.9%	\$715,321	13.1%
YELLOW MEDICINE	\$177,723	\$370,240	\$547,963	\$383,301	232.8%	\$380,190	226.6%

\*Mahnommen received a one-time, special allocation of CPA in 2015 equal to \$1.5 million. If the county had not received the \$1.5 million, its CPA allocation would have been \$659,795, resulting in the county gaining \$104,949 with the new formula compared to its 2015 allocation.

\*\*Polk had the largest decrease in TBEA funding in the past six years (lost \$928,520 2010-2016 ); with a 2016 certified TBEA allocation of just \$205,953. This formula establishes a TBEA funding floor to prevent Polk's TBEA allocation from continuing to decline.

Dear [Insert Representative/Senator],

With Governor Dayton's recent pocket veto of the omnibus tax bill, legislative members have a new opportunity to deliver essential support to their home communities. [Insert County] writes to urge your support of the Association of Minnesota Counties' comprehensive County Program Aid (CPA) proposal—as outlined in SF 3249/HF 3803—to be included in any new tax legislation. Without these important changes, [insert county will lose \_\_\_\$, not gain, not be able to responsibly budget for tax relief due to volatility, etc].

As members are well aware, County Program Aid (CPA) is a critical tool for county governments to provide tax relief to Minnesota taxpayers. Whether through direct or indirect means, CPA funds infrastructure investments, equalization of human services costs, and mandate relief which, collectively, translate to reductions in county levies. In [insert county], CPA funds transportation, human services and public safety programs of statewide importance [insert specific projects/tax relief statistics—e.g. "buys down 2.3% of levy].

Throughout the past decade, County Program Aid has experienced drastic fluctuations in funding. Funding levels have only recently gone back to their original 2005 levels and are greatly depressed in terms of inflation. In 2000, CPA's predecessor aids were equal to 18% of county levies; today, that number hovers around 6%. More specifically, a large number of counties have seen a portion of their aid—Tax-Base Equalization Aid—zeroed out or significantly reduced [including...insert county if applicable]. **While the final tax bill did include \$10m in new CPA funding, the final bill did not include the broadly supported formula revisions which would [if applicable: bring...insert county...back on to a portion of the formula, and...] bring equity and sustainability to all Minnesota's counties.** If a tax bill goes forward without the full AMC proposal of \$40m along with structural changes to the formula, the instability of the current County Program Aid will be reinforced and [insert county...will be forced to: increase levy, cut services, etc.]

In closing, [insert county] stands alongside 85 other counties in their support for bringing sustainable relief for counties experiencing volatile swings in CPA funding, and dramatic reductions in tax-base equalization aid. Without change, the flawed formula will result in our county and our shared constituents losing valuable property tax relief funds. We would appreciate your support and hope that you will share these concerns with your party's leadership.

Sincerely,

## Comparison of 2016 Certified County Program Aid and Proposed CPA Formula under SF3249

	2016 NEED AID		2016 TBEA		TOTAL CERTIFIED 2016 CPA		PROPOSED FORMULA TBEA		PROPOSED FORMULA TOTAL CPA		DOLLAR CHANGE: 2016 AND PROPOSED		CHANGE IN TOTAL PERCENT	
AITKIN*	\$414,999	\$120,339	\$655,734	\$371,054	\$817,573	\$161,839	24.7%							
ANOKA	\$5,360,348	\$11,217,234	\$16,577,582	\$13,158,758	\$18,926,241	\$2,348,659	14.2%							
BECKER	\$692,978	\$545,422	\$1,238,400	\$626,061	\$1,371,672	\$133,272	10.8%							
BELTRAMI**	\$4,225,295	\$1,811,920	\$6,037,215	\$2,110,921	\$6,429,281	\$392,066	6.5%							
BENTON	\$655,025	\$1,599,203	\$2,254,228	\$1,837,898	\$2,542,674	\$288,446	12.8%							
BIGSTONE	\$104,751	\$0	\$104,751	\$371,054	\$483,761	\$379,010	361.8%							
BLUE EARTH	\$1,143,084	\$1,320,485	\$2,463,569	\$1,863,907	\$3,093,811	\$630,242	25.6%							
BROWN	\$424,177	\$310,789	\$734,966	\$674,925	\$1,131,320	\$396,354	53.9%							
CARLTON	\$683,711	\$1,297,772	\$1,981,483	\$1,519,174	\$2,254,816	\$273,333	13.8%							
CARVER	\$943,910	\$1,986,306	\$2,930,216	\$2,442,830	\$3,458,432	\$528,216	18.0%							
CASS	\$848,490	\$0	\$848,490	\$371,054	\$1,283,990	\$435,500	51.3%							
CHIPPEWA*	\$222,215	\$0	\$222,645	\$371,054	\$610,148	\$337,503	123.8%							
CHISAGO	\$737,124	\$1,969,522	\$2,706,646	\$2,279,029	\$3,072,140	\$365,494	13.5%							
CLAY	\$1,032,218	\$1,869,549	\$2,901,767	\$2,151,183	\$3,261,801	\$360,034	12.4%							
CLEARWATER	\$181,417	\$561,499	\$742,916	\$629,582	\$824,779	\$81,863	11.0%							
COOK*	\$112,226	\$0	\$279,810	\$371,054	\$491,803	\$211,993	75.8%							
COTTONWOOD	\$232,373	\$0	\$232,373	\$371,054	\$621,076	\$388,703	167.3%							
CROW WING	\$1,394,748	\$646,758	\$2,041,506	\$931,357	\$2,432,041	\$390,535	19.1%							
DAKOTA	\$5,628,642	\$11,086,247	\$16,714,889	\$13,238,382	\$19,294,538	\$2,579,649	15.4%							
DODGE	\$280,925	\$373,421	\$654,346	\$554,085	\$856,347	\$202,001	30.9%							
DOUGLAS	\$729,120	\$636,430	\$1,365,550	\$806,147	\$1,590,645	\$225,095	16.5%							
FARIBAULT	\$292,733	\$0	\$292,733	\$371,054	\$686,022	\$393,289	134.4%							
FILLMORE	\$342,415	\$194,197	\$536,612	\$371,054	\$739,476	\$202,864	37.8%							
FREEBORN	\$657,181	\$575,669	\$1,232,850	\$940,402	\$1,647,498	\$414,648	33.6%							
GOODHUE	\$780,126	\$752,559	\$1,532,685	\$916,317	\$1,755,697	\$223,012	14.6%							
GRANT	\$119,571	\$0	\$119,571	\$371,054	\$499,707	\$380,136	317.9%							
HENNEPIN	\$25,726,463	\$6,064,115	\$31,790,578	\$7,013,428	\$34,693,899	\$2,903,321	9.1%							
HOUSTON	\$283,493	\$580,070	\$863,563	\$712,890	\$1,017,914	\$154,351	17.9%							
HUBBARD	\$501,987	\$201,845	\$703,832	\$371,054	\$911,168	\$207,336	29.5%							
ISANTI	\$629,325	\$1,539,730	\$2,169,055	\$1,731,014	\$2,408,139	\$239,084	11.0%							
ITASCA	\$1,077,365	\$849,178	\$1,926,543	\$1,162,017	\$2,321,212	\$394,669	20.5%							
JACKSON	\$168,693	\$0	\$168,693	\$371,054	\$552,559	\$383,866	227.6%							

	2016 NEED AID		2016 TBEA		TOTAL CERTIFIED 2016 CPA		PROPOSED FORMULA TBEA		PROPOSED FORMULA TOTAL CPA		DOLLAR CHANGE: 2016 AND PROPOSED		CHANGE IN TOTAL PERCENT	
KANABEC*	\$348,273	\$683,413	\$0	\$1,061,300	\$771,138	\$1,145,864	\$84,564	8.0%						
KANDIYOHI	\$864,820	\$831,505	\$0	\$1,696,325	\$1,068,744	\$1,999,249	\$302,924	17.9%						
KITTON*	\$73,720	\$0	\$103,319	\$371,054	\$450,374	\$347,055	\$335.9%							
KOOCHICHING	\$310,859	\$467,546	\$778,405	\$572,331	\$906,801	\$128,396	16.5%							
LAC QUI PARLE	\$130,369	\$0	\$130,369	\$371,054	\$511,325	\$380,956	292.2%							
LAKE	\$205,971	\$222,485	\$428,456	\$371,054	\$592,670	\$164,214	38.3%							
LAKE/WOODS	\$70,987	\$178,247	\$249,234	\$371,054	\$447,432	\$198,198	79.5%							
LE SUEUR	\$396,085	\$629,193	\$1,025,278	\$793,083	\$1,219,252	\$193,974	18.9%							
LINCOLN	\$101,519	\$0	\$101,519	\$371,054	\$480,283	\$378,764	373.1%							
LYON	\$424,248	\$207,615	\$631,863	\$423,016	\$879,487	\$247,624	39.2%							
MC LEOD	\$591,858	\$1,074,581	\$1,666,439	\$1,342,876	\$1,979,688	\$313,249	18.8%							
MAHNOMEN	\$157,186	\$502,617	\$659,803	\$581,078	\$750,204	\$90,401	13.7%							
MARSHALL	\$139,172	\$0	\$139,172	\$371,054	\$520,797	\$381,625	274.2%							
MARTIN	\$444,364	\$0	\$444,364	\$371,054	\$849,170	\$404,806	91.1%							
MEEKER	\$396,242	\$535,593	\$931,835	\$736,875	\$1,163,214	\$231,379	24.8%							
MILLE LACS	\$569,214	\$1,004,821	\$1,574,035	\$1,184,730	\$1,797,178	\$223,143	14.2%							
MORRISON	\$568,377	\$1,133,737	\$1,702,114	\$1,318,271	\$1,929,818	\$227,704	13.4%							
MOWER	\$857,561	\$970,711	\$1,828,272	\$1,388,764	\$2,311,460	\$483,188	26.4%							
MURRAY	\$150,120	\$0	\$150,120	\$371,054	\$532,576	\$382,456	254.8%							
NICOLLET	\$497,455	\$751,091	\$1,248,546	\$1,091,666	\$1,626,906	\$378,360	30.3%							
NOBLES	\$373,169	\$9,260	\$382,429	\$379,418	\$780,930	\$398,501	104.2%							
NORMAN	\$128,908	\$0	\$128,908	\$371,054	\$509,753	\$380,845	295.4%							
OLMSTED	\$2,434,013	\$4,209,499	\$6,643,512	\$4,930,354	\$7,549,238	\$905,726	13.6%							
OTTERTAIL	\$1,122,617	\$774,690	\$1,897,307	\$1,004,682	\$2,212,566	\$315,259	16.6%							
PENNINGTON	\$254,994	\$447,370	\$702,364	\$469,767	\$744,128	\$41,764	5.9%							
PINE	\$744,496	\$1,041,041	\$1,785,537	\$1,228,413	\$2,029,455	\$243,918	13.7%							
PIPESTONE	\$171,218	\$0	\$171,218	\$371,054	\$555,276	\$384,058	224.3%							
POLK	\$637,634	\$205,953	\$843,587	\$404,392	\$1,090,456	\$246,869	29.3%							
POPE	\$215,448	\$0	\$215,448	\$371,054	\$602,868	\$387,420	179.8%							
RAMSEY	\$12,755,907	\$4,342,208	\$17,098,115	\$5,011,692	\$18,736,451	\$1,638,336	9.6%							
RED LAKE	\$64,897	\$129,466	\$194,363	\$371,054	\$440,880	\$246,517	126.8%							
REDWOOD	\$272,910	\$0	\$272,910	\$371,054	\$664,692	\$391,782	143.6%							
RENVILLE	\$272,803	\$0	\$272,803	\$371,054	\$664,578	\$391,775	143.6%							

	2016 NEED AID	2016 TBEA	TOTAL CERTIFIED 2016 CPA	PROPOSED FORMULA TBEA	PROPOSED FORMULA TOTAL CPA	DOLLAR CHANGE: 2016 AND PROPOSED	CHANGE IN TOTAL PERCENT
RICE	\$974,880	\$2,244,558	\$3,219,438	\$2,754,256	\$3,803,182	\$583,744	18.1%
ROCK	\$164,019	\$0	\$164,019	\$371,054	\$547,530	\$383,511	233.8%
ROSEAU	\$219,033	\$622,409	\$841,442	\$709,399	\$945,068	\$103,626	12.3%
ST LOUIS	\$4,710,755	\$6,992,559	\$11,703,314	\$8,082,048	\$13,150,600	\$1,447,286	12.4%
SCOTT	\$1,564,637	\$3,319,479	\$4,884,116	\$4,043,930	\$5,727,408	\$843,292	17.3%
SHERBURNE	\$1,027,638	\$3,008,986	\$4,036,624	\$3,497,746	\$4,603,436	\$566,812	14.0%
SIBLEY	\$197,434	\$0	\$197,434	\$371,054	\$583,483	\$386,049	195.5%
STEARNS	\$2,637,298	\$5,269,907	\$7,907,205	\$6,026,739	\$8,864,348	\$957,143	12.1%
STEELE	\$678,912	\$1,045,184	\$1,724,096	\$1,324,426	\$2,054,905	\$330,809	19.2%
STEVENS	\$147,576	\$0	\$147,576	\$371,054	\$529,838	\$382,262	259.0%
SWIFT	\$188,286	\$0	\$188,286	\$371,054	\$573,642	\$385,356	204.7%
TODD	\$452,982	\$876,940	\$1,329,922	\$1,056,121	\$1,543,509	\$213,587	16.1%
TRAVERSE*	\$75,099	\$0	\$119,381	\$371,054	\$451,857	\$332,476	278.5%
WABASHA	\$335,595	\$521,486	\$857,081	\$639,416	\$1,000,501	\$143,420	16.7%
WADENA	\$317,230	\$574,015	\$891,245	\$664,858	\$1,006,183	\$114,938	12.9%
WASECA	\$337,557	\$338,183	\$675,740	\$561,336	\$924,531	\$248,791	36.8%
WASHINGTON	\$3,224,365	\$5,814,212	\$9,038,577	\$7,237,132	\$10,706,396	\$1,667,819	18.5%
WATONWAN	\$195,729	\$0	\$195,729	\$371,054	\$581,649	\$385,920	197.2%
WILKIN*	\$133,198	\$0	\$155,162	\$371,054	\$514,369	\$359,207	231.5%
WINONA	\$752,669	\$1,813,998	\$2,566,667	\$2,144,502	\$2,954,339	\$387,672	15.1%
WRIGHT	\$1,529,184	\$3,790,758	\$5,319,942	\$4,439,222	\$6,084,553	\$764,611	14.4%
YELLOW MEDICINE	\$164,662	\$0	\$164,662	\$371,054	\$548,222	\$383,560	232.9%
<b>STATEWIDE</b>	<b>\$103,403,280</b>	<b>\$104,695,575</b>	<b>\$208,562,724</b>	<b>\$137,427,510</b>	<b>\$248,456,748</b>	<b>\$39,894,024</b>	<b>19.1%</b>

\*Counties received transition aid funding in 2016

\*\*Beltrami has special allocation of \$3 million

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

8.B.

1.	a. Topic or Issue: (As should be listed on agenda) Approve Assessor Position Vacancy	b. Requested Date: 6/28/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 218-387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Assessor	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before? YES	b. If so, When? 5/24/2016	c. What was the result? accepted Betty Schultz resignation	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the posting and hiring of a County Assessor.			
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>Authorize the Administrator to execute a search, create a committee to review and screen applicants, interview qualified candidates and make a final recommendation to the board for hiring approval. Position is as Assessor only. Land Commissioner duties will be addressed separately.</p> <p>This was reviewed and supported by the Personnel Committee on June 20, 2016</p>			
8.	How will this request affect the County Budget? Should be negligible impact. Filling vacancy for a budgeted position.			
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"/>

## JOB DESCRIPTION

BAND| GRADE| SUBGRADE|  
    D    6    3-2    

**JOB TITLE:** County Assessor

**DEPARTMENT:** Assessor

**TITLE OF IMMEDIATE SUPERVISOR:** County Board

**JOB SUMMARY:** Purpose of this position is to organize, supervise, and manage the day-to day activities of the Assessor's office.

<u>TASK</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>BAND</u>	<u>GRADE</u>
1	Devises procedures for compiling, computing, and analyzing valuation data according to knowledge of statistical principles and accepted valuation theories; maintains all real and personal property, residential, commercial, exempt, industrial, and agricultural property at current fair market value.	25% D		D
2.	Responsible for the classification, valuation, and equalization of residential, agricultural, commercial, industrial, and other property to comply with the laws of the State of Minnesota; oversees the computerized property data system; assists appraisers in understanding, valuing and grading to ensure accuracy and consistency.	25% D		D
3.	Provides County Board, other county officials, agencies, institutions and county residents with up-to-date information regarding assessments via news and press releases; serves as liaisons with tax payers to ensure a positive public relations image; explains how property values are determined to general public.	5% Y		C
4.	Prepares, monitors, and maintains departmental annual budget; approves all bills directed toward the department.	2% M		D
5.	Responds to complex and/or difficult questions or concerns from taxpayers to include the knowledge and researching of MN State Statute to include research and interpretation of complex State Statutes and Department of Revenue opinions and attending seminars and meetings. Investigates the validity of complaints of inequity or fairness of real estate values and classifications. Defend property values and classifications when there are tax appeals. Exhibits good public relations in the office and field regarding taxes and valuations and maintains composure and professionalism in stressful situations.	5% D		D

6.	Complies and analyzes market sales data, new construction, land valuation, neighborhood trends and income and expense information to formulate proper cost, market, and income schedules for use throughout the County to apply to all classes of property. Interprets the compiled data sets, develops market comparison, and verifies sales data to produce accurate and defensible property values while meeting all department of Revenue parameters/requirements.	20% W	C
7.	Facilitates Local Board of Appeal and Equalization meetings; represents Assessor's Office at County Board of Appeal meetings; insuring required notices to public, and reporting to Department of Revenue is met according to required parameters/requirements.	3% Y	C
8.	Responsible for oversight, scheduling, and completion of the quintile process as per Department of Revenue requirements; monitors and reviews office work for accuracy.	5% D	C
9.	Manages staff to include training, performance evaluations, staff development and team building.	5% D	D
12.	Collaborates with personnel in other County offices to resolve questions, concerns, or problems pertaining to property, appraisal, and taxation issues.	5% D	C

**APPROVED ON BEHALF OF PERSONNEL COMMITTEE:** 6/20/2016

**APPROVED BY COOK COUNTY BOARD OF COMMISSIONERS:**    

**QUALIFICATIONS:** Specific training or job experience required before appointment:

Five (5) years of education and/or experience regarding real estate/appraisal/tax assessment procedures. Applicants should have a good working knowledge of personal computers, Windows operating system, Microsoft Word, Excel, and Access, Internet Explorer, Outlook Express, GIS software; APEX and CAMA systems desirable. Licensure by the MN Department of Revenue Board of Assessors as a Senior Accredited Minnesota Assessor (SAMA) is highly preferred; ability to become licensed as a SAMA within two years of hire is required. Knowledge and experience using assessing software; effective supervisory and leadership skills and capabilities, to supervise personnel in a manner conducive to efficient performance and high morale; skill to utilize mathematical formulas, perform statistical calculations which include frequency distributions, reliability, and validity of tests and interpret same; ability to effectively utilize time and resources available to complete tasks and meet strict deadlines; ability to multitask between diverse duties and varied technology platforms; ability to handle unpredictable situations in public dealings in a manner which represents Cook County and the Assessor's office in a positive fashion. Must possess a valid State of Minnesota driver's license.

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

e-mail form

S.C.

1.	a. Topic or Issue: (As should be listed on agenda) Approve Emergency Manager Position Vacancy	b. Requested Date: 6/28/2016	c. Amount of time with Board Consent Agenda 10 <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 218-387-3687	c. Email: jeff.cadwell@co.cook.mn.us
3.	a. Departments affected: Emergency Management	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? <b>Yes</b>	b. If so, When? 6/10/2016	c. What was the result? accepted Jim Wiinanen's retirement
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?		
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the posting and hiring of a County Emergency Management Director		
7.	<p><b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).</p> <p>Authorize the Administrator to execute a search, create a committee to review and screen applicants, interview qualified candidates and make a final recommendation to the board for hiring approval.</p> <p>This was reviewed and supported by the Personnel Committee on June 20, 2016</p>		
8.	How will this request affect the County Budget? Should be negligible impact. Filling vacancy for a budgeted position.		
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"/>

## JOB DESCRIPTION

BAND| GRADE| SUBGRADE|  
    C    42    -1    

**JOB TITLE:** Emergency Management Director

**DEPARTMENT:** Sheriff's Office

**TITLE OF IMMEDIATE SUPERVISOR:** Cook County Sheriff

**JOB SUMMARY:** Directs and administers the overall activities of the County's Emergency Operations Plan, provides services to meet emergencies, and coordinates the County's overall emergency preparedness.

<u>TASK</u>	<u>DESCRIPTION</u>	<u>FREQUENCY</u>	<u>BAND</u>	<u>GRADE</u>
1.	Leads and coordinates Emergency Management Program functions. Plans, develops, directs, and evaluates emergency services programs, determines the nature and extent of emergency service needs of the population, and develops procedures, standards and services to meet priority needs. Develops, maintains, and updates the County Emergency Operations Plan and evaluates the plan, including coordination of actual drills and exercises. Coordinates and works with Department Heads and the Cook County Board to develop, manage and test and maintain a County Wide business continuity plan.	25% W	C	
2.	Coordinates and acts as Liaison for Emergency Management activities with other government agencies such as MN Homeland Security and Emergency Management (HSEM), Federal Emergency Management Agency (FEMA), etc. Ensures that open lines of communication and partnerships are formed with all identified National Incident Management Systems (NIMS) disciplines. Assures compliance with all applicable State and Federal agencies.	20% W	C	
3.	Performs Emergency Duties. Responds to, and works with Incident Commanders in, emergencies. Offers assistance to include warning and notification, public information, search and rescue, evacuation, damage assessment, and handling of	5% A	C	

	hazardous materials. Manages and oversees severe weather spotter activities throughout the County.		
4.	Assists, reviews, trains, and advises officials and employees on the interpretation and application of technical procedures and practices governing policies and operating rules specific to Emergency Management. Identifies, plans, and coordinates training needs and requirements for officials and employees in areas of emergency management. Conducts safety training, drills, and exercises with and for local response organizations and regionally as required.	5% M	C
5.	Provides public education regarding all types of emergencies. Meets with interested groups to explain emergency management program. Encourages and provides training for interested volunteers and volunteer groups.	5% M	B/C
6.	Participates in and leads various task forces, committees and multi-disciplinary groups at the local and regional level. Represents Cook County in conferences with Canadian Provincial, Federal, State, Regional and local Emergency Management representatives and participates in special meetings as assigned.	10% M	C
7.	Attends conferences and workshops to keep informed of new developments in Emergency Management and to meet state emergency management training requirements.	5%	N/B
8.	Conducts grant research and writes/assists in writing grants on behalf of the County for state and federal financial assistance, including Homeland Security Grant. Monitors grants for compliance and supervises the work of grant contractors as assigned. Oversees Cook County Firewise Agreement.	10% W	C
9.	Prepares Emergency Management budget. Oversees expenditures and revenues. Monitors budget reports.	4% M	B
10.	Develops, prepares, and maintains all forms, records, reports, and correspondence required in the administration of Emergency Management in compliance with all applicable standards and regulations. Assigns and/or completes all typing, data entry, duplication, mailing, and filing of said documents.	10% D	A

11.	Performs other duties as assigned or as necessary.	1%	N/B
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**APPROVED ON BEHALF OF JOB EVALUATION COMMITTEE: 6/20/2016**

**APPROVED BY COOK COUNTY BOARD OF COMMISSIONERS: \_**

**QUALIFICATIONS:** Specific training or job experience required before appointment:

Minimum of 4 years' education and/or experience in emergency management services or related field. Computer experience. Possession of a valid driver's license. Ability to develop and implement emergency management plans. Ability to analyze and meet local EMS needs. Ability to gather and present information to individuals and groups. Ability to communicate in written and oral fashion. Ability to maintain records and financial accounts. Ability to perform all functions to successfully secure and maintain compliance with grants. Ability to analyze facts and to exercise sound and prompt judgments in making decisions and issuing directives. Ability to maintain confidentiality. Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, and procedures. Ability to establish and maintain effective working relationships with County staff, the County Board, local, state and federal organizations, agencies, (including Canadian counterparts) and the general public. Ability to travel and work off site in varying conditions, including hazardous situations. Ability to sit, stand, crouch, climb, walk on uneven terrain, drive, hear, write, speak, lift, and carry up to 50 pounds. Ability to work additional hours and flexible days and hours as necessary and/or directed due to the nature of the position and unpredictability of emergencies and disasters.

Additional Preferred:

Comprehensive knowledge of federal and state laws (MN Statute 12.25), regulations, and policies, as they relate to emergency management. Basic understanding of public safety radio systems, including trunked systems. General knowledge of state's ARMER system and ARMER standards. Understanding of NIMS and the Incident Command System.

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**ORGANIZATIONAL RELATIONSHIPS**

NOTICE OF PUBLIC HEARING  
GRAND MARAIS PLANNING COMMISSION  
GRAND MARAIS CITY HALL

The Grand Marais Planning Commission will hold a public hearing on **Wednesday, July 6, 2016**, at 4:00 p.m. in the City Council Chambers of City Hall to consider the following:

1. Keith Bergeron's request for a conditional use permit to operate an apartment and lodging facility on a property zoned RCN Resort Commercial Neighborhood located at 215 West Fifth Avenue. The property is legally described as Lots 23-25 and the northerly 22' of Lot 22, Block 19, Central Addition of Grand Marais, Cook County, Minnesota. PID#80-116-0010.

All persons interested in appearing at this hearing in support or opposition to these proposals may appear and will be heard. Written statements may be submitted in lieu of attending this meeting. A quorum of the City Council may be present, but no official city business will be conducted.

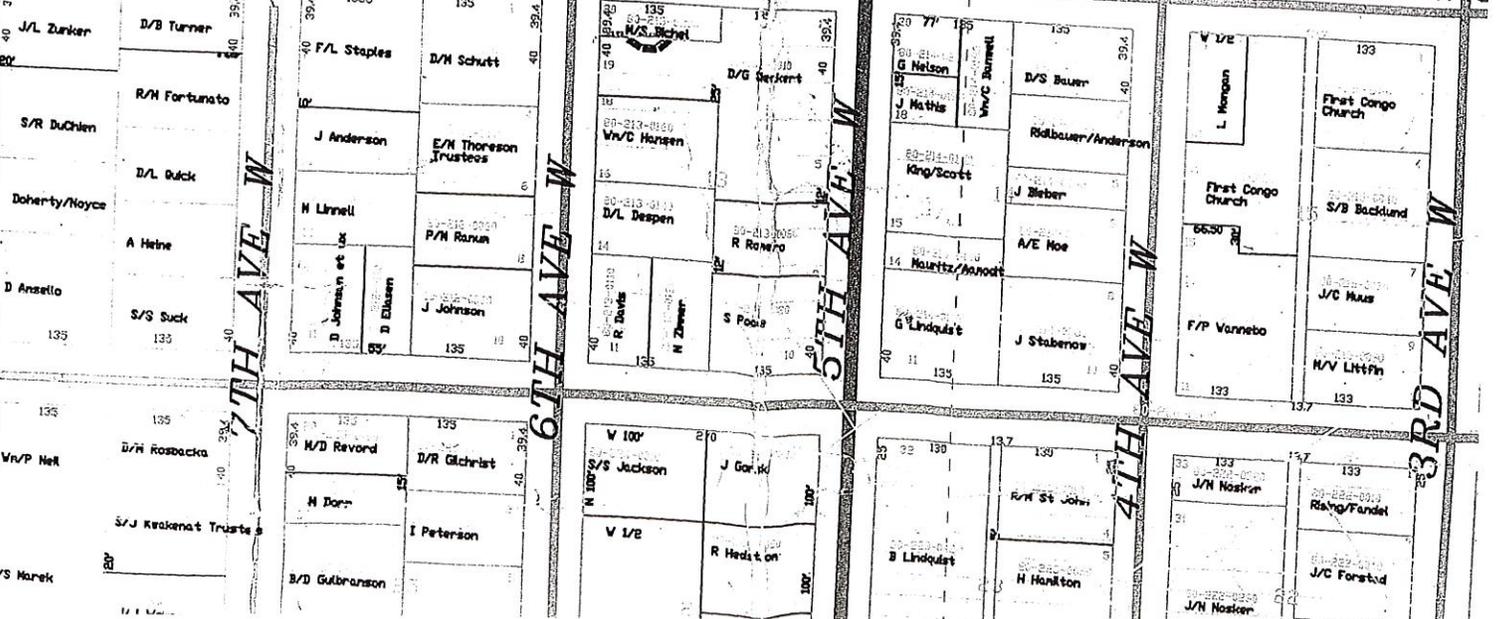
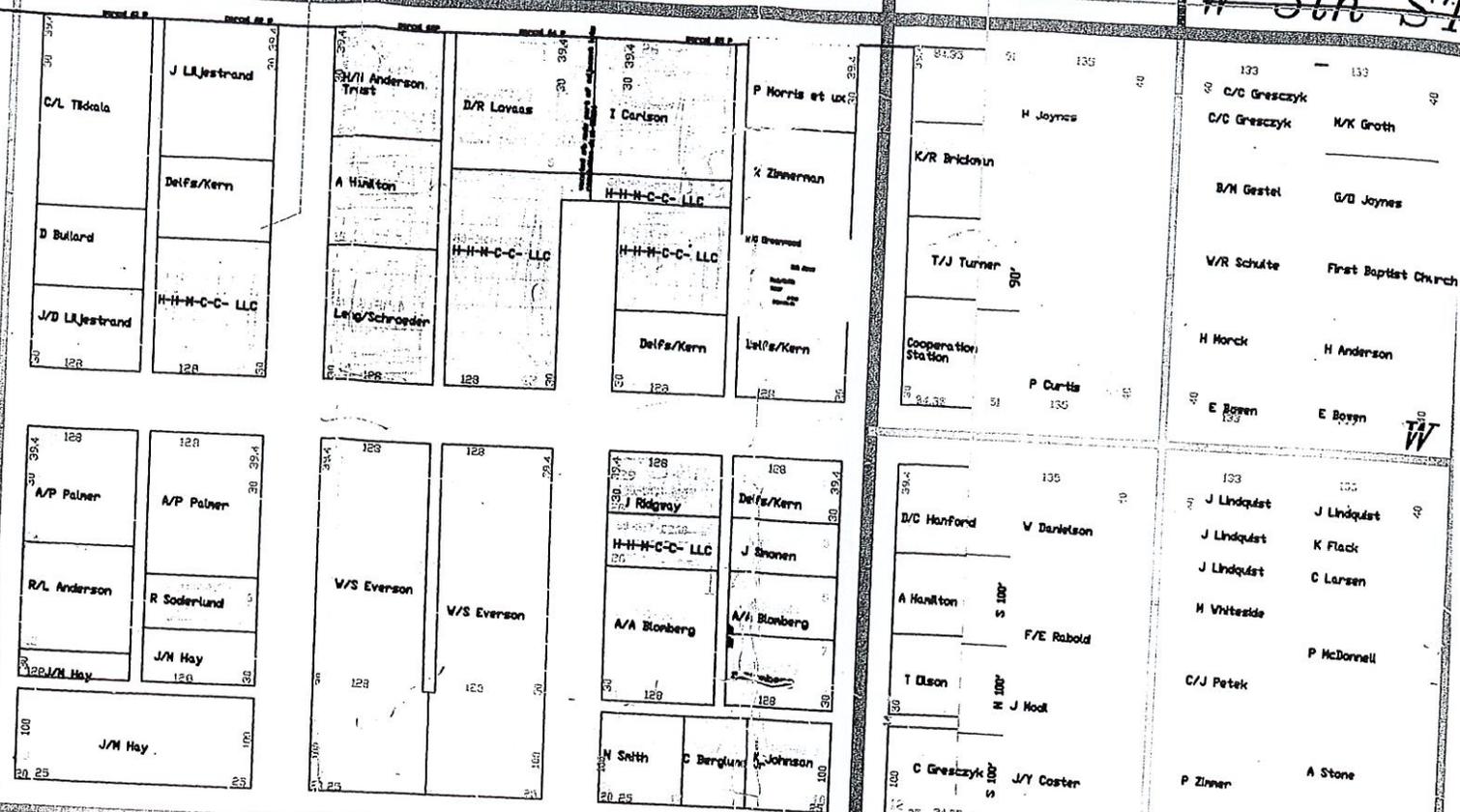
Michael J. Roth  
Zoning Administrator

23  
88.15  
68.66

606.00

D/R H 240'  
Vn/B S Juber 220'

W 5th St



7TH AVE W

6TH AVE W

5TH AVE W

4TH AVE W

3RD AVE W

CSAH 15  
Cook County



# 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 FAX: (218) 387-3413 Email: [highered@northshorecampus.org](mailto:highered@northshorecampus.org)

## **CCHE Board of Directors Agenda**

**Monday June 27, 2016 Location: North Shore Campus, Room 114**

**Finance Committee: 3:30**

**Board Meeting: 4:00**

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

*Education Where You Live*

**Vision:** Building a sustainable higher education and workforce training presence in Cook County that meets the needs of individual students and local organizations.

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

**Note:** There are no committee reports this month. Committee reports will be discussed in the “odd” months. Thank you!

### **A. Approval of Agenda**

### **B. Approval of Minutes**

### **C. Board Business**

1. **Financial Picture:** Roger Opp. Attached: CPA report for May activities
  - Audit and 990 Report

2. **Looking Forward – short term and long term:** Paula Sundet Wolf. Attached: PowerPoint handout for notetaking.

#### **Goals:**

- Identify specific goals for 2016 and beyond, with timelines and tasks for committees and staff.
- Approve a 2017 budget for county funding request.
- Discuss and potentially approve a Northland grant proposal (due June 30<sup>th</sup>).

#### **Discussion Points:**

- a. Goals and Activities as they align with our 2017 budget proposal.
- b. Goals and Activities as they align with our state funding request.
- c. Use of additional \$20,000 from the state (for 2016) to hire a PTE for data entry/event assistant, and doing some technology system improvements such as on-site digital course registration and credit card payments.
- d. Northland grant proposal.

### **Adjourn**

**Next Board Meeting:** July 25, 2016 (*the fourth Monday*) – committee reports

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

\* An Equal Opportunity Provider \*

**Cook County Higher Education Board of Directors Meeting Minutes**  
**May 16, 2016 Board Meeting 4:00-5:15pm**  
**CCHE Classroom 114, North Shore Campus, Grand Marais, Minnesota**

**Board Members Present:** Bob Pranis, Janet Ditmanson, Janice Latz, Doug Bruce, and Carol Mork. **Staff Member Present:** Paula Sundet Wolf

**Meeting called to order.**

**A. Approval of Agenda:**

Moved: Bruce, Second: Pranis. Motion carried.

**B. Approval of April Minutes:**

With corrections (spelling errors, and addition to Board Business section 1b regarding new programming costs in terms of budget and staff, and we are limited by our capacity to serve)

Moved: Pranis, Second: Bruce. Motion carried.

**C. Committee Reports:**

**Finance:** Opp was not available to present (ill); Ditmanson presented CPA report, with finances looking as they should for our first quarter. The report incorrectly labeled a portion of the Lloyd K. Johnson grant as a project grant; Sundet Wolf will ask them for a correction. The comprehensive financial overview will be presented in June. Sundet Wolf also reported that our auditors submitted a draft for review; Opp is looking over the report.

**Executive Director:** Sundet Wolf called attention to the enclosed report, and added the following details:

- **Staff:** Melody McClure, our NEMOJT hire, will be working through July doing maintenance painting, etc. at the campus. We are still looking for someone to do data entry and assist with events.
- **Grants:** Arrowhead Electric will not fund our grant request for an air-conditioning unit in our large classroom (\$5,000 request; \$6,000 project). Board members suggested mentioning our funding need at our celebration event on Wednesday.
- **County Funding:** Board members recommended seeking letters of support from other service entities (that our county funded) clearly demonstrating that we are a critical services provider. Sundet Wolf will follow up on this recommendation.
- **Chamber:** The chamber is holding an annual meeting on June 14<sup>th</sup> (Noon) at Cascade. Sundet Wolf encouraged board members to attend, since it will include legislative updates.
- **Legislative:** Senator Bakk and other legislators responded to the invitation to attend our 20 year celebration with a request for summary statements highlighting our achievements. The reason: to present a resolution to the legislature honoring CCHE's work.

**Program Reports:** Board members really liked the reports, especially the stories portion. Sundet Wolf said we would be using these and other stories at our Wednesday celebration.

**Scholarship:** Ditmanson reported:

- There is one Michel S. Beaupre scholarship award that has met the criteria and received approval from Bev Denyes, the scholarship founder. Sundet Wolf informed the board of the candidate details. The board moved to approve the scholarship – Moved: Mork, Second: Bruce. Motion carried. The award certificate was signed by Ditmanson and Sundet Wolf.

- Sundet Wolf also mentioned a request for pass through scholarship gifts. The board recommended the committee follow up on this request to draft criteria for acceptance.

**Fundraising:** In Gestel's absence, Sundet Wolf reported:

- Updated the board on the Looking Back, Looking Up! Celebration event scheduled for Wednesday evening. Board members asked about name badges for board members, staff, students, etc., and the potential for having sign-in sheets for attendees (Sundet Wolf noted that these are often very difficult to read).
- Discussed purpose of the event: celebration and telling our story more than fundraising (not billed as a fundraiser); a means to identify potential donors who should be follow up with.
- Sundet Wolf shared the NSHCF endowment handout, and highlights of that endowment presentation emphasizing the importance of telling stories that clearly demonstrate the value of CCHE in our community, and doing so at every function. Mork shared how valuable this has been at guest lecture events. Board members will make note of individuals at the celebration event who should be contacted.
- The board members were very impressed with the NSHCF endowment handout, and recommended that staff review the document and consider how it could translate to CCHE, and take those ideas to discuss the fundraising committee. Latz reported that the committee had expressed a desire to review endowment and fundraising strategies by late summer/early fall.
- Board members reviewed the Dashboard report, which will be available at the celebration for those individuals seeking stats versus stories. Board members had several recommendations for clarifying the graphs and Pranis volunteered to assist. Sundet Wolf will follow up with Pranis.

**Outreach:** Bruce reported:

- The outreach committee has been reviewing process and strategies, and plans to bring a draft to the board that integrates the pieces with what CCHE does.
- Latz noted that their discussions had prompted a review for her of the strategic goals process, and she appreciated the work CCHE has put into its strategic analysis.
- Sundet Wolf mentioned the importance of making how we describe what CCHE does is accurately reflected in our mission and vision.
- Ditmanson recommended the June meeting focus on our finances, and our July meeting be strategic, focusing on our mission and vision. Board members recommended having an informal meeting about this discussion, too, so that the timeline does regulate the discussion. Sundet Wolf will follow up with board members regarding this suggestion.

**Motion to Adjourn:** Moved: Latz, Second: Mork, Motion carried

**Next Board Meeting:** The next meeting is June 27th, 2016

**Resolutions Accepted at the May 16, 2016 Board of Director's Meeting:**

1. **Approval of Agenda:** Moved: Bruce, Second: Pranis. Motion carried.
2. **Approval of Minutes from March 2016:** Moved with corrections: Pranis, Second: Bruce. Motion carried.
3. **Motion to Adjourn:** Moved: Latz, Second: Mork. Motion carried.

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

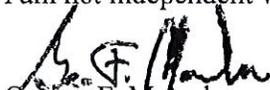
I have compiled the accompanying statement of financial position of Cook County Higher Education (a non-profit organization) as of May 31, 2016, and the related statement of activities for the one month and five months then ended. We have not audited or reviewed the accompanying financial statements 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. Maruska

June 13, 2016

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

**ASSETS**

**CURRENT ASSETS**

Petty Cash	\$	41.12	
Cash in Bank - NSCU Savings #4		691.69	
Cash in Bank - MM NSFCU		31,528.67	
Cash in Bank - GM State Bank		6,883.34	
Cash in Bank - NSCU Savings Orig		630.22	
Cash in Bank - Patronage Rebate		2,713.66	
Cash in Bank - Community Advantage		<u>5,738.16</u>	
<b>Total Unrestricted Assets</b>			<u>48,226.86</u>

**CURRENT ASSETS RESTRICTED**

Cash in Bank - Endowment Fund	\$	63,740.25	
Cash in Bank - Hedstrom Savings #3		6,178.57	
Cash in Bank - Beaupre CD 1201		2,835.52	
Cash in Bank - Beaupre Saving #2		1,128.27	
Cash in Bank - Carlson Savings		10,465.77	
Cash in Bank - EDA & NSHCF Savings		6,404.86	
Cash in Bank - Hedstrom 12 Month CD		15,305.02	
Cash In Bank-Lloyd K Savings #5		<u>10.90</u>	
<b>Total Restricted Assets</b>			<u>106,069.16</u>

<b>Total Current Assets</b>			<u>154,296.02</u>
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**PROPERTY AND EQUIPMENT**

Building	544,896.37	
Furniture & Equipment	66,688.38	
Less: Accumulated Depreciation	<u>(130,948.99)</u>	
<b>Net Property and Equipment</b>		<u>480,635.76</u>

<b>TOTAL ASSETS</b>		<u>\$ 634,931.78</u>
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**Cook County Higher Education  
Statement of Financial Position  
As of May 31, 2016  
Liabilities and Equity**

<b>CURRENT LIABILITIES</b>		
Medicare Withholding Tax	\$	236.12
Federal Withholding Tax		732.00
FICA Withholding Tax		1,009.56
State Withholding Tax		418.00
Accrued Unemployment Tax		<u>33.14</u>
<b>Total Current Liabilities</b>		<u>2,428.82</u>
<b>LONG-TERM DEBT</b>		
Note Payable - NSFCU Mortgage		57,161.38
Note Payable - Cook County		<u>57,270.54</u>
<b>Total Long-Term Debt</b>		<u>114,431.92</u>
<b>Total Liabilities</b>		<u>116,860.74</u>
<b>EQUITY</b>		
Restricted Fund Balance - Beaupre		3,963.79
Restricted Fund Balance - LLoyd K.		10.90
Restricted Fund Balance- Carlson		10,465.77
Restricted Fund Balance - Hedstrom		21,483.59
Restricted Fund Balance - Endowment		64,623.54
Restricted Fund Balance -EDA & NSHC		6,404.86
Restricted Fund Balance - Building		6,491.22
Unrestricted Fund Balance		430,044.56
Net Income(Loss)		<u>(25,417.19)</u>
<b>Total Equity</b>		<u>518,071.04</u>
<b>TOTAL LIABILITIES AND EQUITY</b>		<u>\$ 634,931.78</u>

See Accountants' Compilation Report

## Cook County Higher Education INCOME STATEMENT

	1 Month Ended May 31, 2016	1 Month Ended May 31, 2015	5 Months Ended May 31, 2016	5 Months Ended May 31, 2015
<b>Revenue</b>				
Project Grants	\$ 500.00	\$ 250.00	\$ 500.00	\$ 6,075.00
Other Revenue - Dividend Incom	143.85	220.96	143.85	220.96
Interest Income	48.38	46.08	229.20	258.27
Workshop Fee's	2,880.00	575.00	7,759.31	9,274.37
Wes Hedstrom S Fund	0.00	1,000.00	350.00	1,300.00
Student Support	0.00	775.00	161.00	4,832.76
General Operating Gifts/donor gi	659.50	704.00	3,982.66	1,959.73
Michel Beaupre S Fund	25.00	25.00	1,065.00	437.00
Other Income - Facility Use Fee	390.00	205.00	2,260.00	1,405.00
Endowment Contributions	29.01	18.92	104.48	217.77
Other Scholarships - EDA	0.00	(300.00)	0.00	10,000.00
Lloyd K Johnson Grant- Program	0.00	0.00	50,000.00	60,000.00
Lloyd K Johnson Grant Scholars	0.00	0.00	0.00	10,000.00
Carlson S Fund	0.00	0.00	124.00	71.25
Unrealized Gain/(Loss)	(875.49)	583.90	(875.49)	583.90
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Sales</b>	<b>3,800.25</b>	<b>4,103.86</b>	<b>65,804.01</b>	<b>106,636.01</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Gross Profit</b>	<b>3,800.25</b>	<b>4,103.86</b>	<b>65,804.01</b>	<b>106,636.01</b>

See Accountants' Compilation Report

## Cook County Higher Education INCOME STATEMENT

	1 Month Ended May 31, 2016	1 Month Ended May 31, 2015	5 Months Ended May 31, 2016	5 Months Ended May 31, 2015
<b>Operating Expenses</b>				
Wages - Director	3,354.46	3,200.00	18,372.30	17,600.00
Wages - Other	4,787.20	4,544.00	26,208.00	25,942.00
Fundraising	45.40	0.00	102.55	0.00
Advertising	502.95	86.68	1,307.61	716.09
Mentor Support	0.00	390.00	1,500.00	390.00
Staff Development	0.00	0.00	289.91	79.00
Depreciation	1,637.01	1,637.01	8,185.05	8,185.05
Employee Benefits	918.88	836.23	6,368.40	4,500.93
Insurance	263.92	271.09	2,826.70	1,355.54
Insurance - Work Comp	630.00	0.00	630.00	1,049.00
Interest Paid	463.78	609.12	2,358.92	3,073.46
Professional Expense	436.65	436.94	1,751.05	1,499.44
Miscellaneous Expense	0.00	0.00	4.56	254.49
Building Expense	0.00	(15.00)	0.00	0.00
Equipment	0.00	247.95	0.00	300.00
Technology	13.95	180.72	1,500.74	424.16
Office Expense	382.84	269.95	1,626.33	1,509.64
Outside Service	260.00	200.00	1,259.53	1,000.00
Student Support	0.00	1,238.49	2,331.87	3,401.79
Postage Expense	34.00	43.40	215.46	164.12
Wes Hedstrom S. Fund	300.00	0.00	1,500.00	1,600.00
Other Scholarships EDA	0.00	(695.00)	(990.00)	5,905.00
Lloyd K S. Fund	0.00	0.00	0.00	9,250.00
Carlson S. Fund	0.00	0.00	2,000.00	2,000.00
Repairs & Maintenance	425.16	139.60	1,074.90	813.70
Supplies	9.98	45.12	94.06	235.24
Payroll Taxes	639.12	607.90	3,499.55	3,416.98
Telephone Expense	103.08	100.40	419.69	503.58
Travel Expense	293.16	119.60	866.92	385.37
Workshops	500.00	0.00	3,752.08	7,655.46
Utilities	559.00	277.97	2,585.02	2,867.43
<b>Total Operating Expenses</b>	<b>16,560.54</b>	<b>14,772.17</b>	<b>91,641.20</b>	<b>106,077.47</b>
<b>Operating Income (Loss)</b>	<b>(12,760.29)</b>	<b>(10,668.31)</b>	<b>(25,837.19)</b>	<b>558.54</b>
<b>Net Income (Loss)</b>	<b>\$ (12,760.29)</b>	<b>\$ (10,668.31)</b>	<b>\$ (25,837.19)</b>	<b>\$ 558.54</b>

See Accountants' Compilation Report

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

	YTD Actual	Budget	(Over) Under Budget
<b>Revenue</b>			
Cook County Grant	\$ 0.00	\$ 15,000.00	15,000.00
State Grant	0.00	120,000.00	120,000.00
Project Grants	500.00	19,000.00	18,500.00
Other Revenue - Dividend Income	143.85	0.00	(143.85)
Interest Income	229.20	600.00	370.80
Workshop Fee's	7,759.31	15,000.00	7,240.69
Wes Hedstrom S Fund	350.00	3,600.00	3,250.00
Student Support	161.00	7,600.00	7,439.00
General Operating Gifts/donor gifts	3,982.66	5,800.00	1,817.34
Michel Beaupre S Fund	1,065.00	900.00	(165.00)
Other Income - Facility Use Fee	2,260.00	3,600.00	1,340.00
Endowment Contributions	104.48	0.00	(104.48)
Lloyd K Johnson Grant- Programs	50,000.00	60,000.00	10,000.00
Lloyd K Johnson Grant Scholarships	0.00	30,000.00	30,000.00
Carlson S Fund	124.00	2,000.00	1,876.00
Unrealized Gain/(Loss)	(875.49)	0.00	875.49
<b>Total Revenue</b>	<u>65,804.01</u>	<u>283,100.00</u>	<u>217,295.99</u>
<b>Gross Profit</b>	<u>65,804.01</u>	<u>283,100.00</u>	<u>217,295.99</u>

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

	YTD Actual	Budget	(Over) Under Budget
<b>Operating Expenses</b>			
Wages - Director	18,372.30	43,608.00	25,235.70
Wages - Other	26,208.00	62,026.00	35,818.00
Fundraising	102.55	2,500.00	2,397.45
Advertising	1,307.61	5,000.00	3,692.39
Mentor Support	1,500.00	6,000.00	4,500.00
Staff Development	289.91	1,000.00	710.09
Depreciation	8,185.05	15,000.00	6,814.95
Employee Benefits	6,368.40	16,000.00	9,631.60
Insurance	2,826.70	3,500.00	673.30
Insurance - Work Comp	630.00	1,100.00	470.00
Interest Paid	2,358.92	12,600.00	10,241.08
Professional Expense	1,751.05	8,000.00	6,248.95
Miscellaneous Expense	4.56	816.00	811.44
Technology	1,500.74	15,350.00	13,849.26
Office Expense	1,626.33	4,000.00	2,373.67
Outside Service	1,259.53	5,000.00	3,740.47
Student Support	2,331.87	5,000.00	2,668.13
Postage Expense	215.46	600.00	384.54
Wes Hedstrom S. Fund	1,500.00	3,600.00	2,100.00
Michel Beaupre S. Fund	0.00	900.00	900.00
Other Scholarships EDA	(990.00)	0.00	990.00
Lloyd K S. Fund	0.00	30,000.00	30,000.00
Carlson S. Fund	2,000.00	2,000.00	0.00
Repairs & Maintenance	1,074.90	7,000.00	5,925.10
Supplies	94.06	700.00	605.94
Payroll Taxes	3,499.55	8,500.00	5,000.45
Telephone Expense	419.69	1,300.00	880.31
Travel Expense	866.92	3,000.00	2,133.08
Workshops	3,752.08	12,000.00	8,247.92
Utilities	2,585.02	7,000.00	4,414.98
<b>Total Operating Expenses</b>	<u>91,641.20</u>	<u>283,100.00</u>	<u>191,458.80</u>
<b>Operating Income</b>	<u>(25,837.19)</u>	<u>0.00</u>	<u>25,837.19</u>
<b>Net Income (Loss)</b>	<u>\$ (25,837.19)</u>	<u>\$ 0.00</u>	<u>25,837.19</u>

See Accountants' Compilation Report

The North Shore Campus



**Cook County Higher Education**  
**Education Where You Live**

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**Mission Statement**

*Providing local access to college education and training on the North Shore.*

*Changing Lives one student at a time with education where you live.*

- College Preparation
- College Certificates and Degrees
- Workforce Training
- Lifelong Learning



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**Critical Services**

**Critical to Student Success**

- College and Workforce Preparation
- Certificate and Degree Programs
- Business Training Programs
- Lifelong Learning Opportunities
- Testing Services
- Financial Aid Resources
- Mentor Support and Study Groups
- After-Hours Technology Access
- PCs for People Resources

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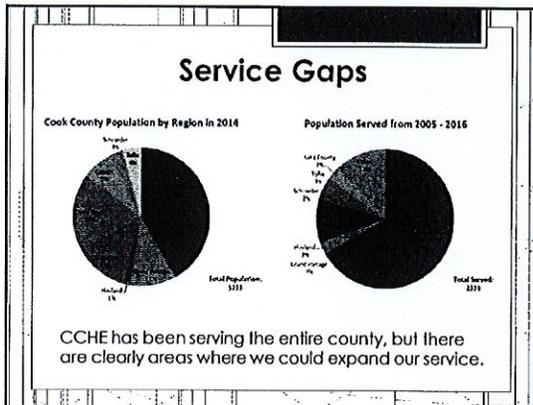
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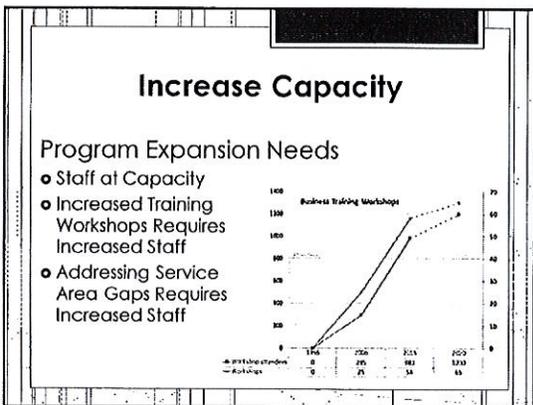
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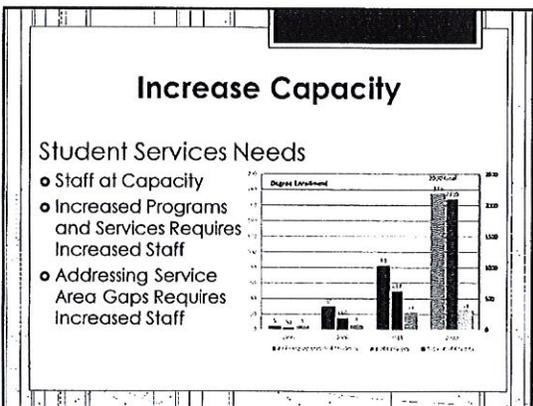
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**Overall Goal**

*Expand Education and Training Services and Programs Throughout the Entire County*

- Increase CCHE services by at least 5% to West end, East end, and Gunflint Trail
- Survey business owners to identify needs
- Create at least 3 Business Training Certificates and offer throughout entire county
- Deliver Customer Service Training via ITV to Iron Range businesses

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**Activities**

*Increase Services County-Wide*

- Increase services to all Cook County residents.
- Establish off-campus hours at three or more locations in the county.
- Hire an Office Assistant to deal with phone calls, basic office needs, etc.

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**Activities**

*Identify Business Training Needs*

- Increase outreach services to all Cook County businesses.
- Survey area businesses.
- Connects with at least 20 employers outside of Grand Marais.
- Hire a Program Assistant to assist with events, PR, data entry, and more.

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**Activities**

*Create Business Training Certificates*

- Use the survey data to identify training needs.
- Collaborate with Advanced Minnesota to create training certificates meeting identified needs.
- Offer the training in locations throughout the county and/or use technology to expand outreach.

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**Activities**

*Utilize Local Professionals to Deliver Local Programming via ITV*

- Collaborate with Advanced MN and IRRRB to deliver workshops to Iron Range via ITV using local professionals. Examples:
  - 1) Tourism Marketing – Linda Kratt would be amazing!
  - 2) Videography to tell your story - Patrick Knight is amazing, and the impact is incredible.
  - 3) Customer Service training – We have LOTS of experience.

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**Anticipated Outcomes**

- Two FTE and two PTE positions at CCHE – a great economy boost to the community.
- More people receiving training and education mean more people with the potential for higher paying jobs, or even creating new jobs.
- Educating the more rural parts of our community helps improve those areas as well – community engagement, self-confidence, participation, etc.
- Becoming a training source could bring more people to our community.

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### How Does it Happen?

#### *Increased Funding*

- The additional \$20,000 from the state is a huge help for 2016. We can start taking some steps now!
- Continue to lay groundwork for \$500,000 base funding from state (a 4x increase).
- Request \$40,000 annual funding from the County to improve our county-wide services footprint.
- Collaboration with Advanced Minnesota.

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### Partnerships and Stakeholders

#### *What we Have and What we Need*

- MnSCU – Aware and poised to benefit.
- State – Aware and supportive. The ROI information swung a lot of votes. Need to continue meeting.
- Governor – Need to meet with, here and in St. Paul.
- County – Emphasize services instead of economic development, especially county-wide services.
- Advanced Minnesota – Aware, and ready to partner.
- Letters of Support – Gathering them in!

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### Immediate Steps Toward Strategic Goals

#### *In Process, Some Action Needed*

- County Funding Request – see proposed 2017 budget and grant narrative.
- Submit a "Social Enterprise" Northland Foundation grant; dovetails with the county request. Deadline end of June!
- Hire a PTE data entry/events support person utilizing a portion of the \$20,000.
- Update technology resources at CCHE, including self-registrations that merge with our database, and credit card payments at events.

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**Vision for the Future** 

*What we Said in 2015 is Coming True*

Building a sustainable higher education and post secondary training presence in Cook County that meets the needs for both individual students and local organizations.

We do this by *building*:

- Relevant Programming
- Collaborative Partnerships
- Financial Diversity

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**You Guys Rock!**

Thank you for being such supportive board members with creative energy, positive encouragement, wise reflection, and thoughtful decision making. Your insights and vision mean students are empowered to learn.

What a legacy!

June 27, 2016 CCHS Board Meeting

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**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

11.

1.	a. Topic or Issue: (As should be listed on agenda) Commissioners Workshop	b. Requested Date: 6/28/2016	c. Amount of time with Board 3 hours	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 218-387-3687	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): Commissioners workshop: 1:00-3:00pm County long range financial planning Consideration of 1/2 cent transportation sales tax  EDA project update and financial considerations: 3:00-4:00pm Presentation by Cliff Knettel, One Roof Housing and EDA board members Q&A Next steps			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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