



To: Local Elected Officials
From: Mark B. Liedl, Land Services Director
Date: April 5, 2012
Re: **Land Services Department – 1st Quarterly Update for 2012**

Office of Property Valuation and Classification
Land Services Building
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Below please find our quarterly report to keep you up-to-date on the activities of the Land Services Department. Any questions or suggestions, please let us know. Thank you for your partnership!

Environmental Services

Chris Pence, Land Services Supervisor

2011 Land Use Permit Report

- The Crow Wing County Land Services Department issued 752 building permits in 2011 compared to 772 permits in 2010, which was an overall decrease of 3%. Of those permits, 138 were for new home construction compared to 136 new homes in 2010. 83 shoreland alteration permits were issued in 2011.
- 255 new septic systems were permitted in 2011 compared to 240 in 2010. Of the 255 systems, 174 were new installations while 81 were upgrades of existing systems that were not functioning properly. In addition, it is required that an existing septic system be inspected prior to issuing any permits on the property. 647 existing septic systems were inspected by MPCA licensed septic inspectors in 2011. 616 of those inspected systems were approved and met both local and state requirements, which is a 95% approval rate. Those systems that are non-compliant are required to be replaced within 10 months.
- 113 land use enforcement cases were reported to the Land Services Department in 2011. Of those 113 cases, 88 were resolved, which was an overall closure rate of 78%. Work will continue into 2012 on the remaining 25 open cases. Examples of land use enforcement cases include building without a permit, dirt moving within the shoreland district (1,000 feet of a lake or 300 feet of a river or stream) and unlicensed vehicles / junk on a property.

50% Expansion to Nonconforming Structures Set to Expire in 2012

Crow Wing County is reminding property owners that this year is the time to complete planned expansions to non-conforming structures without the requirement of obtaining a variance. The County's current land use regulations allow a one-time 50% expansion of non-conforming structures – structures that do not meet current zoning requirements, such as setbacks from water or other "grandfathered" zoning requirements. Such structures may be expanded once by up to 50% without the need for a variance, but this allowance will expire on December 31, 2012. Current law allows a legally non-conforming structure to be increased one time by up to 50% of the current footprint as long as the expansion does not encroach any closer to the lake or other appropriate setbacks, is not located in shore impact zone 1, and the structure was built prior to land use regulations (1970).

E911 Addressing

Crow Wing County has reduced the amount of time it takes for property owners to get a blue 911 address sign installed to 2 weeks - a 93% reduction from the previous 46 weeks. Previously, address signs were placed twice a year in the spring and fall. The new process means property owners will have the blue address sign installed at the driveway within 15 days. Instead of being handled by multiple departments, E911 addressing will now be coordinated by the Land Services Department, which will handle all aspects of the addressing process.

E911 Sign Maintenance

Crow Wing County is requesting assistance from the public in making the E911 system work effectively and efficiently. The system relies upon the property owner to maintain signs once installed. Keep the sign visible at all times and remove vegetation, debris, snow and other intrusions. If the sign is damaged or removed, please contact the Land Services Department at (218) 824-1125 to assist in getting a new sign installed. E911 address signs or road signs shall not be altered, defaced, removed or moved and must comply with the county sign ordinance requirements.

Record Plats and Historic Half Section Maps Available

As the County continues to archive and provide records electronically many duplicate paper records are being discarded. Therefore copies of subdivision plats and historic half section maps could be available for distribution in your Township or City. If you are interested in obtaining copies of all the plats or half section maps within your jurisdiction or have questions please call or email David Landecker, (218) 824-1124 or david.landecker@co.crow-wing.mn.us. If we have not heard from you by June 1st, 2012 the information for your jurisdiction will be discarded.

Solid Waste Management

- Starting April 6, 2012, through the month of October, the County Landfill will be open for summer hours. Hours of operation are from 8 am to 5 pm Monday through Saturday.
- Starting April 25th and continuing through the month of October, the Household Hazardous Waste (HHW) Collection program HHW will be open the second Wednesday and second Saturday from 8 am to 4 pm each month. This collection is for residents and seasonal land owners who need to dispose of unused paints, stains, varnishes, cleaning products, old gasoline, adhesives and glue.
- May 16th and September 19th from 9 am to 1 pm - Businesses can dispose of old electronics.
- In April, three pharmaceutical disposal collections sites will open in the County. The location for each of these sites is: Crow Wing County Law Enforcement Center, Breezy Point Police Department, and Crosby Police Department. Please watch for press releases and check the County Website for more information as it becomes available.
- Community Cleanup Events:
 - May 5th, Breezy Point / Pequot Lakes Lions will have their 13th Annual Community Cleanup at the Pequot Lakes High School Parking Lot from 9 am to Noon. For more information, please contact Molly at: 218-838-8002.
 - May 19th, City of Crosby will have a city-wide cleanup event for residents only at the Crosby City Garage from 9 am to Noon. For more information, please contact Crosby City Hall at: 218-546-5021.
 - June 2nd, Garrison Lions will have their 9th Annual Community Cleanup at the Garrison VFW Parking Lot from 8 am to Noon. For more information, please contact Karen or Elroy at 218-764-2237.

* Permits as of 3-16-2012							
Township	Jan.	Feb.	Mar.	Township	Jan.	Feb.	Mar.
Bay Lake	2	1	3	Rabbit Lake	0	0	0
Center	0	1	0	Roosevelt	0	0	1
Daggett Brook	1	0	1	Ross Lake	1	0	0
Deerwood	4	2	0	St. Mathias	0	0	0
Fairfield	0	0	0	Timothy	0	0	2
Fort Ripley	0	0	0	Wolford	0	0	1
Gail Lake	0	0	0	1st Assessment	1	6	5
Garrison	3	0	0	2nd Assessment	0	0	0
Ideal	1	4	1	City of Jenkins	0	0	0
Jenkins	0	1	1	Breezy Pt. Septic	0	0	0
Lake Edward	0	3	2				
Little Pine	0	0	0	TOTAL	15	23	22
Long Lake	0	1	0				
Maple Grove	0	0	0				
Mission	0	1	0				
Nokay Lake	1	0	2				
Oak Lawn	1	2	0				
Pelican	0	0	2				
Perry Lake	0	1	0				
Platte Lake	0	0	1				

Property Valuation and Classification

Gary Griffin, Land Services Supervisor

Valuation Notices Mailed

The Crow Wing County Land Services Department mailed approximately 73,500 notices for the 2012 assessment. Each notice lists the assessed value of the property along with the tax classification. These assessments are used to calculate 2013 property taxes. This year property owners will see some changes to the notices due to changes made by the state legislature. One of the most significant is there will be a taxable market value along with an estimated market value of houses that are homestead. This is due to legislation which changed the market value credit to a market value exclusion. Along with the notice an article explaining the assessment process was included in each envelope. We are encouraging taxpayers to contact the property valuation and classification office with any questions they may have about their properties valuation or classification.

Local and County Boards of Appeal and Equalization

If a property owner should disagree with the assessor about the value or class of a property they can appeal the assessment to either the Local Board of Appeal and or to the County Board of Appeal. The property owner must present supporting evidence to convince the board that the current year valuation or classification is incorrect. The supporting evidence can be presented in person, through a letter, or through an authorized representative. The board should not make changes to peoples assessments just for "showing up". For the appellant to appeal his assessment to the County Board of Appeal and Equalization they need to have appealed to the Local Board of Appeal or attended the Open Book meeting for that district. Again we are encouraging taxpayers to contact the property valuation and classification office first with any questions they may have about their properties 2012 assessment before they attend any appeal meeting. A list of the dates and times of the Boards of Appeal is attached; they are also posted on our website at

www.crow-wing.mn.us.

2012 LOCAL BOARDS OF APPEAL & EQUALIZATION SCHEDULE

<u>Thursday, April 19th</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Lake Edward Twp	10:00 AM	Kay Greenwalt	Town Hall – 23977 Co. Rd 4
Ross Lake Twp	10:00 AM	Betty/Bob	Town Hall – 27853 Co. Rd. 36
<u>Friday, April 20th</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Crosslake	10:00 AM	Shawn McCutcheon	City Hall – 37028 Co. Rd. 66
<u>Monday, April 23rd</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Deerwood Twp	10:00 AM	Betty/Judy	Town Hall – 20782 State Highway
6			
Wolford Twp	1:00 PM	Betty/Judy	Town Hall – 27027 Wolford Hall
Road			
Breezy Point	10:00 AM	Cheryl Norwood	City Hall – 8319 Co Rd 11
<u>Tuesday, April 24th</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Daggett Brook Twp	10:00 AM	Steve/Bob	Town Hall – 13017 30 th Street
Jenkins Twp	10:00 AM	Darrel/Kay	Town Hall – 36233 Co. Rd. 15
Nisswa	1:00 PM	Darrel/Kay	City Hall – 5442 City Hall Street
<u>Wednesday, April 25th</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Mission Twp	10:00 AM	Cheryl Norwood	Town Hall – 29474 Co. Rd. 3
Irondale Twp	1:00 PM	Judy/Bob	Town Hall – 19121 Co Rd 12
<u>Thursday, April 26th</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Crow Wing Twp	10:00 AM	Darrel Olson	Town Hall – 6930 Cuyuna
Avenue			
<u>Monday, April 30th</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Ideal Twp	10:00 AM	Shawn McCutcheon	Town Hall – 35489 Butternut Pt.
Rd.			
Long Lake Twp	1:00 PM	Steve/Bob	Town Hall – 9033 State Hwy 25

<u>Tuesday, May 1st</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
St. Mathias Twp 121	1:00 PM	Shawn McCutcheon	Community Ctr.- 4548 Co Rd.
<u>Wednesday, May 2nd</u>	<u>Time</u>	<u>Assessor</u>	<u>Location</u>
Timothy Twp	10:00 AM	Darrel Olson	Town Hall – 10784 Co. Rd. 1
Fort Ripley Twp	10:00 AM	Steve Anderson	Town Hall – 5190 Legend Lane
Gail Lake Twp	1:00 PM	Darrel Olson	Town Hall – 3304 Co. Rd. 56

**** OPEN BOOK MEETINGS – THURSDAY & FRIDAY, MAY 3rd & 4th FROM 9 AM TO 3 PM ****

	<u>ASSESSOR</u>
Cuyuna	Betty
Deerwood City	Betty
Ironton	Judy
Emily	Betty
Riverton	Judy
Crosby	Judy
Little Pine Twp	Betty
Center	Kay
Fifty Lakes	Betty

**** OPEN BOOK MEETINGS – MONDAY & TUESDAY, MAY 7th & 8th FROM 9 AM TO 3 PM ****

	<u>ASSESSOR</u>
Baxter	Bob/Judy/Brian
Pequot Lakes	Darrel
Trommald	Betty
Platte Lake Twp	Steve/Shawn
Fairfield Twp	Betty
1 st Assessment	Kay
Maple Grove	Steve
2 nd Assessment	Betty
Rabbit Lake Twp	Betty
Nokay Lake Twp	Shawn
Oak Lawn Twp	Judy
Perry Lake Twp	Betty
Roosevelt Twp	Steve

**** OPEN BOOK MEETINGS – MONDAY & TUESDAY, MAY 14th & 15th FROM 9 AM TO 3 PM ****

	<u>ASSESSOR</u>
Brainerd	Bob/Brian/Judy
Pelican Twp	Cheryl
Bay Lake Twp	Shawn
Manhattan Beach	Shawn
Fort Ripley City	Steve
Garrison City & Garrison Twp	Steve
Jenkins City	Darrel

County Board –Monday June11, 2012 at 2:00 PM – County Board Room

Public Land Management
Kirk Titus, Land Services Supervisor

Temporary Forest Trail Closures on Crow Wing County Managed Forest Lands

Due to vulnerable trail surfaces during the spring thaw, selected forest trails administered by the Crow Wing County Land Services Department – Public Land Management will be temporarily closed to motorized vehicles.

Closure signs will be installed at each trail to inform the traveling public. Trail conditions will be periodically monitored by forestry staff and when appropriate, the closures will be lifted. Please help Crow Wing County protect vulnerable forest trail surfaces and minimize maintenance costs in the future by not traveling on forest trails temporarily closed.

The townships and cities where trail closures exist are indentified on the Crow Wing County web site at www.co.crow-wing.mn.us. Please see Temporary Forest Trail Closures or contact the Crow Wing County Land Services Department – Public Land Management at 218-824-1115.

County Completes Comprehensive Recreation Trails Plan

Crow Wing County Land Services has completed the County Comprehensive Recreation Trails Plan. The plan was approved by the county board on February 14 and is posted on the county website at <http://www.co.crow-wing.mn.us/DocumentView.aspx?DID=2271>.

The plan has been developed over the past two years through an extensive public planning and input process, which included nine different public meetings, one field tour and three public comment periods totaling 128 days.

The County Comprehensive Recreation Trails Plan:

- Focuses on the recreation trails and facilities under the direct management of Crow Wing County.
- Establishes a consistent and objective planning process for the proposal and development of recreation trails.
- Provides a set of criteria and conditions for evaluating potential trails.
- Establishes a process and tasks for monitoring trail use and coordinating enforcement.
- Sets standards and activities to enhance customer access to trail information and the opportunities Crow Wing County provides.
- Identifies 6 specific near-term trail development opportunities, including key trail links to regional recreation trails.

Mapping Native Plant Communities Project

Crow Wing County (CWC) is working with the University of Minnesota on a cooperative project to map the Native Plant Communities (NPC) within the county. Once mapped into the Geographic Information System (GIS), the data is used for strategic forest management planning purposes to identify the future desired forest conditions in a new Crow Wing County Forest Management Plan.

A native plant community is a group of plants that interact with each other and the environment. They have uniform soil texture, soil moisture, soil nutrients, topography and disturbance regimes. These groups of native plant species form recognizable units, such as oak savannas, pine forests, or marshes.

In the simplest form, the plants growing on the forest floor are good indicators of what tree species will grow best on a particular site. Once mapped, the NPCs will help natural resource managers better understand which tree species will grow best on a particular site.

Cooperative Aerial Photo Project

Crow Wing County Land Services and the Cass County Land Department are working together on a cooperative aerial photo project this spring to cover the tax forfeited lands in 12 northern Crow Wing Co. townships and eastern Cass. Since the flight lines line up on this project, cost savings for both counties is expected.

The final product will include Color Infrared digital images for GIS use and hard copies for field use. The photos will be taken this spring after the Aspen leaves flush, but before the Oak leaves flush. The spring Color Infrared photography replaces 2001 imagery and will allow the Natural Resource Managers to better identify the differences in timber cover types, timber stands and recently harvested sites.

Timber Auction

The Spring 2012 Timber Auction was held on March 26. 100% of the volume offered was sold. Aspen sales with summer access were very attractive to bidders. Tracts were bid up an average of 57% above the appraised stumpage rate. The bid value of all tracts was 18% higher than the fall auction and 19% higher than the 2011 spring auction. A portion of the surplus revenues from these timber sales are returned annually to the Townships, Cities and School Districts.

Thank you for reading our 1st Quarterly Update for 2012.

Please don't hesitate to email any feedback you may have to Vickie, vickie.sullivan@co.crow-wing.mn.us, and she will make sure we hear it.