

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

Grand Marais, Minnesota  
April 26, 2016

The Board met in regular session this 26th day of April, 2016, at the Courthouse in Grand Marais, Minnesota.

The meeting was called to order at 8:30 a.m. with the following members present: Commissioners Doo-Kirk, Gamble, Storlie, Sivertson, and Moe. Absent: None.

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

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

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

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

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

Consent Agenda items: Action as a whole.

- A. Claims
- B. County Board Minutes for April 12, 2016
- C. Special Event Permit, Ham Run
- D. Special Event Permit, Tofte Fourth of July
- E. Seasonal Liquor Licenses
- F. Sag Lake Parking Contract
- G. Annual Resolution-GIA Snowmobile Trails

Motion was made by Moe, seconded by Storlie and approved to accept the remaining consent agenda items as presented, including the adoption of the following resolutions:

**RESOLUTION # 2016-36**

BE IT RESOLVED, that the following claims totaling \$16,529.05 having been audited and found to be true and correct claims against Cook County, are approved and the Auditor-Treasurer is hereby authorized to draw warrants in payment of said claims:

**Revenue Fund**

Almost Home

80.00

Aspen Lodge - Inn	734.66
Citi Lites	75.00
Cook County News Herald Inc	64.00
Costley & Morris, PC	3,448.84
DJ Smith Trucking	2,195.00
Dalco	109.85
Essentia Health	133.73
Grand Marais Auto Parts	9.69
Hach Company	211.89
LexisNexis	579.89
Mc Millan Tree Service	811.25
Mille Lacs County Jail	1,615.58
MN Dept of Labor & Industry	20.00
MN Secretary of State	120.00
Nelms/Dusty	136.20
Northern Door & Hardware Inc	132.00
Petty Cash/Sheriff's Dept	300.00
Pierce Richards Law Office	1,200.00
Post Board	180.00
Sandstrom/William	30.00
Stone Harbor Wilderness Supply	2,600.00
Streicher's	1,262.49
Watkins/Rowan	145.38
<b><u>Soil &amp; Water</u></b>	
Oberg/Theresa	333.60

**RESOLUTION # 2016-37**

MN DNR Snowmobile Trails Assistance Program

WHEREAS, Cook County desires to establish, construct, and maintain public snowmobile trails; and  
WHEREAS, the Minnesota Department of Natural Resources provides grants to local units of government for the construction and maintenance of recreational snowmobile trails pursuant to Minnesota Statutes, Chapter 84.83;

NOW, THEREBY BE IT HEREBY RESOLVED, that the Cook County Board hereby agrees to act as legal sponsor for an application for the MN DNR Snowmobile Trails Assistance Program, that Cook County may enter into agreement with the State of Minnesota for the MN DNR Snowmobile Trails Assistance Program for the Gunflint, Lutsen, and Tofte/Lynx trails.

WHEREAS, Cook County will comply with all applicable laws and regulations as stated in the grant contract agreement, permits and by all applicable federal and state laws and regulations.

WHEREAS, Cook County recognizes and assigns Braidy Powers, the County Auditor-Treasurer, to act as fiscal agent on behalf of Cook County and authorizes the County Auditor-Treasurer to sign all agreements.

County Administrator Jeff Cadwell appeared before the Board to request forming a Bylaws Committee which would study bylaw options and make recommendations to the Board. Motion was made by Sivertson, seconded by Doo-Kirk, and carried by unanimous vote to approve a committee to study the options for bylaws for Cook County Board of Commissioners to include: Jan Sivertson, County Commissioner; Garry Gamble, County Commissioner; Molly Hicken, County Attorney; and Jeff Cadwell, County Administrator.

Cadwell then summarized his intent to form an ad hoc committee because of the need for a defined process for tower space requests. Motion was made by Gamble, seconded by Storlie, and carried by unanimous vote to approve an Ad Hoc Committee to study the commercial request for tower space and to recommend policies and an application procedure to review this and future requests. Committee to be composed of: Jeff Cadwell, County Administrator; Molly Hicken, County Attorney; Pat Eliassen, Cook County Sheriff; Rowan Watkins, IT/Radio Support Technician; Tim Nelson, Planning Director/Solid Waste Officer; Betty Schultz, Assessor/Land Commissioner; and Frank Moe, County Commissioner.

David Betts, County Highway Engineer, Lisa Sorlie, Highway Department Accountant, appeared before the Board. Betts requested authorization to accept the low bid for CP 16-01 Aggregate Stockpile to KGM Contractors. Betts informed the Board that KGM Contractors, Inc had not provided their Responsible Contractor Verification Form, but upon notification of the irregularity, KGM provided the form. Motion was made by Sivertson, seconded by Moe, to approve KGM Contractors, Inc of Angora MN for CP 16-01 Aggregate Stockpile project at a cost of \$149,850.00. Sivertson amended the motion to include, and waive the minor defect and irregularity upon KGM Contractors, Inc's prompt submission of the required verification and subject to completed contracts and approval by the County Attorney, and carried by unanimous vote.

Betts then presented a list of potential maintenance projects for 2016 that came to a cost of \$19,851,897.00. Betts has a budget of \$125,000.00 for the 2016 projects. Betts asked the Board to prioritize which projects they would like to see completed in the 2016 summer maintenance program with the budgeted amount of funds. Motion was made by Gamble, seconded by Doo-Kirk, and carried by unanimous vote to approve CSAH 5 Culvert and Blacktop Patch, CSAH 12 Patches of Sunken Areas Below Mid Trial, CSAH 17 Patches on Mineral Center Road (from TH 61 to M.P. 1.0), and CR 42E Culverts and Gravel.

Betts and Sorlie then presented the 2015 Highway Department Annual Report. Betts outlined several issues such as construction projects which the County Highway Department completed in the year of 2015, personnel changes, maintenance programs, financials, a summary of road program maintenance costs, and of the Assistant Engineer position vacated by Sam Muntean remaining vacant at year-end. Motion was made by Gamble, seconded by Moe, and carried by unanimous vote to approve the 2015 Highway Department Annual Report.

Tim Nelson, Planning Director/Solid Waste Officer, appeared before the Board. Nelson informed the Board that over the course of many years, the green recycling trailers that are stationed around the County degrade due to the road conditions and that although they have been welded several times to extend the life, the purchase of a new trailer is needed. Motion was made by Sivertson, seconded by

Storlie, and carried by unanimous vote to approve the purchase of a green recycling trailer at the price of \$18,549.00.

Nelson then requested appointing a Commissioner to the Subdivision Ordinance Committee, for the purpose of reviewing and proposing any updates or amendments to the Cook County Subdivision Ordinance Committee. Motion was made by Doo-Kirk, seconded by Storlie, and carried by unanimous vote to approve appointing Commissioner Moe as Primary and Commissioner Gamble at an alternate to the Subdivision Ordinance Committee.

Braidy Powers, Auditor-Treasurer, appeared before the Board. Powers informed the Board that in 2008 the Board approved by resolution the establishing of an Absentee Ballot Board to accept and reject absentee ballots for elections held in Cook County. In the resolution they also authorized the County Auditor to appoint Absentee Ballot Boards in even years for the two year election cycles. Powers, for the 2016-2017 appointments, appointed Cortnee Bernier, Bev Wolke, Angie Cook, Karen Blackburn, and Rebecca Isbell to the Cook County Absentee Ballot Board pursuant to MS 204B.19 – 204b.22 and Cook County Resolution #2008-63.

There was a consensus between the Commissioners to cancel the May 10<sup>th</sup> Board meeting and change it to May 3<sup>rd</sup>. This enabled all Commissioners to attend the Lake County Sex Trafficking Task Force to join in round table discussions on Building Bridges: A Collaborative Approach to Ending Sex Trafficking of Our Youth, on May 10, 2016, at the Beaver Bay Community Center.

Commissioner Gamble reported that he would attend the WTIP interview on April 27, 2016.

Chair Doo-Kirk requested the Board close the open meeting for the Public Hearing regarding changes to the County Fee Schedule. Commissioner Moe made a motion, seconded by Commissioner Sivertson, and carried by unanimous yea vote to close the regular session and open the Public Hearing at 10:00 a.m.

Chair Doo-Kirk opened discussion regarding changes to the County Fee Schedule.

#### 10:00 a.m. PUBLIC HEARING

Pat Eliassen, Cook County Sheriff, appeared before the Board. Powers explained the proposed changes to the Cook County Fee Schedule for the Sheriff's Office Permit to Carry Fees and the Environmental Health Administrative Variance Fee. Eliassen gave a breakdown of the costs to process a Permit to Carry.

Commissioner Gamble made a motion, seconded by Commissioner Doo-Kirk, and carried by unanimous yea vote to close the Public Hearing and open the regular session.

Chair Doo-Kirk reconvened the County Board meeting.

Motion was made by Sivertson, and failed for lack of a second to Charge \$100.00 for new Permit to Carry Fee, \$75 for a renewal, and \$10.00 to replace a permit card. Motion was made by Moe, seconded

by Commissioner Gamble, and carried by the following vote to keep the current price of \$50.00 for a new Permit to Carry and \$35.00 for a renewal for all locals, but to charge an out of state applicant \$75.00 for a new Permit, \$55.00 for a renewal, and to add a new fee of \$10.00 for a replacement permit or a change of address for all out of state permit holders. Ayes: Gamble, Moe, Doo-Kirk, and Storlie. Nays: Sivertson

Motion was made by Commissioner Gamble, seconded by Doo-Kirk, and carried by unanimous vote to approve adding an Environmental Health Administrative Variance Fee of \$150.00

Bill Lane, Planning & Zoning Administrator, along with Tim Kennedy, Superior Cycling Association, appeared before the Board. Lane explained that the Arrowhead Regional Development Corporation and Superior Cycling Association are requesting support from Cook County to designate the County and its unique bicycling recreational opportunities as a Special Recreational Feature and/or Park, for purposes of qualifying for funding provided by the Greater Minnesota Regional Parks and Trail Commission. Commissioner Moe moved the adoption of the following resolution and upon seconding by Commissioner Sivertson was adopted by unanimous yea vote of all members present:

**RESOLUTION # 2016-38**

Resolution Supporting Regional Park or Trail Designation Application in Greater Minnesota

BE IT RESOLVED that Cook County, as lead applicant, has the authority to act as legal public sponsor for the application described in the Request for Designation as a Regional Park or Trail in Greater Minnesota. As joint applicant, Cook County formally supports and authorizes the Superior Cycling Association and Arrowhead Regional Development Corporation's submission on behalf of the partnership.

BE IT FURTHER RESOLVED, that as lead applicant and joint applicant and partners, we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED, that should the Cook County Mountain Bike Trail System receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant, we shall have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED, that listed applicant and joint applicants/partners certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

Mike Roth, City Administrator, and David Demmer, Planning and Zoning Land Use Specialist appeared before the Board. Roth requested Cook County to act as a co-applicant to submit application for regional designation from Greater MN Parks and Trails Commission for Sawtooth Bluffs. Commissioner Sivertson moved the adoption of the following resolution and upon seconding by Commissioner Gamble was adopted by unanimous yea vote of all members present:

**RESOLUTION # 2016-39**

Regional Park Designation Application in Greater Minnesota for Grand Marais Recreation Area

BE IT RESOLVED that the City of Grand Marais as lead applicant, has the authority to act as legal

public sponsor for the application described in the Request for Designation as a Regional Park or Trail in Greater Minnesota. As joint applicant Cook County formally supports and authorizes the applicant's submission on behalf of the partnership.

BE IT FURTHER RESOLVED that as joint applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should City of Grand Marais receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the joint applicant we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that listed applicant can certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

Linda Jurek Kratt, Executive Director Cook County Visitors Bureau, Katie Krentz, Events Promotions, and Jeremy Kershaw, Le Grand du Nord Promotions, appeared before the Board. Kershaw went into detail explaining the new Heck of the North Gravel Cycling Classic Event to be held Saturday, May 28, 2016.

Cadwell explained to the Board that the County has received two proposals for the compensation Program Review, which the Personnel Committee will review and make a recommendation to the Board.

Cadwell recommended the Board approve the union contracts for the Local No. 49, International Union of Operating Engineers, AFL-CIO and the Cook County Sheriff's Unit L.E.L.S. (local #348). Motion was made by Sivertson, seconded by Storlie, and carried by unanimous vote to approve the union contracts for the Local No. 49, International Union of Operating Engineers, AFL-CIO and the Cook County Sheriff's Unit L.E.L.S. (local #348) for 2016 and 2017.

There being no further business, motion was made and carried that the meeting be adjourned at 11:40 a.m.

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

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ATTEST: **BRAIDY POWERS**  
Auditor-Treasurer

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

Grand Marais, Minnesota  
May 24, 2016

The Board met in regular session this 24th day of May, 2016, at the Courthouse in Grand Marais, Minnesota.

The meeting was called to order at 8:30 a.m. with the following members present: Commissioners Doo-Kirk, Gamble, Storlie, Sivertson, and Moe. Absent: None.

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

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

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

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

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

- A. Claims
- B. ECheck Online Payments Service Agreement- Rena Rogers
- C. Special Event Operation 23 to Zero running race- David Betts
- D. Amendment to Trail Marker Grand –Braidy Powers
- E. Approve Raffle –Braidy Powers
- F. 2016 Firewise Service Agreement- Jim Wiinanen

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

**RESOLUTION # 2016-44**

BE IT RESOLVED, that the following claims totaling \$7,760.78 having been audited and found to be true and correct claims against Cook County, are approved and the Auditor-Treasurer is hereby authorized to draw warrants in payment of said claims:

**Revenue Fund**

Akins/Heidi	39.00
All Over Media LLC	1,380.00
Anoka County Sheriff	70.00
C D W Government	288.08

Cadwell/Jeffrey	248.40
Campanaro/Patricia	224.75
Citi Lites	12.00
Cook County Curling Club	200.00
Cook County News Herald Inc	128.00
Dell Marketing L P	771.35
Ekstrom/Leah C	273.00
Faraone/Beth	12.00
Futterer/Sue	24.00
Hasegawa/Duane	30.00
Hennepin County Sheriff	80.00
Hicken/Molly	166.32
Kerfoot/Bruce	317.80
Kristenson/Joni	12.00
Lexisnexis	579.89
Mathison & Vos, PLLC	330.00
McIntyre/Alison	24.00
Newegg Inc	119.99
Nordic Electric Of Gm Inc	172.01
O S I Environmental INC	500.00
Reiner/Virginia	42.96
Routh/Mary	48.36
Sawtooth IT LLC	772.50
Vandenberg/Kristin	51.60
Washington County Sheriff	35.00
Watkins/Rowan	150.78
Wright/Lynn	15.00
Bushard/Grace	24.00
Fitchett/Casey	12.00
Kristenson/Joni	24.00
Ternes/Cooper	36.00
Area III SWCD	16.00
Cook County News Herald Inc	410.00
Newegg Inc	119.99

Rena Rogers, Information Systems Director, appeared before the Board. Rogers requested setting up a service agreement with PageFreezer to provide archiving services for the County website and up to three social media sites. The service updates would be done daily, allowing for easy access for research. Motion was made by Sivertson, seconded by Storlie, and carried by unanimous vote to approve an annual service agreement with PageFreezer to provide archiving services for the County website and up to three social media sites at a cost of \$3788.00 for service from June 1, 2016 through May 31, 2017.

Molly Hicken, County Attorney, appeared before the Board. Hicken requested forming a committee to look at renegotiating terms of the YMCA Management Agreement and the Joint Powers Agreement with the City of Grand Marais providing for shared costs of the Cook County YMCA. Motion was made by Gamble, seconded by Storlie, and carried by unanimous vote to approve requested forming a committee consisting of herself, Administrator Cadwell, Auditor-Treasurer Powers, Commissioner Sivertson, and Commissioner Moe to look at renegotiating terms of the YMCA Management Agreement and the Joint Powers Agreement with the City of Grand Marais providing for shared costs of the Cook County YMCA.

County Highway Engineer Betts appeared before the Board to recommend accepting a proposal for wetland delineation services from MSA Professional Services for the planning and design of the CSAH 7 and CSAH 18 Rehabilitation Projects. Motion was made by Sivertson, seconded by Moe, and carried by unanimous vote to approve the proposal for wetland delineation services from MSA Professional Services of Duluth, MN for an estimated fee of \$11,240.00 for the planning and design of the CSAH 7 and CSAH 18 Rehabilitation Projects and to authorize the Highway Engineer to sign the proposal on behalf of Cook County.

Betts informed the Board that the \$2.5 million paving project on CSAH 2 (Sawbill Trail) has begun and is scheduled to be completed in mid August. Northland Constructors of Duluth, MN, will be the contractor for the 8.44 mile project, which runs from Britton Peak to the Honeymoon Trail (FR 164). The project includes repair or replacement of culverts, repair of existing subgrade, and placement of new bituminous pavement.

Hicken requested the hiring of Cathy Hahn for the Attorney Office Administrator position. Motion was made by Moe, seconded by Gamble, and carried by unanimous vote to approve the hiring of Cathy Hahn for the Attorney Office Administrator position at the B21 Step 3 rate of \$15.172 at a 40 hour week.

Hicken, along with Sixth Judicial District Judge Michael Cuzzo, Cook County Probation Officer Steve Borud, Outpatient Treatment Services for Chemical Assessment Provider Greg Barnier, Sheriff Pat Eliassen, and the Sixth Judicial District Court Specialty Coordinator Aleesha Ward then presented a PowerPoint presentation about the plans to establish a Drug Court in Cook County by the end of September 2016. Hicken explained that a Drug Court, also known as a Recovery Court will deal with high risk, high need clients only, regarding drug or alcohol.

Hicken presented an amendment to the Cook County Aquatic Invasive Species Coordinator Service Agreement which specifically adds the duty of hiring and supervision of watercraft inspectors to Amanda Weberg's duties as Aquatic Invasive Species Coordinator. Motion was made by Sivertson, seconded by Storlie, and carried by unanimous vote to approve the amendment to the Cook County Aquatic Invasive Species Coordinator Service Agreement.

Braidy Powers, Auditor-Treasurer, appeared before the Board to present a Revolving Loan Fund Application for John and Mindette Fredrickson, MJ Gunflint Properties, LLC and MJ Resort Inc. for the purchase of and improvements to Gunflint Lodge and Gunflint Northwood's Outfitters. Motion was made by Gamble, seconded by Storlie, and carried with the following vote to approve a

Revolving Loan Fund Application for John and Mindette Fredrickson, MJ Gunflint Properties, LLC and MJ Resort Inc. for the purchase of and improvements to Gunflint Lodge and Gunflint Northwood's Outfitters, for a loan period of up to 20 years at an interest rate of 4.5%, subject to bank and SBA loan closings, completion of equity financing with collateral consisting of a 3<sup>rd</sup> position mortgage on all business property and the signing of loan agreement and promissory note with Cook County and authorizing Auditor-Treasurer Powers and Vice-Chair Gamble, to sign the loan and security agreement and the promissory note. Ayes: Gamble, Storlie, and Sivertson. Abstaining: Doo-Kirk. Nays: Moe.

Powers requested seeking sealed bids for the improvements to the Cook County Airport Arrival Departure building. Motion was made by Sivertson, seconded by Storlie, and carried by unanimous vote to authorize the Airport Board to seek sealed bids for the improvements to the Arrival Departure building with a bid opening date of June 21, 2016.

Diane Booth, Community Center/Extension Director, Pat Campanaro, MNSBDC Consultant, and Joan Farnum, Northwood's Food Project Board Member, spoke to the Board about the role food plays in Cook County based upon research collected in 2014-2015. The study shows that 38% of all gross sales in Cook County is connected to food, translating to \$78 million dollars being spent on food of which .6% or only \$513,740 is produced and sold in Cook County. Consensus was the entire community would benefit by development of a long-term, sustainable Cook County food system.

Hicken recommended the Board close the regular Board meeting to discuss non-public data regarding the litigation with K. Johnson Construction. Motion was made by Moe, seconded by Gamble, and carried by unanimous vote to close the open meeting and open the closed meeting for the K. Johnson Construction litigation information.

Motion was made by Gamble, seconded by Storlie, and carried by unanimous vote to close the closed meeting and re-open the regular meeting.

Jeff Cadwell, County Administrator, and Bill Sanger of the A.T. Group, appeared before the Board. Cadwell requested hiring the A.T. Group to provide benefit package coordination and management, enrollment and information services for employees, COBRA and other continuation compliance, assistance for individual employees transitioning to Medicare products and services, and to work with the County and its employees to tailor a custom benefits package for Cook County. Gamble requested Cadwell seek competitive proposals for this service. Motion was made by Moe, seconded by Storlie, and carried with the following vote to authorize Administrator Cadwell to enter into an agreement with the A.T. Group to provide benefits administration; with an understanding there will be an annual review of the contract. Hicken requested adding: Pending Attorney review. Moe amended the motion, with Storlie seconding. Ayes: Moe, Storlie, Doo-Kirk, and Sivertson. Nays: Gamble.

Nancy Schultz, Laura Malwitz, and Mike LeBeau of CR- Building Performance Specialists, Inc. appeared before the Board to present their report summarizing the results of the Facility and Energy Assessment of the County owned YMCA. Schultz explained that following the 2015 initial assessment of the YMCA, with periodic updates, they had assembled and evaluated the energy data with the goal of supporting the Counties decision making process regarding strategic capital

improvements and investments, energy conservation and saving strategies, space need considerations and all other improvements impacting the facility. The study estimated the building would need \$1.2 million in building system replacement renewal costs over the next 10 years.

Cadwell informed that Board that all three of the union contracts have been completed and that each of the contracts have provisions for the incorporation of the class/comp study findings into 2017 and beyond. The CCEA contract includes a .50 cent supplemental wage increase to defray employee contributions to medical coverage costs, which are \$50.00 for a single and \$75.00 for a family, and a 2% cost of living adjustment. This will include a retroactive wage adjustment back to January 1, 2016. Motion was made by Gamble, seconded by Moe, and carried by unanimous vote to approve the 2016 CCEA contract as ratified.

Cadwell requested posting a Maintenance Technician position to provide maintenance and custodial support to the YMCA. After much discussion regarding the joint agreement and contract, motion was made by Moe, seconded by Gamble, and carried with the following vote to table the decision until the contracts are done and fill in the position with the County Maintenance Crew until that time. Ayes: Moe, Gamble, and Storlie. Nays: Sivertson and Doo-Kirk.

Cadwell requested the Board approve the Classification/Compensation Study proposal submitted by Keystone Consulting. Cadwell stated the firm could begin as early as next week and that the employees of Cook County will also share in the responsibility of meeting this deadline. Motion was made by Sivertson, seconded by Storlie, and carried by unanimous vote to approve the Classification/Compensation Study proposal submitted by Keystone Consulting for \$46,505.00 with a completion date of December 31, 2016.

Cadwell announced that he had received a letter of resignation from Cook County Assessor Betty Schultz, stating her last day will be June 24, 2016. Motion was made by Moe, seconded by Gamble, and carried by unanimous vote to approve the resignation of Cook County Assessor Betty Schultz with regrets.

Commissioner Doo-Kirk reported that she would attend the WTIP interview on May 25, 2016.

There being no further business, motion was made and carried that the meeting be adjourned at 1:50 p.m.

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

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**BRAIDY POWERS**  
Auditor-Treasurer

Cook County  
Request for Time  
Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Sawtooth Clinic Contract	b. Requested Date: 6/14/2016	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us
3.	a. Departments affected: Administrator	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before? YES	b. If so, When?	c. What was the result? Authorized the contract with WSN Engineer to be reimbursed
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 subcontract with Sawtooth Mountain Clinic for the reimbursement of pre-engineering and Safe Routes To School application assistance not to exceed \$4000.		
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). subcontract is required for Sawtooth to reimburse the county out of the Blue Cross funds		
8.	How will this request affect the County Budget?		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

COUNTY STAFF INFORMATION

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

Cook County  
Request for Time  
Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Lion's Club use of Auxiliary Parking Lot	b. Requested Date: 6/14/2016	c. Amount of time with Board Consent Agenda <input checked="" type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us
3.	a. Departments affected: Maintenance	b. Department Head: Brian	c. Dept been contacted? yes
4.	a. Has the Board addressed this before? YES	b. If so, When? annually	c. What was the result? approved
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?		
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Al Taenzer asked on behalf of the Lion's Club for permission to use the upper "auxiliary" parking lot for events during Fisherman's Picnic, August 3-7, 2016		
7.	<b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).		
8.	How will this request affect the County Budget?		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

COUNTY STAFF INFORMATION

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

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

e-mail form

4A

1.	a. Topic or Issue: (As should be listed on agenda) New Website	b. Requested Date: 06/14/16	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Rena Rogers	b. Phone: 387-3662	c. Email: rena.rogers@co.cook.mn.us	
3.	a. Departments affected: All	b. Department Head:	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? No	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): No Action Requested.  This is simply an opportunity to talk about the launch of the new website.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget? N/A			
9.	Have funds been budgeted/allocated for this request? N/A			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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

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e-mail form

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Cook County Request for Time Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Recycling Center Semi Trailer Replacement	b. Requested Date: June 14, 2016	c. Amount of time with Board 10 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Timothy Nelson	b. Phone: 387-3633	c. Email: tim.nelson@co.cook.mn.us	
3.	a. Departments affected: Planning & Zoning	b. Department Head: Tim Nelson	c. Dept been contacted? Yes	
4.	a. Has the Board addressed this before? NO	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? Auditor's/Yes			
6.	BOARD ACTION REQUESTED (detail what you seek from the board, including motion/vote):  To authorize the acquisition of two semi-trailers as replacements for old broken recycling trailers at a cost of no more than \$10,000 each, the cost of which will be taken from the Future Landfill Development Fund budget number 396.			
7.	BACKGROUND AND JUSTIFICATION (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).  In the last couple months I have been notified that two of our oldest recycling center semi trailers have cracked frames and are no longer road worthy. Since they had passed last year's MNDOT inspection, we had not anticipated replacing them this year, and so no funds were budgeted for their replacement. We do however, still have approximately \$24,000 left in the Future Landfill Development fund in budget number 396, so I am requesting to replace the two trailers at a cost of no more than \$10,000 each. I have been presented a number of used trailers ranging from \$6,500 to \$10,600 in cost, and we would like to balance getting the best trailers possible for the lowest cost, and ones that would last the longest. That is why I am requesting authorization for a "do not exceed" amount so we can evaluate a number of trailers and pick the best ones within the price range we have.			
8.	How will this request affect the County Budget? The purchase has not been budgeted for 2016, but the funds can be taken from budget #396.			
9.	Have funds been budgeted/allocated for this request? No			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.): Budget #396 (future landfill development) has approximately \$24,000 in existing funds			

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"/>

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Cook County  
Request for Time  
Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) Sign Ordinance Committee Recommendation	b. Requested Date: June 14, 2016	c. Amount of time with Board 10 Minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Timothy Nelson	b. Phone: 387-3633	c. Email: tim.nelson@co.cook.mn.us	
3.	a. Departments affected: 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? A Few Years Ago	c. What was the result? Authorization for Committee	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified? County Attorney/Yes			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote):  To accept the recommendation of the Sign Ordinance Committee to proceed to the public hearing phase with the final draft of the proposed Sign Ordinance update, which would be held on Wednesday, July 13, 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).  Several years ago the Board of Commissioners authorized a committee to develop an update to the Cook County Sign Ordinance, the process of which was temporarily suspended due to the land use guide plan project and a supreme court case decision. Since then the committee reconvened and recently completed a full review of the Sign Ordinance, and drafted a proposed update. Much of the work was focused on making the ordinance easier to read, and to accommodate for changes in the laws. Another major change was working through the Lutsen Township specific provisions in an attempt to strive for a single set of county-wide set of standards, and upon reading through all of the amended provisions, Lutsen Township voted to rescind their specific provision in favor of the newly updated county-wide standards.  With the committee work completed, the proposed final draft is being forwarded to you for your consideration and possible authorization to proceed with a public hearing to solicit public comments. The next available date for a public hearing with the Planning Commission would be 5:00 p.m., Wednesday, July 13th.			
8.	How will this request affect the County Budget? Authorizing the proposed Ordinance for public hearing will not effect the 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.):			

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"/>

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# Cook County Sign Ordinance Number 53

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Final Draft – May 18, 2016  
Recommended by  
Sign Ordinance Committee

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Office of Planning and Zoning

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**Article 1 Purpose, Intent, and Authority**

**Sec. 1.01 Purpose**

The purpose of this Ordinance is to protect and promote the health, safety and general welfare of the unincorporated areas of Cook County, Minnesota through the establishment of minimum requirements for the regulation of the type, placement, use, display, scale and maintenance of signs. It is not the purpose or intent of this ordinance to regulate the message displayed on any sign.

**Sec. 1.02 Intent**

The primary intent of this Ordinance shall be to regulate signs of a commercial nature that are intended to be viewed from any vehicular or pedestrian right-of-way.

Because of Cook County's unique environmental settings and awareness, and its reliance on tourism, it is further the intent of this Ordinance to encourage quality and aesthetics in the size, design and materials used for the construction of signs, and to enhance the overall appearance and image of the area, and to assure that the public is not endangered by the unsafe or disorderly use of signage. This includes the intent to promote public health, safety, and welfare by limiting hazardous or distracting signage and by allowing clear informational and directional signage in the right-of-way.

Further objectives of these regulations are to ensure compatibility of signs with surrounding land uses, to protect property values in all districts, to protect the public investment in streets and highways, to promote the safety and recreational value of public travel, to strengthen the economy and to improve the appearance of the County. It is also the intent of the Office of Planning and Zoning personnel to assist individuals in further clarification of the provisions of this Ordinance should they have questions.

**Sec. 1.03 Authority**

This Ordinance establishing sign regulations for those unincorporated areas of Cook County, Minnesota is adopted in pursuance of the authority granted by Minnesota Statute 394.

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**Article 2 Definitions**

The following words and phrases shall have the meanings ascribed to them in this Article. If not specifically defined in this Article, terms used in this Ordinance may have the same meaning as provided in Moskowitz and Lindbloom The Illustrated Book of Development Definitions. Words or phrases not defined here or in the aforementioned book, shall have common usage meaning. For purposes of this Ordinance, the words "must" and "shall" are mandatory and the words "may" and "should" are permissive.

- Sec. 2.01 Abandoned Sign:** A sign which no longer identifies or advertises a business, lessor, service, product, or activity in operation or available, and/or for which no legal owner can be found.
- Sec. 2.02 Animated sign:** Any sign or part of a sign that changes physical position or light intensity by any movement or rotation, or that gives the visual impression of such movement or rotation.
- Sec. 2.03 Awning:** A shelter projecting from and supported by the exterior wall of a building and constructed of non-rigid materials on a supporting framework.
- Sec. 2.04 Backdrop:** The portion of a sign that creates a setting or background within which is the sign display face. See Sec. 2.36 Sign Area.
- Sec. 2.05 Banner:** A sign made of fabric or any non-rigid material with no enclosing framework. These signs can be mounted horizontally with ropes or cables, or can be attached directly to a wall. Banners can also be mounted vertically to a flexible or rigid pole.
- Sec. 2.06 Billboard:** See Sec. 2.27 Off-premise Sign.
- Sec. 2.07 Board of Adjustment:** A board established by County Ordinance with the authority to order the issuance of variances, hear and decide appeals from a member of the affected public, and review any order, requirement, decision, or determination made by any administrative official charged with enforcing any Ordinance adopted pursuant to the provision of Minnesota Statutes (sections 394.21 to 394.37), order the issuance of permits for buildings in areas designated for future public use on an official map and perform such other duties as required by the official controls.
- Sec. 2.08 Business Sign:** Any wall sign, projecting sign, free-standing sign, portable sign, awning or canopy sign, banner sign, monument sign, LED sign, or roof sign located on the premises of a particular business. See Sec. 2.28 On-premise Sign
- Sec. 2.09 Canopy or Marquee:** A roof-like structure projecting over the entrance of a building or that projects from the wall of a building for the purpose of shielding a doorway or window from the elements.

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- Sec. 2.10 Clearance (of a sign):** The smallest vertical distance between the grade of the adjacent street, highway, or street curb and the lowest point of any sign, including framework and embellishments, extending over that grade.
- Sec. 2.11 Commercial Speech:** Speech advertising a business, profession, commodity, service, or entertainment.
- Sec. 2.12 Directional Sign:** Any sign erected and maintained by the township, county, state, federal government, or school district for traffic direction or for designation of or direction to any school, hospital, historical site, or public service, property, or facility, and any sign erected and maintained by the above governmental units, at the expense of the entity requesting the sign, to identify or provide direction to a business or entity.
- Sec. 2.13 Display:** The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic, numerical, or alphabetic form.
- Sec. 2.14 Double-faced Sign:** A sign with two faces, essentially back-to-back, side by side, or in a V-construction.
- Sec. 2.15 Flashing Sign:** A sign which contains an intermittent or sequential flashing light source used primarily to attract attention. This does not include changeable copy signs, like time, date, and temperature signs.
- Sec. 2.16 Free-standing Sign:** Any self-supporting on-premise or off-premise sign not attached to any other structure and usually mounted on vertical posts anchored in the ground.
- Sec. 2.17 Frontage:** The length of the property line of any one premise along a right-of-way on which it borders.
- Sec. 2.18 Graphic Sign:** Any mural or pictorial scene on the side of a wall or building or on a sign board and affixed to a wall, and which mural or scene has as its purpose artistic effect.
- Sec. 2.19 Height (of a sign):** The vertical distance measured from the highest point of the sign, including decorative embellishments, to the grade of the average adjacent natural terrain or the surface grade beneath the sign, whichever is less in height.
- Sec. 2.20 Highway 61 Corridor:** The lands 300 feet from the centerline of Highway 61 from the Lake County line to the Canadian Border.
- Sec. 2.21 Illuminated Sign:** A sign lighted by or exposed to artificial lighting, either by lights on or in the sign or directed towards the sign. Further definitions are:
- A. Illuminated Sign – External: means a sign which is affected by an artificial source of light which is not contained within the sign itself.
  - B. Illuminated Sign – Internal: means a sign which is illuminated by a source of light contained within the sign itself.

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C. **Illuminated Sign – Flashing:** means any externally or internally illuminated sign which exhibits changing natural or artificial light or color effects by any means whatsoever.

- Sec. 2.22 Incidental Sign:** A sign, emblem, or decal not exceeding 2 square feet.
- Sec. 2.23 LED Sign:** A sign in which an array of light-emitting diodes can be selectively activated to display numerical and alphabetical information.
- Sec. 2.24 Monument Sign:** A free-standing sign that is detached from a building and having a support structure that is a solid-appearing base constructed of a permanent material.
- Sec. 2.25 Moving Signs:** Any sign which revolves, rotates, has any moving parts, or in which an illuminated component alternates with another to create the illusion of movement.
- Sec. 2.26 Non-commercial Speech:** Dissemination of messages not classified as commercial speech, which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.
- Sec. 2.27 Non-conforming Sign:** A sign lawfully erected and maintained prior to the adoption of this Ordinance that does not conform to the requirements of the Ordinance.
- Sec. 2.28 Off-premise Sign:** A sign erected and used for the purpose of advertising a product, event, place, person, or subject not related to or located on the premises on which the sign is located.
- Sec. 2.29 On-premise Sign:** A sign which pertains to the use of the premise and/or property on which it is located.
- Sec. 2.30 Owner:** One who possesses the title to the property, even though subject to a leasehold interest. For the purposes of this Ordinance, the term "Owner" shall include the owner of a leasehold interest and thus there can be more than one owner of a property.
- Sec. 2.31 Point of Purchase Display:** Signage incorporated into or accompanying the display of retail items.
- Sec. 2.32 Portable Sign:** A sign so designed as to be movable from one location to another which is not permanently attached to the ground or any structure.
- Sec. 2.33 Projecting Sign:** Any sign wholly or partially dependent upon a building or wall for support and projecting more than 6 inches there from.
- Sec. 2.34 Remove:** That "Remove," "Removed," and "Removal" shall mean the complete disassembly of a sign including all component parts, except such parts the removal of which would result in substantial structural damage to the building. All electrical services shall be disconnected, if any, and there shall be complete removal of wires, conduits, and supporting structures. All

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ground excavations or holes shall be filled. All disassembled elements of the sign and its supporting structure shall be removed from the property or stored inside a building.

- Sec. 2.35 Roof Sign:** A sign that is mounted on the roof of a building or which is wholly dependent upon a building for support and which projects above the point of the building with a flat roof, the eave line of a building with a gambrel, gable, or hip roof, or the deck line of a building with a mansard roof. Roof shingle designs that spell out words are also roof signs.
- Sec. 2.36 Sign:** Any device, fixture, or placard using graphic image and/or written copy displayed for informational or communicative purposes. See Article 7 for types of signs.
- Sec. 2.37 Sign Area:** Includes the space inside a continuous line drawn around and enclosing all letters, designs, and background materials including border and trim but excluding structural supports. Signs constructed back to back, side by side, or in V-type construction shall be considered one sign if only one business is advertised. A separate sign permit will be required for each business advertising on a back to back, side by side or V-type display.
- Sec. 2.38 Sign Structure:** Any support system mounted in the ground or fastened to a building to which the sign is attached.
- Sec. 2.39 Temporary Sign:** A sign displayed for a fixed period of time as designated by this Ordinance.
- Sec. 2.40 Variance:** The modification or relief from a County Ordinance in accordance with Article 14 of the Cook County Zoning Ordinance where it is demonstrated that the strict enforcement of an Ordinance provisions would result in a practical difficulty for the property owner.
- Sec. 2.41 Wall Sign:** A sign fastened to or painted on a wall of a building or structure in such a manner that the wall becomes the supporting structure for, or forms the background surface of the sign, and which does not project more than 6 inches from such building or structure.
- Sec. 2.42 Window Sign:** Lettering placed directly on a window surface or a sign designed to be visible from the outside of a window.

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**Article 3 Application for a Sign Permit**

- Sec. 3.01** Application for a sign permit shall be made to the Office of Planning and Zoning on paper or electronic forms provided for that purpose. Each application must be filled out completely before it can be accepted for processing. An application for an off-premise sign requires the signature of both the owner of the property where the sign is located and the owner of the sign.
- Sec. 3.02** The application shall include a complete description of the sign and a sketch showing size, location, manner of construction, dimensions and such other information as the Office of Planning and Zoning shall deem necessary to inform it of the kind, size, material, construction and location of the sign.
- Sec. 3.03** The applicant shall submit at the time of application any fee or fees required by this Ordinance.
- Sec. 3.04** All applications will be approved or denied by the Office of Planning and Zoning in accordance with Minnesota Statute 15.99 Time Deadline for Agency Action.
- Sec. 3.05** If a permitted sign has not been installed and completed within one year after the date of issuance of the permit, the permit shall become void.

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#### **Article 4 General Regulations Applicable to All Signs**

- Sec. 4.01** Permits are required for all new, relocated, modified or redesigned signs except those specifically exempted in Article 5 and for signs requiring an annual permit renewal. Any changes to the sign display, sign size, or physical changes to the sign structure, other than required maintenance and repairs, requires a permit.
- Sec. 4.02** No sign shall be erected which purports to be or resembles an official traffic control device, sign or signal; or which hides from view or interferes with the ability of drivers or pedestrians to see any traffic control device, sign or signal; or which obstructs or interferes with a driver's view of approaching, merging or intersecting traffic for a distance not to exceed 200 feet; or which resembles an official sign erected by a governmental agency; or which bears the words "Stop," "Caution," "Danger," "Warning," or any other word, phrase, symbol, or character in such a way so as to interfere with, mislead, or confuse vehicle operators.
- Sec. 4.03** No sign, other than directional signs (as defined in Sec. 2.12) necessary for public and traffic safety, shall be erected or temporarily placed within any right-of-way or upon any public easement, subject to the County's discretion and approval regarding placement of directional signs for businesses or entities, except as specifically permitted herein.
- Sec. 4.04** Every sign (including, but not limited to, those signs for which no permits or permit fees are required) shall be maintained in a safe, presentable and good structural material condition at all times, including the replacement of defective parts, painting, repainting and cleaning. The immediate surrounding premises shall be maintained in a clean, sanitary and inoffensive condition free of obnoxious substances, rubbish and weeds.
- Sec. 4.05 Sign Illumination:**
- A. Any new internally illuminated sign must obtain a Conditional Use Permit, in accordance with Article 10 of the Cook County Zoning Ordinance, prior to a sign permit being issued. A Conditional Use Permit shall be issued for an internally illuminated sign only when it is determined that other permitted signs will not accomplish the advertising purpose; the burden of proof shall be the responsibility of the applicant.
  - B. All externally illuminated signs shall be lighted by light sources directed from above the sign toward the ground. If lighted from below the sign, the light shall be located as close to the sign as possible so it illuminates the sign in such a way that it does not illuminate any area beyond the sign face in order to reduce light pollution of the night sky and not create a hazard for drivers.
  - C. Any illuminated sign which moves, revolves or changes in either color or in intensity of light, other than intensity adjustment between day and night, is prohibited. See Sec. 6.02 for exceptions.
- Sec. 4.06 Design Standards for all signs:**
- A. Color: Signs shall not use fluorescent colors, except fluorescent colors are allowed on banner signs displayed for 90 days or less.

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- B. Materials for sign structures: The following materials can be used for the construction of sign structures: metal, wood, rock, brick and concrete blocks.
- C. Materials for sign display face: The following are types of materials that can be used for the sign display: metal, wood, vinyl, plastic, cloth, canvas, or other similar material.
- D. Projections: No object can project more than 6 inches beyond the sign display face, except light fixtures used for the sign's illumination.

**Sec. 4.07 Sign Setbacks:**

- A. Side and rear yard: All signs shall meet the structure setbacks for the zone district the sign is located in for side and rear yard lines, except in the Resort Commercial/Residential (RC/R) zone district where the minimum side yard setback shall be 20 feet.
- B. Highway 61 setbacks: Signs may be located 50 feet from the highway centerline provided the sign is not located on MnDOT property or in the MnDOT right-of-way. As a state agency MnDOT regulates sign use on their property.
- C. County, township and private road setbacks: Signs may be located 50 feet from the road centerline as long as the sign is outside the road right-of-way.

**Article 5 No Sign Permit Required**

**Sec. 5.01** The following categories do not require a sign permit in any zone district and may be displayed by or with permission of the property owner:

- A. Campaign signs:
  - 1. Signs containing non-commercial speech may be posted from 30 days before a primary election until 10 days after a general election and thirteen weeks prior to any special election until ten days following the special election.
  - 2. The tenant and the owner of the private property on which the sign is displayed are both responsible for the removal of all such signs after the election.
  - 3. The maximum area for such a sign is 8 square feet. Any one dimension of the sign cannot exceed 4 feet.
- B. Point of purchase displays and incidental signs.
- C. A window sign affixed to, or within 12 inches of, the exterior or interior of a window.
- D. Directional signs and other government signs, including but not limited to traffic control and regulatory signs, street signs, information signs, and railroad crossing signs.
- E. The flag of any state or nation.
- F. Signs located on the vehicles of common carriers or motor vehicles bearing current license plates.
- G. Address signs.
- H. Temporary banner signs for one-time events:
  - 1. Signs may be displayed for a maximum period of 30 days and must be removed no more than 7 days after the final date of the event.
  - 2. Except to the extent that a permit is required under Sec. 7.08.
  - 3. Temporary signs include banner signs and pennants but exclude free-standing and portable signs.
- I. Temporary free standing or portable signs for one-time events:
  - 1. Signs shall not exceed 4 square feet in sign surface area.
  - 2. Signs may be displayed for not more than 3 days concurrent with the event.
  - 3. The occupant of the property on which the sign is displayed is responsible for removal of such sign.
- J. Temporary signs displayed during construction on a property or building:
  - 1. Signs can be displayed from the time construction commences until no more than 30 days after construction is complete.
  - 2. The total area of all such signs cannot exceed 16 square feet when located adjacent to a county road or private road, and 32 square feet if located adjacent to a state highway.
- K. Temporary signs displayed while a lot or building(s) is on the market for lease or sale, provided:
  - 1. Such sign shall not exceed 12 square feet in area and may be attached to a tree.
  - 2. Only one such sign is permitted per road frontage upon which the property abuts, unless the property has lake or river frontage; in which case a second sign no larger than 4 square feet will be allowed on said frontage.
  - 3. Such signs shall be removed within 7 days following the lease or sale.

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- L. One sign identifying the property, building, owner or occupant of a building:
  - 1. Not exceeding 4 square feet, and
  - 2. Not containing any commercial speech.
- M. One sign for each road directly leading to an establishment indicating the location of the establishment:
  - 1. Provided the sign is not illuminated,
  - 2. Does not exceed 2 square feet, and
  - 3. Is not in the right-of-way.
- N. Signs not clearly visible from traveled roadways.

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**Article 6 Signs Prohibited In All Zone Districts**

- Sec. 6.01** Any sign that does or would obstruct a door, fire escape, stairway, or opening intended to provide light, air or access to any building.
- Sec. 6.02** Any illuminated sign which moves, revolves or changes in either color or in intensity of light (other than intensity adjustment between day and night), except one giving time, date, temperature, weather, or other public service information containing no commercial speech.
- Sec. 6.03** Any inflatable or flying device, including fan-powered whip signs, designed and utilized primarily to draw attention to an object, product, place, activity, institution or business, except pole-mounted vertical banner signs that have been permitted.
- Sec. 6.04** Any sign painted, attached to or in any manner affixed to trees, rocks, fences, poles or other structures not originally intended to be sign structures, except as provided for in Sec. 5.01 J.
- Sec. 6.05** Any sign erected by or on behalf of a business that has been out of operation for one year or any sign structure or frame no longer containing a sign for one year.
- Sec. 6.06** Any sign that is erected or maintained in such a manner so as to obscure an official traffic control device or sign.
- Sec. 6.07** Any portable sign which exceeds 12 square feet.
- Sec. 6.08** All new off-premise signs unless an Interim Use Permit has been granted.

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**Article 7 Sign Types**

Any sign not fitting into one of the following categories may, at the County's discretion, require an Interim Use Permit. Refer to Article 8 On-premise Signs and Article 9 Off-premise Signs for types of signs allowed. See Sec. 4.03 for prohibition on locating signs in a right-of-way.

**Sec. 7.01 Wall Signs**

- A. Wall signs, including cutout letters, shall not project more than 6 inches from the building wall.
- B. No wall sign shall extend beyond the wall to which it is attached.
- C. Wall signs shall be limited to a maximum of 50 square feet per wall.
- D. All wall signs affixed to the same building by or on behalf of the same business will be incorporated into one permit.
- E. Wall signs will be included in the calculation of total sign area.

**Sec. 7.02 Projecting Signs** require an Interim Use Permit and shall adhere to the following criteria:

- A. A projecting sign is any sign wholly or partially dependent upon a building or wall for support and projecting more than 6 inches there from.
- B. Projecting signs shall be limited to one sign per business of a building frontage.
- C. A projecting sign shall not exceed the height of the building.
- D. A projecting sign shall not project more than 5 feet from the wall of the building to which it is attached.
- E. Such sign shall be a minimum of 8 feet above grade when located adjacent to or projecting over a pedestrian way.
- F. A projecting sign may be lighted subject to Sec. 4.05 Sign Illumination.

**Sec. 7.03 Free-standing Signs**

- A. Sign and structure shall not exceed a height of 25 feet above grade.
- B. The sign surface and any horizontal support structure shall be a minimum of 8 feet above grade when located within 5 feet of a pedestrian way.
- C. Refer to Article 8 for on-premise and Article 9 for off-premise sign area limitations.
- D. Limited to one sign per 100 feet of road frontage or less and to only one additional sign for any additional road frontage beyond 100 feet. Only one road shall be used in computing this dimension.

**Sec. 7.04 Portable Signs**

- A. There shall be no more than one portable sign per business.
- B. Portable signs shall not exceed 12 square feet.
- C. Portable signs shall be displayed only during daylight hours and cannot be illuminated.

**Sec. 7.05 Awnings and Canopies**

- A. May be no less than 7.5 feet above grade when overhanging the pedestrian way.
- B. Letter or symbols must be painted on or attached flat against the surface of, but not extending beyond or attached to the underside of the canopy or awning.

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**Sec. 7.06 Roof Signs**

- A. Such sign structure shall not project higher than 2 feet above the building to which it is attached.
- B. Maximum height of roof sign shall not exceed 25 feet above grade.
- C. Roof shingle design patterns that spell out words are considered roof signs and require a permit.

**Sec. 7.07 LED Signs**

- A. The following LED signs are allowed by Conditional Use Permit:
  - 1. Date, time and temperature displays
  - 2. Gas station pricing displays
- B. LED lights can be used to externally illuminate a sign, in accordance with Sec. 4.05, and do not require a Conditional Use Permit.
- C. LED lights intended for internal illumination within a sign display require a Conditional Use Permit. See Sec. 4.05 Sign Illumination, part A.

**Sec. 7.08 Banner signs**

- A. Banner signs used by a business require a permit.
- B. Annual permits, which expire on the last day of the calendar year, can be issued for placement of banner signs at a specific location of a business. Under such permit, signs can be changed during the year without any further permits as long as the same sign location is used and the banner does not exceed the size and dimensions specified in the annual permit.
- C. If 2 or more banner signs will be displayed simultaneously a permit will be required for each sign location.
- E. The square footage of banner signs is included in the total square feet of a business's signs.

**Sec. 7.09 Monument signs**

- A. All new monument signs require a Conditional Use Permit, in accordance with Article 10 of the Cook County Zoning Ordinance.

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**Article 8 On-premise Signs**

**Sec 8.01 Residential Zone Districts – General Requirements**

Permitted signs in Forest Agriculture/Recreation (FAR-1), Forest Agriculture/Residential (FAR-2), Forest Agriculture/Residential (FAR-3), Lake Shore Residential (LSR), and Single Family Residential (R-1) zone districts may be erected subject to the following provisions:

- A. A free-standing sign with a maximum surface area of 16 square feet or a portable sign with a maximum surface area of 12 square feet may be displayed on properties, in lieu of any other identification sign, and may be illuminated in accordance with this Ordinance.
- B. Free-standing signs larger than 16 square feet or portable signs larger than 12 square feet require a variance.
- C. A temporary sign with a maximum surface area greater than 12 square feet and up to 32 square feet may be displayed during the time that the property is available for subdivision or subdivided land is on the market for sale. See Section 5.01 K for exemption of signs up to 12 square feet. Such sign may not be illuminated.

**Sec 8.02 Resort and Commercial Zone Districts – General Requirements**

Permitted signs in the Resort Commercial/Residential District (RC/R), the General Commercial District (GC), the Business Development Area District (BDA), Light Industrial (LI), Heavy Industrial (HI), and Lutsen Township may be erected subject to the following provisions:

- A. See Article 7 Sign Types for specific provisions for each type of sign.
- B. For multi-business signs on a single structure or wall:
  - 1. A permit will be required for individual signs mounted on the same support structure; individual signs will require a sign permit.
  - 2. Such permitted signs may be moved around on or within the sign support structure without the need for a new sign permit.
  - 3. If an individual sign display is changed a new permit will be required.
  - 4. Signs on exterior walls of a building displayed by or on behalf of the same business only require one permit.
  - 5. If a building has signs for more than one business, a separate sign permit will be required for each business; but that business can have more than one sign on the building covered by a single sign permit.

**Sec. 8.03 Resort and Commercial Zone Districts - Maximum On-premise Sign Area**

- A. The total surface area of all business signs for a particular business property shall not exceed 0.5 square feet per lineal foot of lot frontage area, or 50 square feet in area, whichever is greater.
- B. The maximum square footage allowed for a single business for all its on-premise signs shall not exceed 300 square feet. An Interim Use Permit is required for business signs exceeding the maximum allowed square footage. A change to the sign display requires an amendment to the Interim Use Permit.
- C. For business properties with multiple tenants, each tenant shall be allowed a maximum sign area of 50 square feet. Total sign area for all businesses shall not exceed 300 square feet. Such signs may be illuminated in accordance with this Ordinance.

4B  
SB

**Article 9 Off-premise Signs**

**Sec. 9.01 Off-premise signs erected on county roads, township roads and private roads are governed by the following provisions:**

- A. Only free-standing signs and monument signs will be permitted.
  - 1. Free-standing signs require an Interim Use Permit.
  - 2. Monument signs require a Conditional Use Permit.
- B. Off-premise signs shall be spaced at least 500 lineal feet from another off-premise sign.
- C. Off-premise signs shall not be erected within 50 feet of a property side yard line.
- D. Sign and structure shall not exceed a height of 25 feet above grade.
- E. New off-premise signs are limited to a maximum size of 32 square feet and can only be installed in commercial and resort zone districts.
- F. The maximum distance an off-premise sign may be located from the road centerline is 100 feet.
- G. Signs anchored or affixed to the ground cannot be placed in the right-of-way.
- H. Off-premise signs erected back to back, side by side, or in a V-type construction by one business owner shall be deemed to be one sign structure and will be required to have only one permit. Multiple businesses with signage on the same sign support structure require separate permits for each business.

**Sec. 9.02 Off-premise signs along the Highway 61 corridor**

- A. No new off-premise signs are permitted along the Highway 61 corridor.
- B. Existing off-premise signs may continue as non-conforming signs but will require annual permit renewals as described in Sec. 9.03.
- C. Existing signs can be maintained and updated with new sign displays but no increase in the overall size of these signs is allowed unless a variance is granted by the County. No variance can be approved if the sign is located on MnDOT property or in the Highway 61 right-of-way.

**Sec. 9.03 Annual permit renewal for existing Highway 61 off-premise signs**

- A. Permits for off-premise signs on Highway 61 expire on the last day of the year.
- B. In January of each year the Office of Planning and Zoning will send a letter to the off-premise sign permit holder notifying them that the annual sign permit has expired and needs to be renewed.
- C. The off-premise sign permit holder must submit an annual permit renewal application to the Office of Planning and Zoning and pay the required fee.
- D. All applications will be approved by the Office of Planning and Zoning in accordance with Minnesota Statute 15.99 Time Deadline for Agency Action.
- E. The permit is valid for the calendar year and allows the sign display to be changed during the year without the need for a new permit.
- F. If a legal Highway 61 off-premise sign is intentionally removed, including sign display and support structures, no new off-premise sign permit will be issued for that property.

4/18  
SB

## **Article 10 Non-conforming Signs**

### **Sec. 10.01 Continuance**

- A. Except as otherwise provided by law a legal non-conforming sign may be continued, including through repair and maintenance but not including expansion or changes to the sign display, without a new sign permit.

### **Sec. 10.02 Discontinuance**

- A. If a non-conforming sign identifies a business no longer providing product, goods or services for a period of one year it must be removed.
- B. A non-conforming sign that is not properly maintained in accordance with Sec. 4.04 for a period of one year must be removed.

## **Article 11 Revocations**

### **Sec. 11.01** Permits issued under the provisions of this Ordinance may be revoked by the Office of Planning and Zoning after notice and hearing for any of the following causes:

- A. Fraud, misrepresentation or an incorrect statement contained in the application for the permit; or
- B. Any violation of this Ordinance.
- C. Notice of a hearing by the County Board of Commissioners for revocation of a permit shall be given by the Office of Planning and Zoning in writing, setting forth specifically the grounds for revocation and the time and place of hearing. Such notice shall be mailed, return receipt, to the permit holder at his or her last known address at least 30 days prior to the date set for hearing, or shall be delivered in the same manner as a summons at least 15 days prior to the date set for hearing.

## **Article 12 Appeal**

Any person aggrieved by the action of the Office of Planning and Zoning in the denial or revocation of a permit under this Ordinance may appeal to the Board of Adjustment. Such appeal shall be taken by filing with the Board of Adjustment within 14 days after notice of action complained of, a written statement setting forth fully the grounds of the appeal together with a fee as established by this Ordinance. The Board of Adjustment shall thereafter set a time and place for a hearing of the appeal.

## **Article 13 Violations a Nuisance**

### **Sec. 13.01** If any person fails to remove or bring into compliance a sign regulated under this Ordinance within 30 days after notice that the sign is in violation of this Ordinance, then the sign shall be deemed a nuisance and may be removed or altered to comply with this Ordinance by the

HB  
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Office of Planning and Zoning. The removal or alteration shall be at the expense of the owner of the property upon which the sign is located.

- Sec. 13.02** A sign found by the County Board to be an immediate danger to the public because of its unsafe condition may be removed without notice. Written notice of the removal and the reasons for such shall be given to the owner of the property on which such sign is located as soon as possible.
- Sec. 13.03** If payment is not made within 30 days after a statement for the costs of removal or alteration of a sign is sent to the owner of the property on which the sign is located, the costs may be assessed against the property on which the sign is located by certifying the costs to the County Auditor for collection in the same manner as real estate taxes.
- Sec. 13.04** Any sign requiring a permit that is erected without a permit shall be in violation of this Ordinance.

#### **Article 14 Penalty**

- Sec. 14.01** Violation of this Ordinance is a petty misdemeanor. Each period of 10 days that the violation exists is a separate offense.
- Sec. 14.02** A second or subsequent conviction of a violation of the same subsection of this Ordinance within one 12 month period shall be a misdemeanor.

#### **Article 15 Fees**

It shall be the responsibility of the Cook County Board of Commissioners, based upon recommendations from the Office of Planning and Zoning, to establish permit fees and after-the-fact fees pursuant to this Ordinance. Fees shall be due and payable at a time and in a manner to be determined by the Office of Planning and Zoning.

#### **Article 16 Interpretation**

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

#### **Article 17 Severability**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this Ordinance shall not be affected and shall remain in full force.

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**Article 18 Abrogation and Greater Restrictions**

It is not intended by this Ordinance to repeal, abrogate, or impair any other existing County Ordinance, easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail. All other Ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

**Article 19 Ordinance Repealed**

Any previous Cook County Ordinance for the regulation of signs is hereby repealed.

**Article 20 Adoption**

The Cook County Sign Ordinance is hereby adopted by the Cook County Board of Commissioners on this xx day of mm 2016.

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

**ATTEST:**

\_\_\_\_\_  
**Braidy Powers, Cook County Auditor**

**EFFECTIVE DATE:** \_\_\_\_\_

**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) Revolving Loan Request	b. Requested Date: 6/14/16	c. Amount of time with Board 10 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected: Auditor/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 a revolving loan request to Hedstrom Lumber for \$190,968.02 for 10 years at a market interest rate with a second position on the business assets.			
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). Hedstrom Lumber has a current revolving loan balance of \$59,031.98. They are requesting to increase the balance by \$190,968.02 up to the maximum \$250,000 allowed under our guidelines. The purpose of the loan is the rebuilding of the sawmill and upgrade and modernizing of equipment to stay viable in the lumber market. The total project is about \$2.9 million with about 25% complete to date. The county's lien position will be 2nd position to the Lake Bank loan.			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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

Request for Time

Before the Board of Commissioners

6B

1.	a. Topic or Issue: (As should be listed on agenda) Election Judge Compensation	b. Requested Date: 6/14/16	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve an increase in the hourly rate for election judges serving in polling places and for mail ballot precincts from \$10/hour to \$12/hour.			
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). Election judges in Cook County have been paid \$10/hour since 1996. It was raised from \$7/hour in 1994 to \$10/hour in 1996. Though most people likely act as election judges solely as service to their community with little thought as to pay received, it is important that they receive a reasonable compensation for this vital service they perform. The receive mileage at the federal rate and there is no reason to change that payment.			
8.	How will this request affect the County Budget? There will be a slight increase to the election levy as a significant portion of this cost is born by other entities.			
9.	Have funds been budgeted/allocated for this request? The election fund balance will be sufficient to handle the increase for 2016.			
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.): election fund balance.			

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 type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**Cook County  
Request for Time**

e-mail form

6C

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) 2017 Budget Process	b. Requested Date: 6/14/2016	c. Amount of time with Board 15 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Braidy/Jeff	b. Phone:	c. Email:	
3.	a. Departments affected: Auditor/Administrator	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): Discuss 2017 budget goals and set a preliminary levy directive for the Administrator and Auditor to work towards with County Departments.			
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>See attached Budget Calendar. The board made 2017 commitments during the 2016 budget process including the improvement of the fund balance and full funding for library staffing. In 2016 the board also made significant cuts to requests for long-term maintenance of facilities and equipment, with the idea that those cuts would be revisited during the 2017 budgets discussions. The employment contracts just concluded will also impact the preliminary target discussion.</p>			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

Meeting Date Set:	Agenda Item Number:
Auditor-Treasurer Contacted: YES <input checked="" 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"/>

## TENTATIVE BUDGET CALENDAR 2017

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June 14	Board discusses the 2017 preliminary budget goals and directives for County Departments and sets budget hearing dates.
June 14	Board discusses the 2017 budget goals and directives for Discretionary Entities and sets budget hearing dates.
June 15 - 17	Auditor distributes budget materials to department heads: Capital Request form, Personnel Change form, Budget Worksheet. Notify Discretionary of directives.
June 15 – July 8	Administrator and Auditor discuss goals and directives with departments.
July 8	Distribute 2016 six month Budget Report updates to Departments.
July 22	Deadline for Department and Discretionary requests.
July 23	Assemble Discretionary requests. Assemble all other requests and prepare budget manual for County Board.
August 1	Budget Updates for County Board begin.
August 26	Auditor notifies City, Towns, School, STDs of statutory budget deadlines. Deadline for Fire Department requests.
September	Follow-up meetings regarding budget requests as needed.
<b>September 27</b>	<b>FINAL REGULAR BOARD MEETING TO ADOPT 2017 PROPOSED COUNTY BUDGET AND LEVY.</b> Board announces the time and place of the regularly scheduled meeting (TNT) at which the budget and levy will be discussed and at which the public will be allowed to speak (TNT). The meeting must be held after Nov. 23 and not before 6 pm.
September 30	STATUTORY DEADLINE TO SET LEVY & REPORT MAX SPECIAL LEVIES TO DOR.
September 30	Deadline for School District to submit Proposed Levy.
October 2	Deadline for the Auditor to submit the Proposed Levy Survey for all taxing districts to the Department of Revenue.
November 10	Post Proposed County Budgets to Web site.
November 21	Auditor's "Truth in Taxation Notice to Taxpayers" mailed, MS 275.065.
<b>December 1</b>	<b>Tuesday: PUBLIC MEETING AT WHICH THE PUBLIC IS ALLOWED TO SPEAK REGARDING THE 2017 PROPOSED COUNTY BUDGET AND LEVY. 6:00 P.M.</b>
December 13	Last day for Highway Dept. to notify Auditor of Subordinate Service District Assessments. Last day for a city or town to certify special assessments to the county auditor.
<b>December 20</b>	<b>TARGET DATE FOR FINAL COUNTY BUDGET AND LEVY TO BE ADOPTED.</b>
December 28	Deadline for School, County, City and Special Taxing Districts to certify their final adopted payable property tax levy to the County Auditor.

## Request for Time

## Before the Board of Commissioners

60

1.	a. Topic or Issue: (As should be listed on agenda) Re Allocate Title III Funds	b. Requested Date: 06/14/16	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the re-allocation of the \$12,000 of the 2011 Secure Rural Schools Title III funding from the Chipping Program to Outreach for improvements to the Firewise web site and ongoing maintenance of the site.			
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). See attached History of Title III received including the 2011 allocation.</p> <p>The Firewise Committee voted unanimously on May 26, 2016 to recommend approval of the re-allocation request. The committee believes that we have a coordinator who will keep the site current and use it as an ongoing Firewise promotional tool. The state is continuing to include funding for Chipping costs in our grants for firewise assessments, allowing us to use Title III for other purposes.</p>			
8.	How will this request affect the County Budget? NA			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

## COUNTY STAFF INFORMATION

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

//

### Work with General Ledger Details

 72 Messages

Account Number: 01-822-000-0000-5956 Nat'l Forest Title III

Amount: -\$32,562.67 C

Source: RE

Audit Number: 20160323-222

Report Basis: 1 - Cash

Description: Add Receipts to GLDetail

Report Codes:

User Defined Codes:

1 items found.

Rec Num	HS Rec Num	Amount	Description	Report Codes	Vendor Number	Vendor Name at Receipt Time
66601		\$32,562.67	TITLE III			MMMM NON-OPERATING



SRS Title III Allocation and Spending As of 5/23/16

2012 ALLOCATION	GFTVFD	AERIAL	Balance
pd 3/22 & 7/26	-\$15,000.00	-\$27,156.15	\$0.00

2016

total spent  
excel

2011 ALLOCATION	* Pit Maintenance	Chipper Program	Level II Assessments	Outreach or		S&R Federal	Spatial Data	TOTAL BALANCE
				Portable Sign etc.				
BEGINNING BALANCE	\$21,646.00	\$20,000.00	\$1,000.00	\$7,000.00	\$20,000.00	\$35,000.00	\$104,646.00	
PAID OUT IN 2011	-\$1,663.00	-\$6,210.00		-\$414.00	-\$5,367.00		-\$13,654.00	
PAID OUT IN 2012	-\$217.50					-\$11,989.53	-\$12,207.03	
PAID OUT IN 2013	-\$7,780.00		-\$30.00	-\$128.00	-\$8,991.00	-\$13,000.00	-\$29,929.00	
PAID OUT IN 2014	-\$8,525.60			-\$4,308.45		-\$4,415.73	-\$12,941.33	
PAID OUT IN 2015	-\$3,940.02	-\$1,050.00	-\$480.12	-\$1,434.84		-\$5,211.97	-\$9,298.47	
PAID OUT IN 2016	\$480.12	\$0.00	\$489.88	\$714.71	\$5,642.00	\$382.77	-\$6,646.81	
Balance		\$12,740.00					\$19,969.36	

-\$6,646.81

2013 Allocation	Coordinator	Supplies etc	BALANCE
	01-822-6681	01-822-6682	
BEGINNING BALANCE	32,701.97		\$32,701.97
PAID OUT IN 2014	-\$4,200.42		-\$4,200.42
PAID OUT IN 2015	-\$9,755.86		-\$9,755.86
PAID OUT IN 2016	-\$9,572.70		-\$9,572.70
Balance	\$9,172.99		\$9,172.99

-\$9,572.70

2014 Allocation	Coordinator	Search & Rescue	BALANCE
	01-822-6681	01-822-6682	
BEGINNING BALANCE	\$23,922.22	\$ 5,000.00	\$28,922.22
Balance	\$23,922.22	\$5,000.00	\$28,922.22

2015 Allocation	Coordinator	Search & Rescue	BALANCE
	01-822-6681	01-822-6682	
BEGINNING BALANCE	\$16,816.17	\$ 10,000.00	\$26,816.17
Balance	\$16,816.17	\$10,000.00	\$26,816.17

2016 Assumed Allocation	Coordinator	Search & Rescue	BALANCE
	01-822-6681	01-822-6682	
BEGINNING BALANCE	\$22,562.67	\$ 10,000.00	\$32,562.67
Balance	\$22,562.67	\$10,000.00	\$32,562.67

-\$16,219.51

\$117,443.41

Total Balance 2011-2016

Revenue 01-822-5956

auditor:SRS:Title III Allocation

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6E

Cook County  
Request for Time

e-mail form

Before the Board of Commissioners

1.	a. Topic or Issue: (As should be listed on agenda) 2015 Title III Allocation	b. Requested Date: 06/14/16	c. Amount of time with Board 5 minutes	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Braidy Powers	b. Phone:	c. Email:	
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approve the allocation of the \$32,562.67 2015 Secure Rural Schools Title III funding as follows: \$10,000 for reimbursement of Emergency Services costs in Superior National Forest and \$22,562.67 for costs of the Firewise Coordinator to help in the creation and sustaining of Firewise Communities in Cook County.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider). See attached proposed Public Notice for use of Title III funds. See attached history of Title III received in previous years. Title III requires a 45 day notice period after publication before we are allowed to spend the money.			
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 type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>

**PUBLIC NOTICE**  
**PROPOSED USE OF PUBLIC FUNDS**  
Secure Rural Schools Title III Funding

Cook County received 2016 Superior National Forest Title III Funding of \$32,562.67. Title III Funding may be used to reimburse the County for money spent for Emergency Services in Superior National Forest, to carry out the purposes under the Firewise Communities Program, and to educate homeowners in Firewise techniques.

The Cook County Board proposes to use \$10,000 of the 2016 allocation to reimburse the County for money spent for Emergency Services in Superior National Forest and \$22,562.67 for a Coordinator to work towards creation and sustaining Firewise Communities in Cook County.

Publication of this notice commences the 45 day public comment period prior to the use of these funds. Comments should be directed to the Cook County Auditor, Braidy Powers, at (218) 387-3646. [braidy.powers@co.cook.mn.us](mailto:braidy.powers@co.cook.mn.us)

Publish: June 18, 2016

Bill to: Cook County Commissioners

SRS Title III Allocation and Spending As of 5/23/16

2012 ALLOCATION	GFTVFD	AERIAL	Balance
pd 3/22 & 7/26	-\$15,000.00	-\$27,156.15	\$0.00

2016

total spent  
excel

2011 ALLOCATION	* Pit	Chipper	Level II	Outreach or	S&R	Spatial	TOTAL
01-822-6682	Maintenance	Program	Assessments	Portable	Federal	Data	BALANCE
BEGINNING BALANCE	\$21,646.00	\$20,000.00	\$1,000.00	\$7,000.00	\$20,000.00	\$35,000.00	\$104,646.00
PAID OUT IN 2011	-\$1,663.00	-\$6,210.00		-\$414.00	-\$5,367.00		-\$13,654.00
PAID OUT IN 2012	-\$217.50					-\$11,989.53	-\$12,207.03
PAID OUT IN 2013	-\$7,780.00		-\$30.00	-\$128.00	-\$8,991.00	-\$13,000.00	-\$29,929.00
PAID OUT IN 2014	-\$8,525.60					-\$4,415.73	-\$12,941.33
PAID OUT IN 2015	-\$3,940.02	-\$1,050.00		-\$4,308.45			-\$9,298.47
PAID OUT IN 2016	\$480.12		-\$480.12	-\$1,434.84		-\$5,211.97	-\$6,646.81
Balance	\$0.00	\$12,740.00	\$489.88	\$714.71	\$5,642.00	\$382.77	\$19,969.36

-\$6,646.81

2013 Allocation	Coordinator	Supplies etc	BALANCE
01-822-6681	01-822-6682		
BEGINNING BALANCE	32,701.97		\$32,701.97
PAID OUT IN 2014	-\$4,200.42		-\$4,200.42
PAID OUT IN 2015	-\$9,755.86		-\$9,755.86
PAID OUT IN 2016	-\$9,572.70		-\$9,572.70
Balance	\$9,172.99		\$9,172.99

-\$9,572.70

2014 Allocation	Coordinator	Search & Rescue	BALANCE
01-822-6681	01-822-6682		
BEGINNING BALANCE	\$23,922.22	\$ 5,000.00	\$28,922.22
Balance	\$23,922.22	\$5,000.00	\$28,922.22

2015 Allocation	Coordinator	Search & Rescue	BALANCE
01-822-6681	01-822-6682		
BEGINNING BALANCE	\$16,816.17	\$ 10,000.00	\$26,816.17
Balance	\$16,816.17	\$10,000.00	\$26,816.17

2016 Assumed Allocation	Coordinator	Search & Rescue	BALANCE
01-822-6681	01-822-6682		
BEGINNING BALANCE	\$22,562.67	\$ 10,000.00	\$32,562.67
Balance	\$22,562.67	\$10,000.00	\$32,562.67

-\$16,219.51

**Total Balance 2011-2016**  
Revenue 01-822-5956  
auditor:SRS:Title III Allocation

**\$117,443.41**

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<b>Minnesota Department of Public Safety ("State")</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101	<b>Grant Program:</b> 2015 Operation Stonegarden (OPSG)  <b>Grant Agreement No.:</b> A-OPSG-2015-COOKCO-001				
<b>Grantee:</b> Cook County 143 Gunflint Trail Grand Marais, MN 55604	<b>Grant Agreement Term:</b> <b>Effective Date:</b> 09/01/2015 <b>Expiration Date:</b> 08/31/2018				
<b>Grantee's Authorized Representative:</b> Sheriff Pat Eliassen Cook County 143 Gunflint Trail Grand Marais, MN 55604 Ph: 218-387-3030	<b>Grant Agreement Amount:</b> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Original Agreement</td> <td style="text-align: right;">\$80,673.00</td> </tr> <tr> <td style="padding-left: 20px;">Matching Requirement</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>	Original Agreement	\$80,673.00	Matching Requirement	\$ 0.00
Original Agreement	\$80,673.00				
Matching Requirement	\$ 0.00				
<b>State's Authorized Representative:</b> Michelle Schaber Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101 Phone: 651-201-7451 Michelle.Schaber@state.mn.us	<b>Federal Funding:</b> CFDA 97.067 <b>State Funding:</b> none <b>Special Conditions:</b> None				

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

**Term:** Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:  
 Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2015 Operation Stonegarden (OPSG) Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 223, St. Paul, MN 55101-6223. The Grantee shall also comply with all requirements referenced in the 2015 Operation Stonegarden (OPSG) Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

**Budget Revisions:** The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

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**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

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

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

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

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

Grant Agreement No. Grant # A-OPSG-2015-COOKCO-001 / PO #3000039852

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

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

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

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

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

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

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

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Budget Summary Report

Budget Category	Amount	Award
Operational Vehicle	\$33,696.00	
Total	\$33,696.00	
Fringe Benefits		
Fringe benefits costs for operational vehicle worked.	\$6,638.40	
Total	\$6,638.40	
Vehicle Maintenance		
Maintenance for vehicle usage during patrol.	\$72.60	
Total	\$72.60	
New Equipment		
New Equipment Purchases	\$39,000.00	
Total	\$39,000.00	
Fuel		
Fuel used during operational vehicle patrol.	\$1,266.00	
Total	\$1,266.00	
Total	\$80,673.00	
Allocation	\$80,673.00	
Balance	\$0.00	

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e-mail form

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

1.	a. Topic or Issue: (As should be listed on agenda) SCDP Housing Program Approvals	b. Requested Date: 6/14/16	c. Amount of time with Board Consent Agenda 15 minutes <input type="checkbox"/>
2.	a. Person requesting/presenting Barb Ackerson/AEOA	b. Phone:	c. Email:
3.	a. Departments affected:	b. Department Head:	c. Dept been contacted?
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?		
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Approval of several documents required for the 2016 Small Cities Development Program, Lutsen Owner Occupied Housing Rehabilitation Project.		
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 Program Income Plan, Fair Housing Plan, Program Handbook, Residential Anti-Displacement Plan, Section 3 Plan, Services Contract, and Signature Authorization.		
8.	How will this request affect the County Budget? NA		
9.	Have funds been budgeted/allocated for this request?		
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):		

**COUNTY STAFF INFORMATION**

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

## Cook County/Lutsen Program Income Plan

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Program Income is defined as income of \$35,000 or more generated by SCDP and federal Minnesota Investment Fund (MIF) funded activities in a federal fiscal year (October 1-September 30).

All funds generated from this program regardless of whether they are considered Program Income or not will be reused in a manner consistent with what was stated in this funding application, grant agreement, and this required Program Income Plan. Both Program Income and local income generated have restricted reuse.

Program Income and local funds generated could include:

- loan repayments (with interest, if applicable),
- interest earned on the Program Income itself, and/or
- fines assessed on SCDP funded contracts, among other things.

Cook County will complete the online Post-Closeout Program Income Reporting annually (by October 15). The purpose of this is to report Program Income received, expended, and ending balance. If you have multiple activities and/or past grants generating funds, they should be combined for reporting purposes.

All Program Income reuse will follow SCDP program requirements (federal objective, environmental, labor standards, etc.).

Cook County/Lutsen  
Applicant

\_\_\_\_\_  
Signature of Chief Elected Official of Applicant

\_\_\_\_\_  
Date



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**Fair Housing Plan of Action**  
**Small Cities Development Program**  
**State of Minnesota**

SCDP Grantee #: CDAP-15-0058-O-FY16 Date: 6/1/16  
Applicant Name: Cook County/Lutsen

Cook County/Lutsen will provide a Fair Housing brochure to all applicants of the Small Cities Development Program as a Fair Housing activity for the first year of the SCDP Program.

Cook County will display a Fair Housing poster at the Cook County Courthouse for the second year of the SCDP Program.

Cook County will place the Fair Housing logo on County letterhead and the application materials for the third year of the SCDP Program.

**2016**

**POLICY AND PROCEDURES HANDBOOK**

**FOR THE**

**SMALL CITIES DEVELOPMENT PROGRAM**

**OWNER OCCUPIED HOUSING REHABILITATION**

**FOR THE COOK COUNTY/LUTSEN HOUSING PROJECT**

**CONTENTS**

- I. Purpose
- II. Statement of Affirmative Action
- III. Delegation of Authority
- IV. Review Committee
- V. Definitions
- VI. Property Eligibility
- VII. Applicant Eligibility
- VIII. Income Calculation
- IX. Income Verification
- X. Data Privacy
- XI. Financial Assistance
- XII. Eligible Work Items
- XIII. Ineligible Activities
- XIV. Rehabilitation Procedures
- XV. Appeals and General Complaints
- XVI. Disposition of Program Income
- XVII. Amendments

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**I. Purpose**

Cook County/Lutsen/The Arrowhead Economic Opportunity Agency, Inc. (AEOA) will provide assistance to eligible applicants for the rehabilitation of residential properties owned and occupied by low and moderate income homeowners in the target area of the community of Lutsen as a first priority and after that residents of Cook County. The policies and procedures for distribution and eligibility are incorporated in this document.

**II. Statement of Affirmative Action**

It is the policy of Cook County/AEOA that no individual shall be discriminated against because of race, color, religion, creed, national origin, disability, marital status, age or status with respect to public assistance.

Cook County/AEOA shall insure that every person be given full and equal opportunities for participation in the deferred loan program undertaken by this project.

The AEOA as the administrator of the Cook County/Lutsen Housing Project, shall take necessary actions to guarantee that minority contractors and subcontractors are provided equal opportunity to perform rehabilitation work.

It shall be the responsibility of Cook County and AEOA to encourage all contractors participating in the rehabilitation deferred loan program to carry out Affirmative Action Policies necessary to assure equal employment opportunity in all aspects of employment, regardless of race, creed, color, religion, sex, national origin, marital status, age or status with respect to public assistance.

In no case shall AEOA or Cook County be in conflict with the State or Federal Statutes as they relate to equal opportunities for employment.

**III. Delegation of Authority**

Cook County has contracted with AEOA for the administration of the Small Cities Development Program (SCDP). Cook County and AEOA have been given the authority to set the guidelines for participation in the program and may amend this Handbook as it deems necessary within the regulations established by DEED. AEOA shall be responsible for ensuring that only eligible applicants receive SCDP funds. AEOA will assure that all rehabilitation repairs will meet program eligibility criteria. Cook County and AEOA are bound by the terms agreed to by both parties for this project's Contractual Agreement.

**IV. Review Committee**

The review committee will consist of the Director of Housing Services and the Housing & Weatherization Manager.

**V. Definitions**

- A. **Suitable for Rehabilitation:** The property must be structurally sound and economically feasible to rehabilitate as determined by AEOA's Rehabilitation Specialists.
- B. **Rehabilitation Standards:** Upon completion, all properties must meet or exceed Housing Quality Standards (HQS) as established by the U.S. Department of Housing and Urban Development (HUD). These standards establish minimum housing conditions that are decent, safe and sanitary.

**VI. Property Eligibility**

- A. The property must be located within the community of Lutsen as a first priority.
- B. The property must be in compliance with applicable zoning ordinances or land use guidelines. No activities will take place within a 100 year flood plain.
- C. The property must be Suitable for Rehabilitation, as defined at Section V. A. and upon completion of rehabilitation, the property must meet HUD's Housing Quality Standards, BOCA and current Energy Code Guidelines.
- D. The property taxes must not be delinquent.
- E. The property must be a single family home or owner occupied duplex.
- F. In a mixed use commercial building containing the owner's residence, the owner's personal residence must contain 51% or greater of the total square footage of the structure, excluding basement(s) and non-habitable area.

**VII. Applicant Eligibility**

- A. The recipient of funds under this program must have at least one third interest in one of the following types of ownership in the property to be improved:
  - 1. A fee title; or
  - 2. A life estate; or
  - 3. A fee title or life estate subject to a mortgage or other lien securing a debt; or
  - 4. A mutually binding contract (contract for deed) for the purchase of the property where the borrower is rightfully in possession and the purchase price is payable in installments. The Contract for Deed must be recorded at the office of the County Recorder. The contract for deed vendor (seller) must agree to enter into the Deferred Housing Rehabilitation Repayment Agreement and Mortgage as additional signatories not in possession.

- B. No person who is (1) an employee, agent consultant, officer or elected or appointed official of aforementioned city or AEOA who exercises or has exercised a function or responsibility with respect to assisted rehabilitation activities or (2) is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto or the proceed thereunder, either for themselves, their immediate family, or those with whom they have business ties, during their tenure and for one (1) year thereafter. The Department of Employment and Economic Development may authorize exceptions to this policy on a case by case basis. If a conflict arises with an AEOA employee or board member, that person shall not be involved in any manner with the project.
- C. The property to be rehabilitated must be the applicant's primary place of residence.
- D. An applicant will be deemed eligible if the applicant's gross income is within the following income guidelines:

**LOW AND MODERATE INCOME GUIDELINES – COOK COUNTY/LUTSEN HOUSING REHABILITATION**

<u>HOUSEHOLD SIZE</u>	<u>ANNUAL INCOME LIMIT (GROSS)</u>
1 person	\$36,000
2 persons	\$41,150
3 persons	\$46,300
4 persons	\$51,400
5 persons	\$55,550
6 persons	\$59,650

Larger households have higher income limits. Income limits are adjusted annually so they may change before the program ends.

The HUD Low and Moderate Income Guidelines are used to determine eligibility for the Housing Rehabilitation Program and may be redetermined from time to time as directed by HUD at which time the above schedule will automatically be amended.

**VIII. Income Calculation**

- A. To be financially eligible, the applicant's household income for the twelve month period following loan approval must not be anticipated to exceed the HUD Low and Moderate Income Guidelines. Income will be determined by third party verifying current income and then projecting this income for the next twelve (12) months. Adjustments will be made for unusual or temporary income which may be anticipated during the next twelve month period.

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higher than the low bid the homeowner must make up the difference from other financial resources to adhere to the 10% restriction.

- K. It is required that all participating contractors be insured to meet the limits prescribed by AEOA and to be licensed and/or bonded as required by state and/or local ordinances.
- L. Once the contractor is selected, the Agreement between Contractor and Property Owner is signed by contractor and homeowner and outlines the contractual conditions that each party is required to follow. A Proceed to Work Order is then issued to the contractor by the Rehabilitation Specialist. The loan documents are signed, the mortgage is recorded and a lien is placed against the property for the term of the loan.
- M. All change orders to the contract must be in writing, using AEOA's Change Order/Amendment Form and must be authorized by the homeowner and the Rehabilitation Specialist.
- N. All construction work performed under contract shall be in compliance with an approved warranty covering workmanship and materials, as noted in the Agreement Between Contractor and Property Owner.
- O. If the contractor becomes involved in a situation where the work cannot be completed within the time frame specified in the Agreement Between Contractor and Property Owner or the relationship between the contractor and the homeowner deteriorate to the point where the job cannot be completed by the original contractor a change order to complete the remainder of the work using a new contractor may be considered by the homeowner and the review committee.
- P. During construction, the Rehabilitation Specialist monitors the work. The homeowner notifies AEOA promptly if defects or other problems arise. When all work is completed, the property and work is inspected and a Completion Certificate is executed between the homeowner, contractor and rehabilitation specialist. A lien waiver for the amount to be paid is required prior to contractor payments.
- Q. After passing a final inspection, AEOA will submit the signed Completion Certificate and Invoice to the Office of the Cook County Auditor for disbursement of program funds to contractor(s).

**XV. Appeals and General Complaints**

- A. Each person making application for financial assistance under the program shall have the right to appeal any determination of AEOA staff to the Agency's Director of Housing Services. Requests for general complaints should be made within a 30-day period and addressed to: AEOA, 702 Third Avenue, Virginia MN 55792.

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General complaints that do not warrant a hearing shall be in writing and be addressed to AEOA at the previously mentioned address. A written response to the complaint will be issued within 30 days.

**XVI. Disposition of Program Income.**

- A. Program income will normally accrue from one source (1) property owners repayment of deferred loans resulting from property owner not maintaining residency to the maturity date as prescribed in the Deferred Loan Repayment Agreement and Mortgage. Program income from both sources will be used for further housing rehabilitation. Rehabilitation funded by program income will be in accordance with the provisions of this procedural handbook. Funding may be in the form of a deferred loan.
  
- B. Rehabilitation authorized after expiration of the administrative services contract between Cook County and AEOA will be administered by either; (1) extending the term of the current contract if agreed by both parties; (2) entering into a new administrative services contract between Cook County and AEOA, or; (3) entering into a new administrative services contract between Cook County and another administering entity.

**XVII. Amendments**

These policies and procedures may be amended or changed at any time by Cook County or AEOA except where a signed agreement precludes a change.

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## Residential Anti-displacement and Relocation Assistance Plan

under Section 104(d) of the Housing and Community Development Act of 1974, as Amended

### Small Cities Development Program State of Minnesota

Cook County/Lutsen anticipates participating in the Minnesota Small Cities Development Program. Through this participation, owner occupied rehabilitation will occur. The consequence of the proposed activities is that the potential for displacement exists, although it is not anticipated. The purpose of the Residential Antidisplacement and Relocation Assistance Plan is to describe the steps Cook County/Lutsen shall take to mitigate the adverse effects of displacement on low and moderate income persons.

- A. Cook County will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR, Part 570.606 and 24 CFR, Part 42. All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing Cook County to provide funds for an activity that will directly result in such demolition or conversion, Cook County will make public and submit to the Minnesota Department of Employment and Economic Development the following information in writing:
1. A description of the proposed assisted activity;
  2. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activities;
  3. A time schedule for the commencement and completion of the demolition or conversions;
  4. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission Cook County will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size shall be submitted and disclosed to the public as soon as possible;
  5. The source of funding and a time schedule for the provision of replacement dwelling units;
  6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.
  7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of low and moderate-income households in the jurisdiction.

Cook County may request the Minnesota Department of Employment and Economic Development to recommend that the U. S. Department of Housing and Urban Development approve an exception to required replacement housing if there is an adequate local supply of vacant low/moderate-income dwelling units in standard condition. Exceptions will be reviewed on a case-by-case basis as described in 24 CFR, Part 570.488(c)(1)(B).

- B. Cook County will provide relocation assistance, as described in 24 CFR, Part 570.488(c)(2), to any lower-income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to another use in connection with an assisted activity.
- C. Consistent with the goals and objectives of activities assisted under the Act, Cook County will take the following steps to minimize the displacement of persons from their homes:
1. Manage the rehabilitation projects in a manner where the displacement of low and moderate income persons will not be an issue.

**Residential Anti-displacement and Relocation Assistance Plan**  
(continued)

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D. Definitions for the purposes of this plan are as follows:

A "low/moderate-income dwelling unit" is a unit with a market rent, including utility costs, that does not exceed the applicable fair market rent for existing housing and moderate rehabilitation, as established under the HUD Section 8 existing housing program.

A "vacant occupiable dwelling unit" is a vacant unit that is in standard condition; or in substandard but suitable for rehabilitation condition; or in dilapidated condition and occupied less than three months from the date of the grantee agreement.

An "occupiable dwelling unit" is a unit that is in standard condition or has been raised to a standard condition from a substandard condition, suitable for rehabilitation.

A "Standard Condition" dwelling unit is a unit which meets HUD Section 8 Housing Quality Standards (HQS) with no major defects in the structure and only minor maintenance is required. Such a dwelling will have the following characteristics: reliable roofs, sound foundations; adequate and stable floors, walls and ceilings; surfaces and woodwork that are not seriously damaged nor have paint deterioration; sound windows and doors; adequate heating, plumbing, and electrical systems adequate insulation; and adequate water and sewer systems, and not overcrowded (defined as more than one person per room).

A "Substandard Condition" dwelling unit is a unit if it does not meet HUD Section 8 Housing Quality Standards (HQS) which includes lacking the following: complete plumbing, complete kitchen facilities, efficient and environmentally sound sewage removal and water supply, and heating source. In addition, the dwelling may be overcrowded (defined as more than one person per room).

A "Substandard but Suitable for Rehabilitation Condition" dwelling unit, at a minimum, is a dwelling unit that does not meet Housing Quality Standards (HQS) with some of the same features as a "substandard condition" dwelling unit. This unit is likely to have deferred maintenance and may have some structural damage such as a leaking roof, deteriorated interior surfaces, and inadequate insulation. A "substandard but suitable" dwelling unit, however, has basic infrastructure (including systems for clean water and adequate waste disposal) that allows for economically and physically feasible improvements and upon completion of rehabilitation meets the definition of a "Standard" dwelling unit.

**Resolution of Adoption of Residential Antidisplacement and Relocation Assistance Plan**

Be it resolved that the County Board hereby adopts the residential antidisplacement and relocation assistance plan for Cook County.

I certify that the above resolution was adopted by the

County Board of Cook County on \_\_\_\_\_  
(City Council, County Board, etc.) (Sponsoring unit of government) (Date)

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

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## **Cook County/Lutsen Section 3 Plan**

Cook County, in conjunction with Small Cities Development Program Grant #CDAP-15-0058-O-FY16, has the following plan to direct employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

Section 3 is a HUD requirement that is intended to ensure that when employment or contracting opportunities are available on HUD funded projects, preference is given to low- and very low-income persons or businesses. Being a Section 3 Business is not required, however preference is given to those businesses.

Cook County will attempt to recruit low-income residents through at least one of the following: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within Cook County in which the Section 3 covered program or project is located, or participate in the one of the HUD program or other program which promotes the training or employment of Section 3 residents, or will participate in a HUD program or other program which promotes the award of contracts to businesses which meet the definition of Section 3.

Cook County will require all contractors to complete and submit the Section 3 Business Certification Form prior to awarding contracts. Cook County will keep a list of Section 3 businesses. While being a Section 3 business is not required for the program, Cook County will give preference to qualified, competitive Section 3 businesses.

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**CONTRACT AGREEMENT FOR  
SMALL CITIES DEVELOPMENT PROGRAM  
ADMINISTRATIVE SERVICES  
BY AND BETWEEN  
COOK COUNTY/LUTSEN, MINNESOTA  
AND  
ARROWHEAD ECONOMIC OPPORTUNITY AGENCY, INC.**

**I**

IDENTITY OF PARTIES

The parties to this contract shall be Cook County/Lutsen, Minnesota and hereinafter referred to as "the County" and Arrowhead Economic Opportunity Agency, Inc. of Virginia, Minnesota and hereinafter referred to as "AEOA".

**II**

DURATION

The County agrees to contract with AEOA for services described in Section III below for the period commencing June 30, 2016 and continuing through December 31, 2018, unless the contract is extended by mutual agreement between the County and AEOA.

**III**

DUTIES AND RESPONSIBILITIES

This agreement provides for technical and administrative assistance to the County in carrying out rental and commercial rehabilitation activities under the Small Cities Development Program Grant awarded to the County by the Minnesota Department of Employment and Economic Development.

Specifically, these services shall include:

1. Maintenance of all records.
2. Compliance with applicable environmental issues, labor standards and civil rights legislation.
3. Preparation of correspondence and reports to the Minnesota Department of Employment and Economic Development.
4. Providing community outreach to the citizens of Lutsen relative to the availability of rehabilitation funds.

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5. Developing all forms to be used for rental and business owner applications, determination of eligibility, charting property inspections and securing liens.
6. Determining program eligibility of the individual applicant(s), the property to be improved and the desired rehabilitation measures.
7. Conducting an initial inspection to determine feasibility and assisting the property owner in preparation of a scope of work, with emphasis on health and safety issues, energy conservation and preservation of the basis structure.
8. Assisting the property owner in soliciting bids from local contractors. After bids have been returned by contractors, review for completeness and accuracy. Assist property owner in selecting a contractor.
9. Preparing lien instruments and contract documents for loan closing and facilitating a pre-construction conference between the property owner(s) and selected contractor(s). Recording liens and issuing proceed to work orders.
10. Monitoring of progress, normally to include an interim inspection.
11. Conducting a final inspection (with the property owner). Submission of completion certificate and invoice by contractor will trigger scheduling of a final inspection.
12. Delivering signed completion certificates and invoices to the County for the purpose of making payment to contractor(s).
13. Providing the City and the Minnesota Department of Employment and Economic Development copies of independent single audit for all fiscal years included in the grant period.
14. Closing out of program after this contract agreement and the Minnesota Department of Employment and Economic Development funding agreement have expired.
15. After this agreement has expired, AEOA will continue to cooperate with the County in recapturing program funds from recipients who have not performed in accordance with their repayment agreements.

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IV

RECOMPENSE

Certain funds are available for administrative costs. Compensation to AEOA provided by the County is based on actual costs accrued for the project. Fees will be submitted on a monthly basis. Fees will not exceed \$28,800 and will be in compliance with allowable fees charged per the grant agreement with the MN Department of Employment and Economic Development.

V

GENERAL TERMS

1. Service specified in Section III of this contract will not be sub-contracted to a third party by AEOA without prior approval of the County.
2. This contract may be modified only if proposed modifications are mutually agreed by the County and AEOA.
3. This contract is subject to termination by either party providing the other party is given sixty (60) days notification of intent to terminate.
4. AEOA and the County will ensure compliance with the provisions of the Minnesota Department of Employment and Economic Development SCDP Implementation Manual and accompanying regulatory manuals and handbooks.

IN WITNESS, WHEREOF, AEOA has caused this contract to be duly executed on its behalf and the County has caused the same to be duly executed on its behalf.

Cook County

Arrowhead Economic Opportunity Agency, Inc.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Executive Director

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

8A

8A

### Signature Authorization

Scott Zahorik, of the Arrowhead Economic Opportunity Agency, Inc. is authorized to sign the SCDP Disbursement Request Form on behalf of Cook County.

Heidi Doo-Kirk, Cook County Board Chair  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

8A

**Cook County  
Request for Time**

e-mail form

9A

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) <b>Abatements</b>	b. Requested Date: <b>6/14/2016</b>	c. Amount of time with Board <b>5 Minutes</b>	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting <b>Betty Schultz</b>	b. Phone: <b>218-387-3653</b>	c. Email: <b>betty.schultz@co.cook.mn.us</b>	
3.	a. Departments affected: <b>Assessor/Auditor</b>	b. Department Head: <b>Betty Schultz/Braidy Powers</b>	c. Dept been contacted? <b>Yes</b>	
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? <b>N/A</b>			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote):  Approval of Following Abatements:  Matthew & Darcy Ziller Marcia Hovland George B. Peet, Jr. & Darcie G. Peet			
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			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request? <b>No</b>			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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

# Cook County

AB 4226

9A



COURT HOUSE • 411 West 2<sup>nd</sup> St. • GRAND MARAIS, MINNESOTA 55604-2307 • (218) 387-3650 • FAX (218) 387-3043

## APPLICATION FOR REDUCTION IN VALUATION OR REAL ESTATE AND/OR REFUND OF TAXES PAID (M.S. 375.192)

COUNTY:	COOK	TAXES LEVIED IN:	2015	TAXES PAYABLE IN:	2016
---------	------	------------------	------	-------------------	------

APPLICANT NAME:	Marcia L. Hovland	MAILING ADDRESS:	PO Box 392 Grand Marais, MN 55604-0392
-----------------	-------------------	------------------	---

PARCEL NUMBER:	52-125-1200	STREET ADDRESS: (IF DIFFERENT THAN ABOVE)	
CITY OR TOWNSHIP:	Unorg.	SCHOOL DISTRICT:	166

### LEGAL DESCRIPTION:

E 417 FT SW/SE SEC 24 N OF A LINE & E 417 FT LOT 2 SEC 25 N OF A LINE

### APPLICANT'S STATEMENT OF FACTS:

Clerical error - - Homestead erroneously removed for the 2015 Assessment/Taxes Payable 2016.

### APPLICANT'S REQUEST:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE:** Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."



# Cook County

AB 4227

9A



COURT HOUSE • 411 West 2<sup>nd</sup> St. • GRAND MARAIS, MINNESOTA 55604-2307 • (218) 387-3650 • FAX (218) 387-3043

## APPLICATION FOR REDUCTION IN VALUATION OR REAL ESTATE AND/OR REFUND OF TAXES PAID (M.S. 375.192)

COUNTY:	COOK	TAXES LEVIED IN:	2015	TAXES PAYABLE IN:	2016
---------	------	------------------	------	-------------------	------

APPLICANT NAME:	George B. Peet, Jr. & Darcie G. Peet	MAILING ADDRESS:	8649 N. Arnold Palmer Dr., Tucson, AZ 85742
-----------------	--------------------------------------	------------------	---

PARCEL NUMBER:	25-012-4205	STREET ADDRESS: (IF DIFFERENT THAN ABOVE)	
CITY OR TOWNSHIP:	Tofte	SCHOOL DISTRICT:	166

### LEGAL DESCRIPTION:

E 500 FT OF W 700 FT GOVT LOT 2 S OF HWY

### APPLICANT'S STATEMENT OF FACTS:

Abatement due to tax court settlement.

### APPLICANT'S REQUEST:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE:** Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."





# Cook County

AB 4228

9A

COURT HOUSE • 411 West 2<sup>nd</sup> St. • GRAND MARAIS, MINNESOTA 55604-2307 • (218) 387-3650 • FAX (218) 387-3043

## APPLICATION FOR REDUCTION IN VALUATION OR REAL ESTATE AND/OR REFUND OF TAXES PAID (M.S. 375.192)

COUNTY:	COOK	TAXES LEVIED IN:	2014	TAXES PAYABLE IN:	2015
---------	------	------------------	------	-------------------	------

APPLICANT NAME:	Matthew & Darcy Ziller	MAILING ADDRESS:	PO Box 371 Grand Marais, MN 55604
-----------------	------------------------	------------------	-----------------------------------

PARCEL NUMBER:	80-508-0060	STREET ADDRESS: (IF DIFFERENT THAN ABOVE)	
CITY OR TOWNSHIP:	Grand Marais City	SCHOOL DISTRICT:	166

### LEGAL DESCRIPTION:

Sec. 20, Twp. 61.0, Rg. 1E, Lots 6-9 Block 8

### APPLICANT'S STATEMENT OF FACTS:

Clerical error - - Homestead should have been granted for the 2014 Assessment/Taxes Payable 2015.

### APPLICANT'S REQUEST:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTE** Minnesota Statutes 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."



Request for Time

Before the Board of Commissioners

10A

1.	a. Topic or Issue: (As should be listed on agenda) Cook County Events and Visitors Bureau	b. Requested Date: 6/14/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell/Linda Kratt	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Commissioners	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): Annual presentation about the regarding the use of the 1% sales tax.			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

COUNTY STAFF INFORMATION

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

**Cook County  
Request for Time**

e-mail form

**Before the Board of Commissioners**

10 A

1.	a. Topic or Issue: (As should be listed on agenda) Non-represented employees 2016 wages	b. Requested Date: 6/14/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: All	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Recommend following past practice and set 2016 wages/benefits for non-represented groups the same as was negotiated with CCEA with the exception of the Chief Deputy following the negotiated rates of the LELS group.			
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). Non-represented department heads, fisa exempt supervisors and confidential employees healthcare contribution would be \$50/single and \$75/family per month with a \$.50/hour base increase and a 2% COLA retroactive to January 1, 2016. Chief Deputy employee healthcare contribution would be \$50/single and \$75/family per month with a \$1.00/hour base increase and a 2% COLA retroactive to January 1, 2016.			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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

**Cook County  
Request for Time**

e-mail form

10 A

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) PTO to HCSP Policy	b. Requested Date: 6/14/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: Administrator	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.	<p><b>BOARD ACTION REQUESTED</b>(detail what you seek from the board, including motion/vote):</p> <p>Consider approving a policy change for the exempt employee class regarding the percentage of PTO converted to an employees termination of employment in good standing.</p> <p>Current rule is that 25% of the PTO bank would be converted to the employee HCSP and the balance paid out as earnings. Proposed new rule: for employees not eligible for pension, 25% of the PTO bank would be converted to the employee HCSP and the balance paid out as earnings. For employees who are eligible for pension, 100% of PTO bank would be converted to the employee HCSP.</p>			
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>			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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

**Cook County  
Request for Time**

e-mail form

10 A

**Before the Board of Commissioners**

1.	a. Topic or Issue: (As should be listed on agenda) Administrator Update	b. Requested Date: 6/14/2016	c. Amount of time with Board 10	Consent Agenda <input type="checkbox"/>
2.	a. Person requesting/presenting Jeff Cadwell	b. Phone: 387-3687	c. Email: jeff.cadwell@co.cook.mn.us	
3.	a. Departments affected: All	b. Department Head:	c. Dept been contacted?	
4.	a. Has the Board addressed this before?	b. If so, When?	c. What was the result?	
5.	Are there other individuals or departments that will be affected by this matter and if so, who? Have they been notified?			
6.	<b>BOARD ACTION REQUESTED</b> (detail what you seek from the board, including motion/vote): Class/Comp study update Staffing Updates Law Enforcement Assessor PHHS			
7.	<b>BACKGROUND AND JUSTIFICATION</b> (please be clear and concise; this information will be communicated to the public; and please attach ANY relevant supporting documentation you wish the Board to consider).			
8.	How will this request affect the County Budget?			
9.	Have funds been budgeted/allocated for this request?			
10.	If funds have been budget or allocated, please give details (i.e., levy, grants, general fund, department budget, or some combination; fully budgeted or partially budgeted; etc.):			

**COUNTY STAFF INFORMATION**

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



## UNITED STATES BOARD ON GEOGRAPHIC NAMES

In reply please use this address:  
U. S. Geological Survey  
523 National Center  
Reston, Virginia 20192-0523

12 ~~B~~ B

May 18, 2016

Mr. Brady Powers  
Cook County Auditor  
Cook County Courthouse  
411 W. 2<sup>nd</sup> Street  
Grand Marais, Minnesota 55604

Dear Mr. Powers:

This is to inform you that the U.S. Board on Geographic Names, at its May 5, 2016 meeting, approved your proposals to apply the new names Moozoogitagaanesing Island and Moozoogitagaaning Island to two islands in Cook County. The names have been entered into the Geographic Names Information System, the nation's official geographic names repository, which is available and searchable online at <http://geonames.usgs.gov>. The entries read as follows:

**Moozoogitagaanesing Island**: island; approx. 1 acre; in Superior National Forest, in West Cook Unorganized Territory on West Pope Lake, 1 mi. S of Whisker Lake; the name reportedly means "a small garden to protect young moose" in the Ojibwe language; Sec 32, T65N, R2W, Fourth Principal Extended Meridian; Cook County, Minnesota; 48°04'15"N, 90°36'14"W; USGS map – South Lake 1:24,000; Not: Little Island.

**Moozoogitagaaning Island**: island; approx. 8 acres; in Superior National Forest, in West Cook Unorganized Territory on West Pope Lake, 1.9 mi. WNW of Surber Lake; the name reportedly means "a safe garden for moose and their young" in the Ojibwe language; Secs 32&33, T65N, R2W, Fourth Principal Extended Meridian; Cook County, Minnesota; 48°04'17"N, 90°35'58"W; USGS map – South Lake 1:24,000; Not: Big Island.

Sincerely yours,

*Jennifer E. Runyon*  
for Lou Yost  
Executive Secretary  
U.S. Board on Geographic Names

cc: Peter Boulay, Minnesota DNR

# U.S. Bicycle Route 41

## Help us plan U.S. Bicycle Route 41

We need your help to plan and name the route for the state's next U.S. Bicycle Route, which will connect existing roads and trails between St. Paul and Grand Portage State Park. The route will be approximately 325 miles long and will connect with the state's first designated U.S. Bicycle Route, the Mississippi River Trail. Once completed, this bicycle route will be officially "ready to ride."

We'll hold four public workshops in June to gather input on U.S. Bicycle Route 41, and are seeking public comments on which existing roads and trails to designate and map as part of the official route. Share your input on:

- Which roads and trails are best for bicycling
- Route name ideas
- Desired map format

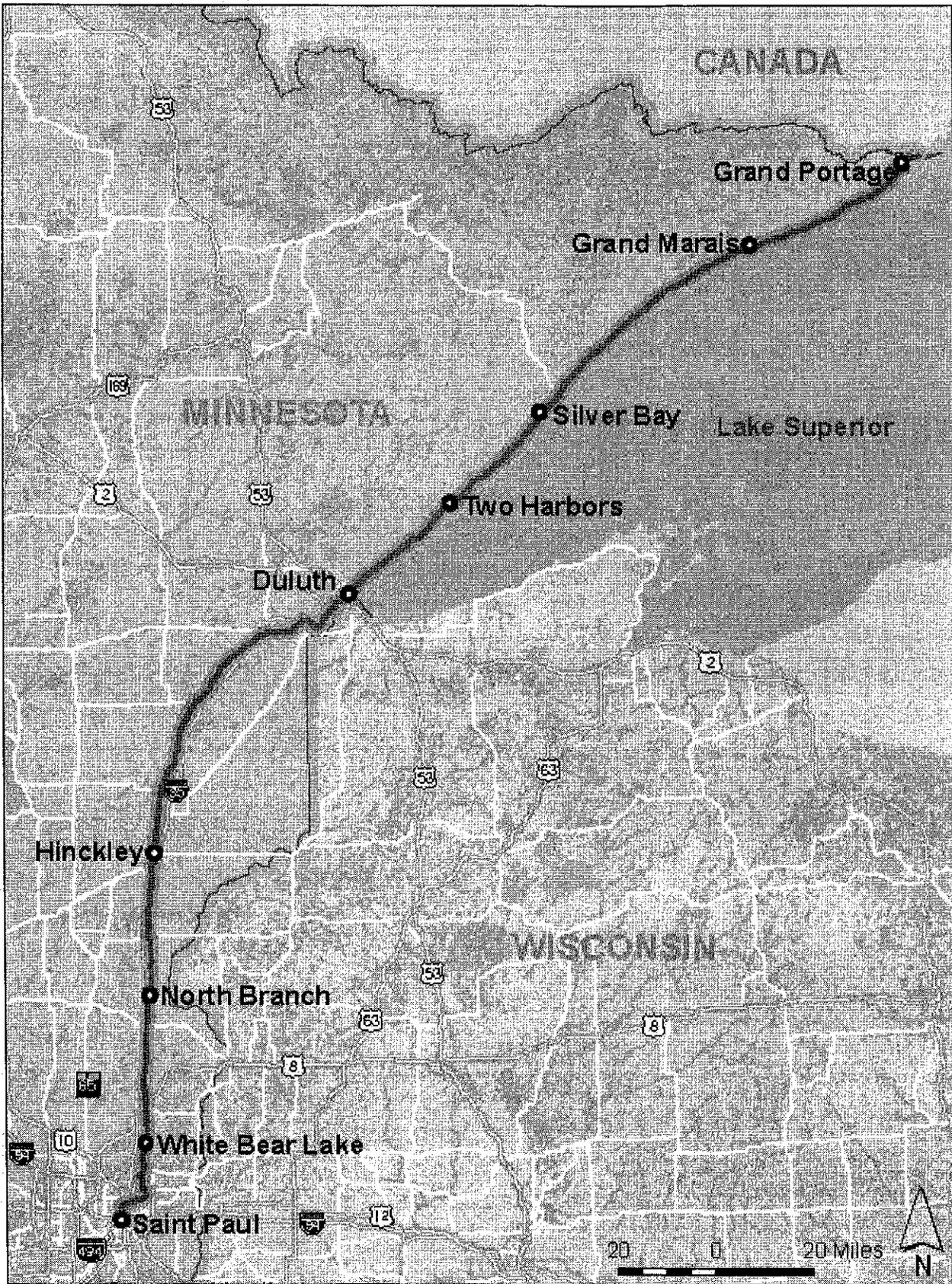
Take our short survey and check out our interactive comment map. Deadline to comment is June 23.

### June workshops

- Tuesday, June 7, 4-6 p.m. at Hinckley Community Room, 106 First St. SE, Hinckley
- Thursday, June 9, 4-6 p.m. at the White Bear Lake Police and Fire Building, 4700 Miller Ave, White Bear Lake
- Tuesday, June 14, 3:30-5:30 p.m. at Duluth Central Library, Gold Room, 520 West Superior St., Duluth
- Thursday, June 16, 4-6 p.m. at Bluefin Bay On Lake Superior, Tofte Room, 7192 West Highway 61, Tofte

Following the workshops, MnDOT will develop a draft route map and schedule a second round of public workshops for final review. MnDOT anticipates the route will receive official designation by fall 2016.

1280



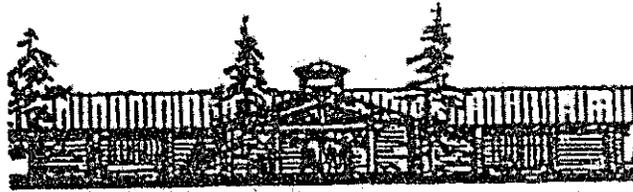
*U.S. Bicycle Route 41 will be approximately 325 miles long and will connect with the state's first designated U.S. Bicycle Route, the Mississippi River Trail.*

**Take our survey**

**Cook County Historical Society Board Meeting  
Agenda  
June 13, 2016**

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

Reminder: JHP Committee will meet directly after the meeting.



## JOHNSON HERITAGE POST ART GALLERY

DIRECTOR'S REPORT

JUNE 2016

We were saddened to hear of Byron Bradley's death on June 5. He is the last of the crew from the early days of the Art Colony who retired to Grand Marais! Please take a moment to look at the three Bradley paintings that are part of the current display.

In response to the notice in the *Overlook*, I received three inquiries about volunteering at JHP. I will be doing follow-ups this week. Two of them have summer travel plans, but we can work around that!

Another shout out to volunteers Tom and Sally Berg who do our lawn and garden areas.

We have had several non-JHP events this past 30 days: a Lake Superior magazine book reveal/signing, a Chamber committee, Lionesses, and a memorial gathering.

Our next exhibit, *Karen Savage Blue*, opens on the 24<sup>th</sup>. Our regular desk person/head counter/greeter will be out of town, so it would be nice to have a board member attend.

Our website statistics:

Page Views per Month

Month	Page Views	Change
May, 2016	499	+22%
April, 2016	408	-12%
March, 2016	464	+24%
February, 2016	374	-13%
January, 2016	429	+90%
December, 2015	226	-30%
November, 2015	321	-80%
October, 2015	802	+3%
September, 2015	781	+27%
August, 2015	617	-25%
July, 2015	823	-6%
June, 2015	878	
<b>Total</b>	<b>6,622</b>	
<b>Average</b>	<b>552</b>	

Cook County Historical Society  
**Balance Sheet**  
 As of May 31, 2016

12D

May 31, 2016

**ASSETS**

**Current Assets**

**Checking/Savings**

Certificate of Deposit - GMSB \$ 6,505.23

Checking - GMSB \$ 478.50

Historic Building Fund - NSFCU \$ 68,185.96

Historic Building Reserve Fund \$ 23,059.87

**Money Market - GMSB**

Available Funds - Money Market \$ 49,435.26

Operating Reserve Fund \$ 48,965.40

**Total Money Market - GMSB** \$ 98,400.66

Rewards Account - NSFCU \$ 385.40

Share Savings - NSFCU \$ 164.24

**Total Checking/Savings** \$ 197,179.86

Accounts Receivable \$ 512.82

**Other Current Assets**

12100 - \*Inventory Asset \$ 2,021.60

**Total Other Current Assets** \$ 2,021.60

**Total Current Assets** \$ 199,714.28

**Fixed Assets** \$ 9,035.08

**Other Assets**

16000 - Endowment Fund - Beneficial Int \$ 264,380.98

**Total Other Assets** \$ 264,380.98

**TOTAL ASSETS** \$ 473,130.34

Available for buildings  
 Reserved for building

Some for buildings

Grand total of all bank accounts

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

24000 - Payroll Liabilities \$ 411.76

25500 - Sales Tax Payable \$ 12.71

**Total Other Current Liabilities** \$ 424.47

**Total Current Liabilities** \$ 424.47

**Total Liabilities** \$ 424.47

**Equity** \$ 472,705.87

**TOTAL LIABILITIES & EQUITY** \$ 473,130.34

RD

9:49 AM  
June 2, 2016  
Accrual Basis

Cook County Historical Society  
Profit & Loss Prev Year Comparison

May 2016

	May 2016	May 2015
<b>Income</b>		
43200 · Sales Income	\$ 375.85	\$ 464.56
43300 · Direct Public Grants		
43340 · Nonprofit Organization Grants	\$ -	\$ 750.00
<b>Total 43300 · Direct Public Grants</b>	\$ -	\$ 750.00
43400 · Public Donations		
43445 · Door Donations	\$ 118.00	\$ 208.45
43450 · Donations and Contributions	\$ -	\$ 130.00
43455 · Fundraising Special Efforts	\$ -	\$ 50.00
<b>Total 43400 · Public Donations</b>	\$ 118.00	\$ 388.45
44500 · Government Grants		
44520 · Federal Grants	\$ 5,064.30	\$ -
<b>Total 44500 · Government Grants</b>	\$ 5,064.30	\$ -
45000 · Investments		
45030 · Interest-Savings, Short-term CD	\$ 16.78	\$ 10.18
<b>Total 45000 · Investments</b>	\$ 16.78	\$ 10.18
47200 · Program Income		
47230 · Membership Dues	\$ 140.00	\$ 260.00
47240 · Research Service Fees	\$ -	\$ 20.00
<b>Total 47200 · Program Income</b>	\$ 140.00	\$ 280.00
<b>Total Income</b>	\$ 5,714.93	\$ 1,893.19
<b>Cost of Goods Sold</b>		
50000 · *Cost of Goods Sold	\$ -	\$ 22.53
<b>Total COGS</b>	\$ -	\$ 22.53
<b>Gross Profit</b>	\$ 5,714.93	\$ 1,870.66

Coastal Sign Reimbursement

(CONTINUED ON NEXT PAGE)

Cook County Historical Society  
 Profit & Loss Prev Year Comparison

RD

May 2016

	May 2016	May 2015
<b>Expense</b>		
<b>62100 · Contract Services</b>		
62110 · Accounting Fees	\$ 12.95	\$ 38.63
62150 · Outside Contract Services	\$ 1,300.00	\$ 495.00
62160 · Computer Contract Services	\$ 556.00	\$ -
<b>Total 62100 · Contract Services</b>	<b>\$ 1,868.95</b>	<b>\$ 533.63</b>
<b>62800 · Facilities and Equipment</b>		
62845 · Computer Hardware	\$ 215.69	\$ -
62850 · Museum Building Repair & Maint.	\$ 836.95	\$ 2,505.83
62865 · Blacksmith Shop Repair & Maint.	\$ 1,718.79	\$ 1,154.15
62880 · Utilities - Museum	\$ 259.83	\$ 216.85
62885 · Utilities - Blacksmith Shop	\$ 47.71	\$ 50.96
62890 · Utilities - Church	\$ 23.41	\$ 22.73
<b>Total 62800 · Facilities and Equipment</b>	<b>\$ 3,102.38</b>	<b>\$ 3,950.52</b>
<b>65000 · Operations</b>		
65020 · Postage, Mailing Service	\$ 166.21	\$ 131.29
65030 · Printing and Copying	\$ 401.66	\$ 595.50
65040 · Supplies		
65042 · Office and Janitorial Supplies	\$ 137.38	\$ 285.16
65043 · Exhibit Supplies	\$ -	\$ 740.93
65044 · Food and Supplies for Events	\$ 30.00	\$ 69.70
<b>Total 65040 · Supplies</b>	<b>\$ 167.38</b>	<b>\$ 1,095.79</b>
65050 · Telephone, Telecommunications	\$ 225.54	\$ 186.58
<b>Total 65000 · Operations</b>	<b>\$ 960.79</b>	<b>\$ 2,009.16</b>
<b>65100 · Other Types of Expenses</b>		
65150 · Memberships and Dues	\$ 25.00	\$ 25.00
65170 · Staff Development	\$ 69.00	\$ -
<b>Total 65100 · Other Types of Expenses</b>	<b>\$ 94.00</b>	<b>\$ 25.00</b>
<b>66000 · Payroll Expenses</b>		
66005 · Employee Wages and Taxes	\$ 7,464.59	\$ 7,468.34
66006 · JHP Payroll Offset Account	\$ (1,252.89)	\$ (1,284.94)
<b>Total 66000 · Payroll Expenses</b>	<b>\$ 6,211.70</b>	<b>\$ 6,183.40</b>
<b>68300 · Travel and Meetings</b>		
68320 · Travel	\$ -	\$ 78.32
<b>Total 68300 · Travel and Meetings</b>	<b>\$ -</b>	<b>\$ 78.32</b>
<b>Total Expense</b>	<b>\$ 12,237.82</b>	<b>\$ 12,780.03</b>
<b>Net Ordinary Income</b>	<b>\$ (6,522.89)</b>	<b>\$ (10,909.37)</b>
<b>Net Income</b>	<b>\$ (6,522.89)</b>	<b>\$ (10,909.37)</b>

Last year was Music Exhibit

Prepayment for TrueNorth

Capacity Building grant

Johnson Heritage Post  
Profit & Loss Prev Year Comparison  
May 2016

RD

	<u>May 2016</u>	<u>May 2015</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
43400 · Direct Public Support		
43450 · Individ, Business Contributions	\$ 85.00	\$ 15.00
<b>Total 43400 · Direct Public Support</b>	<u>\$ 85.00</u>	<u>\$ 15.00</u>
45000 · Investments		
45030 · Interest-Savings, Short-term CD	\$ 4.51	\$ 4.71
<b>Total 45000 · Investments</b>	<u>\$ 4.51</u>	<u>\$ 4.71</u>
46400 · Other Types of Income		
46420 · Inventory Sales	\$ 1,833.45	\$ 798.86
<b>Total 46400 · Other Types of Income</b>	<u>\$ 1,833.45</u>	<u>\$ 798.86</u>
47200 · Program Income		
47230 · Membership Dues	\$ 30.00	\$ 160.00
<b>Total 47200 · Program Income</b>	<u>\$ 30.00</u>	<u>\$ 160.00</u>
<b>Total Income</b>	<u>\$ 1,952.96</u>	<u>\$ 978.57</u>
<b>Gross Profit</b>	<u>\$ 1,952.96</u>	<u>\$ 978.57</u>
<b>Expense</b>		
62800 · Facilities and Equipment		
62840 · Equip Rental and Maintenance	\$ 7.62	\$ 15.30
62890 · Utilities	\$ 375.41	\$ 399.09
<b>Total 62800 · Facilities and Equipment</b>	<u>\$ 383.03</u>	<u>\$ 414.39</u>
65000 · Operations		
65040 · Supplies	\$ 125.00	\$ 97.96
65050 · Telephone, Telecommunications	\$ 191.06	\$ 130.95
65060 · Credit Card Processing Fees	\$ 49.98	\$ 9.71
65065 · Bank Fees	\$ 5.80	\$ 6.54
<b>Total 65000 · Operations</b>	<u>\$ 371.84</u>	<u>\$ 245.16</u>
65100 · Other Types of Expenses		
65105 · Event Expenses	\$ 147.92	\$ 524.51
65110 · Advertising Expenses	\$ 93.00	\$ 234.00
65120 · Insurance	\$ 4,179.77	\$ 3,515.52
<b>Total 65100 · Other Types of Expenses</b>	<u>\$ 4,420.69</u>	<u>\$ 4,274.03</u>
66000 · Payroll Expenses		
66005 · Net Employee Wages	\$ 2,858.76	\$ 1,284.94
<b>Total 66000 · Payroll Expenses</b>	<u>\$ 2,858.76</u>	<u>\$ 1,284.94</u>
<b>Total Expense</b>	<u>\$ 8,034.32</u>	<u>\$ 6,218.52</u>
<b>Net Ordinary Income</b>	<u>\$ (6,081.36)</u>	<u>\$ (5,239.95)</u>
<b>Net Income</b>	<u>\$ (6,081.36)</u>	<u>\$ (5,239.95)</u>

**PROPOSED FY 2016-2017 Budget - NOT YET APPROVED**  
**Cook County Historical Society**

<b>Income</b>	
43200 · Sales Income	\$ 2,700.00
43400 · Public Donations	
43445 · Door Donations	\$ 4,000.00
43450 · Donations and Contributions	\$ 1,500.00
43455 · Fundraising Special Efforts	\$ 10,000.00
<b>Total 43400 · Public Donations</b>	<b>\$ 15,500.00</b>
44500 · Government Grants	
44530 · Cook County Grant	\$ 62,500.00
<b>Total 44500 · Government Grants</b>	<b>\$ 62,500.00</b>
45000 · Investments	
45020 · Annuity Dividends	\$ 8,800.00
45030 · Interest-Savings, Short-term CD	\$ 360.00
<b>Total 45000 · Investments</b>	<b>\$ 9,160.00</b>
47200 · Program Income	
47230 · Membership Dues	\$ 6,000.00
47240 · Research Service Fees	\$ 600.00
<b>Total 47200 · Program Income</b>	<b>\$ 6,600.00</b>
49000 · Special Events Income	
49010 · Special Events Contributions	\$ 2,000.00
49020 · Special Events Sales	\$ 2,600.00
<b>Total 49000 · Special Events Income</b>	<b>\$ 4,600.00</b>
<b>Total Income</b>	<b>\$ 101,060.00</b>
50000 · Cost of Goods Sold	\$ 500.00
<b>Total Cost of Goods Sold</b>	<b>\$ 500.00</b>
<b>Gross Profit</b>	<b>\$ 100,560.00</b>

**Expenses**

<b>60900 - Business Expenses</b>	
60920 · Business Registration Fees	\$ 25.00
<b>Total 60900 - Business Expenses</b>	<b>\$ 25.00</b>
<b>62100 · Contract Services</b>	
62110 · Accounting Fees	\$ 3,200.00
62150 · Outside Contract Services	\$ 20,000.00
62160 · Computer Contract Services	\$ 1,200.00
<b>Total 62100 · Contract Services</b>	<b>\$ 24,400.00</b>
<b>62800 · Facilities and Equipment</b>	
62835 · Office Equipment	\$ 400.00
62845 · Computer Hardware	\$ 400.00
62850 · Museum Building Repair & Maint.	\$ 3,600.00
62860 · Church Building Repair & Maint.	\$ 2,400.00
62865 · Blacksmith Shop Repair & Maint.	\$ 2,400.00
62870 · Property Insurance	\$ 1,775.00
62880 · Utilities - Museum	\$ 4,400.00
62885 · Utilities - Blacksmith Shop	\$ 850.00
62890 · Utilities - Church	\$ 285.00
<b>Total 62800 · Facilities and Equipment</b>	<b>\$ 16,510.00</b>

Using designated building funds

Using designated building funds

Using designated building funds

Using designated building funds

PROPOSED FY 2016-2017 Budget - NOT YET APPROVED  
Cook County Historical Society

12D

**65000 - Operations**

65010 - Books, Subscriptions, Reference \$ 100.00

65020 - Postage, Mailing Service \$ 900.00

65030 - Printing and Copying \$ 1,750.00

**65040 - Supplies**

65041 - Archival Supplies \$ 175.00

65042 - Office and Janitorial Supplies \$ 1,350.00

65043 - Exhibit Supplies \$ 2,500.00

65044 - Food and Supplies for Events \$ 1,800.00

**Total 65040 - Supplies** \$ 5,825.00

65050 - Telephone, Telecommunications \$ 2,750.00

65070 - Payment Processing Fees \$ 150.00

**Total 65000 - Operations** \$ 11,475.00

**65100 - Other Types of Expenses**

65110 - Advertising Expenses \$ 500.00

65150 - Memberships and Dues \$ 270.00

65160 - Other Costs \$ 150.00

65170 - Staff Development/Education \$ 400.00

**Total 65100 - Other Types of Expenses** \$ 1,320.00

**66000 - Payroll Expenses**

66005 - Employee Wages and Taxes \$ 75,082.00

66020 - Insurance - Workers Comp \$ 50.00

**Total 66000 - Payroll Expenses** \$ 75,132.00

**68300 - Travel and Meetings**

68310 - Conference, Convention, Meeting \$ 200.00

68320 - Travel \$ 400.00

**Total 68300 - Travel and Meetings** \$ 600.00

**Total Expense** \$ 129,462.00

**Net Ordinary Income** \$ (28,902.00)

**Net Income** \$ (28,902.00)

**Use of designated building funds** \$ 28,400.00

**Adjusted Net Income** \$ (502.00)

Johnson Heritage Post  
Balance Sheet  
As of May 31, 2016

120

	<u>May 31, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking - Business	44.58
Checking - Money Market	14,828.83
Fund - Building Fund Money Market	25,760.72
Fund2 - Memorial Trust Fund	2,252.13
	<hr/>
Total Checking/Savings	42,886.26
Accounts Receivable	1,200.00
	<hr/>
Total Current Assets	44,086.26
Fixed Assets	679,791.33
Other Assets	
16000 - Endowment - Beneficial Interest	353,279.00
	<hr/>
Total Other Assets	353,279.00
	<hr/>
<b>TOTAL ASSETS</b>	<b><u>1,077,156.59</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	1,077,156.59
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,077,156.59</u></b>



12E

File Code: 1950

Date: June 3, 2016

Dear Interested Public:

**Would you like an opportunity to actively engage in the management of the forest?**

The Gunflint Ranger District, Superior National Forest, is developing the ShokoShoe Vegetation Management Project and you are invited to work with us. See the attached map of the ShokoShoe Project Area location. There are numerous urgent needs in the area such as improving public safety by reducing hazardous fuels, improving moose habitat or increasing resiliency of the ecosystem. You are invited to work with us to identify the most important needs and objectives for the area as well as how to accomplish those objectives.

We have set aside three consecutive times to work with the public on this project, once in June, July and August. **We are looking for participants who want to discuss and engage with the interdisciplinary team and provide input to the District Ranger** for consideration in development of the project. Our intention is to have an open, transparent process with interested people representing diverse interests. We want to use local knowledge/experience along with best science to address the challenges facing the forests of the ShokoShoe Project Area.

**Our first meeting will be at the A. Paul & Carol Schaap Community Center (Mid-Trail Fire Hall) June 17 from 1:00- 4:00PM.** The Community Center is located at 7401 Gunflint Trail, Grand Marais, MN. If you are interested in participating, please let Becky Bartol or Chris Beal know so we know how many people to prepare for. For more information about the process, go to the Superior National Forest website at [www.fs.usda.gov/goto/superior/projects](http://www.fs.usda.gov/goto/superior/projects) and click on the ShokoShoe Project. If you would like us to send you a copy of the information, contact Becky Bartol or Chris Beal or stop by the Gunflint District Office.

This public engagement is occurring earlier than usual in our project development to allow more opportunity to collaborate. This fall we will have our usual scoping comment period where you will be able to comment on the project even if you do not participate now. However, **if you would like to remain on the mailing list for this project we must hear from you.** You can sign up through the Superior National Forest website; on the right hand side of the project page and chose "subscribe to email". You can also let Becky or Chris know you want to remain on the mailing list.

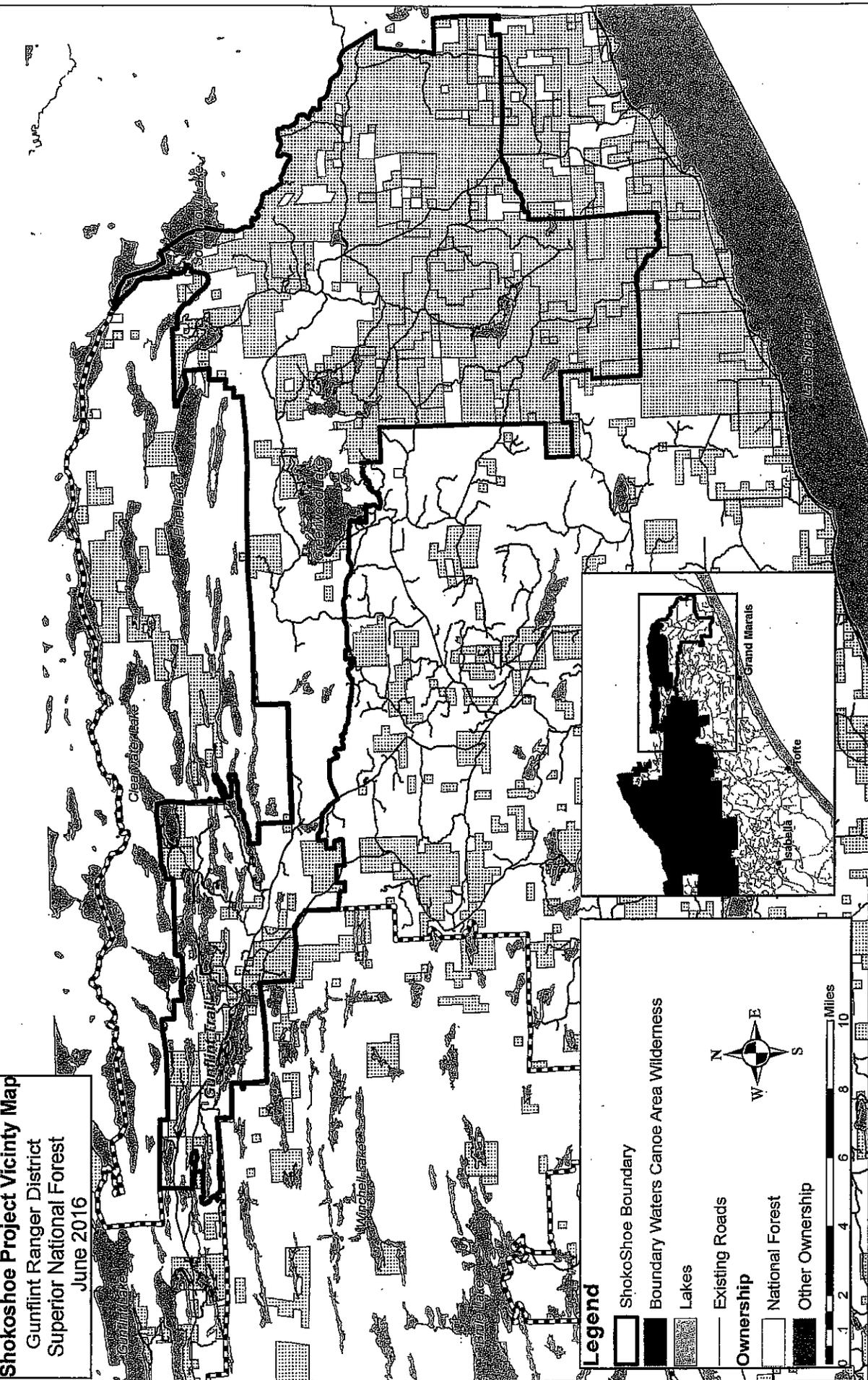
There are challenges and many opportunities around management of the forest in the ShokoShoe Project Area. I hope you will join us in planning for the future forest. For further information, please contact Becky Bartol, Project Leader at (218) 387-3207 or [rbartol@fs.fed.us](mailto:rbartol@fs.fed.us) or Chris Beal, Wildlife Biologist at (218) 387-3209 or [cbbeal@fs.fed.us](mailto:cbbeal@fs.fed.us).

Sincerely,

*for* Myra Thimer  
NANCY S. LARSON  
Gunflint District Ranger



**Shokoshoe Project Vicinity Map**  
 Gunflint Ranger District  
 Superior National Forest  
 June 2016



**Legend**

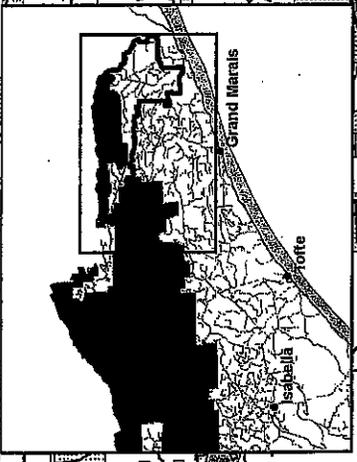
- ShokoShoe Boundary
- Boundary Waters Canoe Area Wilderness
- Lakes
- Existing Roads

**Ownership**

- National Forest
- Other Ownership

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COOK COUNTY  
**Soil & Water**  
CONSERVATION DISTRICT



12 F  
LAKE COUNTY  
**Soil & Water**  
CONSERVATION  
DISTRICT

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**Date:** June 7, 2016

**To:** Heidi Doo-Kirk, Cook County Commissioner Chair & Cook County Commissioners

**From:** Dan Schutte  
Lake County SWCD District Manager

Ilena Berg  
Cook County SWCD, Water Plan Coordinator

**Re:** One Watershed, One Plan Lake Superior North Watershed Comprehensive Watershed-based Management Plan, submittal of draft Plan for 60-day review.

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Cook County SWCD and Lake County SWCD, on behalf of the Policy and Advisory committee members, is pleased to submit the One Watershed, One Plan Lake Superior North Watershed Comprehensive Watershed-based Management Plan for 60-day review. Cook County SWCD and Lake County SWCD invites all recipients of this notice to submit comments on the Plan by **August 12, 2016**. A copy of the plan can be found at: [www.cookswcd.org](http://www.cookswcd.org). If you would like a hard copy of the plan, please let Ilena know and she will mail one to you. History and background information about the project can also be found at: [www.cookswcd.org](http://www.cookswcd.org). If you would like a comment form for your review and ease, one is located at: [www.cookswcd.org](http://www.cookswcd.org).

Please submit written comments to both (comments may be submitted electronically):

Ilena Berg  
Water Plan Coordinator  
Cook SWCD  
411 West 2<sup>nd</sup> Street  
Grand Marais, MN 55604  
218-387-3648  
[Ilena.berg@co.cook.mn.us](mailto:Ilena.berg@co.cook.mn.us)

Erin Loeffler  
BWSR Board Conservationist  
394 South Lake Ave., Room 403  
Duluth, MN 55802  
218-723-4607  
[Erin.Loeffler@state.mn.us](mailto:Erin.Loeffler@state.mn.us)

After completion of this review period, a summary of comments received will be provided to all who commented and the participating SWCDs will hold a public hearings.

Thank you on behalf of the members of the Partnership.  
Cook County SWCD  
Lake County SWCD  
Cook County  
Lake County

Corrected

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

The Grand Marais Planning Commission will hold a public hearing on **Wednesday, June 1, 2016**, at 4:00 p.m. in the City Council Chambers of City Hall to consider the following:

1. Jeff Cadwell and Susan Schoenborn's request for a conditional use permit to operate a home occupation in a detached garage/apartment on their property zoned R-1 Permanent Residential located at 415 East Third Avenue. The property is legally described as Lots 1, 2, and the northerly 20' of Lot 3, Block 16, Village Plat 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

