

Conservation Easement Stewardship and Enforcement Program, Phase II Project Abstract

For the Period Ending June 30, 2014

PROJECT TITLE: Conservation Easement Stewardship and Enforcement Program, Phase II

PROJECT MANAGER: Don Kilberg

AFFILIATION: Department of Natural Resources

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FUNDING SOURCE: Environment and Natural Resources Trust Fund

LEGAL CITATION: M.L. 2011 Subd. 04m

APPROPRIATION AMOUNT: \$500,000

Overall Project Outcome and Results

The Conservation Easement Stewardship and Enforcement Program Plan (Phase I) project inventoried DNR-held conservation easements, developed tools to identify fee owners of those easements and developed a prototype application to monitor those easements. The Phase II project intent was to expand on the foundation laid during Phase I. Project goals were to monitor, collect baseline data and create baseline reports for 180 conservation easements; to enhance a set of tools to be utilized to perform stewardship activities that leverage the new DNR land records system; to develop a training program and to present it to groups within DNR that administer the easements; to develop enforcement protocols; to identify all fee owners and to develop a process for updating fee ownership information.

Project outcomes and results included monitoring and collecting baseline data on 378 easements with 1171 landowners; preparation of 237 baseline reports; development and enhancement of computer applications that support conservation easement stewardship by storing site visit data and managing approval workflows; development of training program materials, including a manual with comprehensive instructions about using computer tools developed in Phase II to perform stewardship activities; conducting training sessions at 13 DNR locations; and development of DNR Operational Order #128, which details the elements of effective conservation easement stewardship, including enforcement protocols, and how they are to be implemented in the DNR. The Phase I project provided the strategic direction of what a stewardship program should include. Phase II went on to monitor and create baseline reports for the above 237 easements and in so doing, provided the DNR with a proven set of tools and a field-tested stewardship process that will provide consistent guidance to all DNR divisions that administer conservation easements and preserve the conservation value of the lands they protect for the citizens of the state of Minnesota.

Project Results Use and Dissemination

The tools and processes that were developed in project Phase I and refined in this project phase were presented to other DNR staff during divisional meetings and in small focused groups to ensure that the entire agency utilizes consistent tools and processes for stewardship of all of its conservation easements. These tools are available to all DNR staff through shared information technology infrastructure. The training manual, which guides staff through the stewardship process for an easement and the use of the tools that have been developed, has been disseminated to other DNR staff, initially through face-to-face training and now through its availability on the DNR shared file system. GIS layers specific to conservation easements have been distributed to DNR employees. Easement shapes and type information have been provided to the National Conservation Easement Database. Baseline Property reports for Native Prairie Bank and Wild & Scenic river easements have been distributed to fee owners of the properties. Conservation Stewardship Operational Order #128 is available for reference to all DNR employees on the intranet.



Environment and Natural Resources Trust Fund (ENRTF) M.L. 2011 Work Plan Final Report

Date of Report: 8/13/2014
Date of Next Status Update: Final Report
Date of Work Plan Approval: 6/23/2011
Project Completion Date: 6/30/2014 **Is this an amendment request?** _____

Project Title: Conservation Easement Stewardship and Enforcement Program - Phase II

Project Manager: Don Kilberg

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Location:

Counties Impacted: Statewide

Ecological Section Impacted: Lake Agassiz Aspen Parklands (223N), Minnesota and Northeast Iowa Morainal (222M), North Central Glaciated Plains (251B), Northern Minnesota and Ontario Peatlands (212M), Northern Minnesota Drift and lake Plains (212N), Northern Superior Uplands (212L), Paleozoic Plateau (222L), Red River Valley (251A), Southern Superior Uplands (212J), Western Superior Uplands (212K)

| | | |
|------------------------------------|--------------------------------|---------|
| Total ENRTF Project Budget: | ENRTF Appropriation \$: | 500,000 |
| | Amount Spent \$: | 500,000 |
| | Balance \$: | 0 |

Legal Citation: M.L. 2011, 1st Special Session, Ch. 2, Art. 3, Sec. 2, Subd. 04m

Appropriation Language:

\$250,000 the first year and \$250,000 the second year are from the trust fund to the commissioner of natural resources to accelerate the implementation of the Phase I Conservation Easement Stewardship Plan being developed with an appropriation from Laws 2008, chapter 367, section 2, subdivision 5, paragraph (h).

I. PROJECT TITLE: Conservation Easement Stewardship & Enforcement Program, Phase II

II. FINAL PROJECT STATEMENT:

The Conservation Easement Stewardship and Enforcement Program Plan (Phase I) project inventoried DNR-held conservation easements, developed tools to identify fee owners of those easements and developed a prototype application to monitor those easements. The Phase II project intent was to expand on the foundation laid during Phase I. Project goals were to monitor, collect baseline data and create baseline reports for 180 conservation easements; to enhance a set of tools to be utilized to perform stewardship activities that leverage the new DNR land records system; to develop a training program and to present it to groups within DNR that administer the easements; to develop enforcement protocols; to identify all fee owners and to develop a process for updating fee ownership information.

Project outcomes and results included monitoring and collecting baseline data on 378 easements with 1171 landowners; preparation of 237 baseline reports; development and enhancement of computer applications that support conservation easement stewardship by storing site visit data and managing approval workflows; development of training program materials, including a manual with comprehensive instructions about using computer tools developed in Phase II to perform stewardship activities; conducting training sessions at 13 DNR locations; and development of DNR Operational Order #128, which details the elements of effective conservation easement stewardship, including enforcement protocols, and how they are to be implemented in the DNR. The Phase I project provided the strategic direction of what a stewardship program should include. Phase II went on to monitor and create baseline reports for the above 237 easements and in so doing, provided the DNR with a proven set of tools and a field-tested stewardship process that will provide consistent guidance to all DNR divisions that administer conservation easements and preserve the conservation value of the lands they protect for the citizens of the state of Minnesota.

III. PROJECT STATUS UPDATES:

Project Status as of December 31, 2011:

Applications have been received for a field staff position that will focus on monitoring of and baseline property report creation for wild and scenic river easements. Interviews for the position will be scheduled for early January 2012. DNR is finalizing a contract with Conservation Corps Minnesota for a conservation easement specialist individual placements position to assist with wild and scenic river easement monitoring, baseline data collection and report preparation. Creation of a field staff position to monitor and prepare baseline reports for trout stream easements is currently in progress. An automated Geographic Information Systems (GIS) process to generate aerial and geographic locator maps for DNR's conservation easements has been developed and will be used by project and divisional staff to create maps necessary for baseline property reports. Because of a delay in delivery of the DNR's new land records system, project staff are developing technological tools to generate conservation easement monitoring forms and to facilitate entry and storage of monitoring, baseline and other data pending delivery of the new land records system. A conservation easement stewardship training group has designed a proposed structure for the training that will be developed through this project. Development of the conservation easement overview component of the training is underway. A geoprocessing tool that was developed in the ENRTF-funded Conservation Easement Stewardship and Enforcement Program Plan (Phase I) has now been used to identify property subdivisions of and property taxpayers (who are usually the fee title owners) for 863 of DNR's 980 existing conservation easements.

Project Status as of June 30, 2012:

Field staff and a Conservation Corp Minnesota conservation easement specialist have been hired to monitor and prepare baseline property reports for wild and scenic river and trout stream easements. Project staff have completed final drafts of 11 wild and scenic river baseline property reports and have conducted site visits to 32 additional wild and scenic river easements to monitor the easements and collect field data for baseline property reports. The project specialist who will work on trout stream easements has completed initial site visit preparation and map creation for 60 easements and will begin field work the first week in July. Work on a GIS mapping tool that automates creation of a nine-map set of baseline property report maps is complete. A technological tool to support easement monitoring pending delivery of DNR's new land records system has been developed. This tool generates monitoring forms pre-populated with data from DNR's existing land records system, county parcel data and other data sources. The tool also includes entry screens to input monitoring data into a Microsoft Access database. These data will eventually be migrated to the new land records system. Development of a training program for DNR staff is in process. Project staff are collaborating with DNR's conservation easement stewardship working group to develop conservation easement enforcement protocols. The geoprocessing tool that was developed in Phase I can now be used to identify property subdivisions of and property taxpayers (who are usually the fee title owners) for 941 of 990 existing conservation easements.

Amendment Request (December 3, 2012): The amount currently allocated in the Phase II budget toward a service contract (work order) with Conservation Corp Minnesota (CCM) is \$41,377. The DNR's work order for the CCM conservation easement specialist expires December 31, 2012. Total expenditures under the work order to date (which cover services provided through October 2012) are \$30,492. A work program amendment, shifting \$20,000 from "Personnel" to "Service Contracts," is requested to enable the Phase II project to extend the CCM work order through June 30, 2013. Funds are available to transfer from "Personnel," as expenditures in this category have been less than anticipated because of the state shutdown and the time needed to hire project staff. The transfer of funds from "Personnel" to "Service Contracts" will not change the project outcomes outlined in the work program. **Approved by LCCMR December 4, 2012.**

Project Status as of December 31, 2012: A project specialist has been hired to monitor and prepare baseline property reports for native prairie bank easements. Per the work program amendment approved by LCCMR on December 4, 2012, DNR and Conservation Corps Minnesota have finalized a Work Order that extends the CCM conservation easement specialist position through June 30, 2013. Project staff have conducted visits to a total of 170 conservation easements (56 wild and scenic river, 83 trout stream and 31 native prairie bank) for monitoring and field data collection. Final baseline property report drafts have been prepared for 128 conservation easements (45 wild and scenic river, 83 trout stream). Project staff are using the GIS mapping tool developed in Phase I and enhanced in Phase II to create monitoring and baseline report maps and are using the interim Microsoft Access application developed in Phase II to generate forms and capture monitoring and baseline data. The interim application will be used through 2013 after which implementation of the conservation easement component of the new land records system is expected. Project staff have developed conservation easement stewardship training materials and conducted four staff training sessions in different parts of the state. Property subdivisions and taxpayers (who are usually the fee title owners) have now been identified for 959 conservation easements. Work continues on the development of agency-wide conservation easement enforcement protocols. Existing and draft divisional protocols have been diagrammed and will be used to identify areas of the enforcement process that can be standardized agency wide.

Amendment Request (December 31, 2012): This amendment request is for two purposes:

- (1) to extend the project completion date one year, from June 30, 2013 to June 30, 2014, to coincide with the availability of the appropriation under M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 11 and to extend outcome completion dates accordingly; and

- (2) to clarify that the personnel budget is managed at the categorical level within the budgeted amounts by Activity.

Extension of deadlines is needed, as project activities have not been completed and project funds have not been expended at the rate anticipated in the original work program due to the state shutdown, hiring delays and delay in the delivery of the new land records system. The extensions will not change any of the project outcomes.

Clarifications about the personnel budget (see Section VI.A and Attachment A) are for the purpose of ensuring the project's compliance with M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 11. These changes clarify that personnel expenditures are managed at the categorical level within the budgeted amounts by Activity and that budget and work allocations to staff position types are estimates only.

Amendment Approved: January 8, 2013

Project Status as of June 30, 2013:

Project staff have now conducted site visits to 229 conservation easements for the purpose of baseline data collection and monitoring, exceeding the original project goal of site visits to 180 conservation easements. Because of subdivisions since acquisition, there are now 446 landowners for these 229 easements. Baseline property reports have been prepared for a total of 191 conservation easements. These reports are either finalized or in final draft form awaiting administering division management approval. An additional project staff member was hired to begin baseline data collection and monitoring of trout stream easements in the northeast. Staff continue to make minor updates to the baseline map generation tool and Access conservation easement monitoring application and to improve performance of these applications where they are used in remote locations. Implementation of the new land records system will proceed in CY2013 with some components of the conservation easement administration application. The easement monitoring component of the application will be added in CY2014. In the interim period, the Access application developed in this project will continue to be used. Project staff have now conducted a total of six conservation easement stewardship training sessions for DNR staff, with additional sessions to be held this summer. A DNR conservation easement stewardship operational order, which includes agency-wide enforcement protocols that will be used in conjunction with appropriate division guidelines, is under development. Of 1007 conservation easements held by the DNR, parcel ID/taxpayer information has been identified for all but four.

Amendment Request (December 31, 2013):

The current project manager, Susan Damon, has been appointed to a new classified position at the DNR, Land Acquisition and Legal Services Manager, Division of Lands and Minerals. In light of this new appointment, we are requesting that Don Kilberg, who has worked on ENRTF-funded conservation easement stewardship projects at the DNR since 2011, replace her as project manager.

Amendment Approved: January 2, 2014

Project Status as of December 31, 2013:

A total of 373 site visits to conservation easements for the purpose of baseline data collection and monitoring have now been conducted in the Phase II project. There are 695 landowner parcels associated with these 373 easements. Project staff have prepared a total of 320 baseline property reports. The DNR's new land records system became operational in September. Project and divisional staff have evaluated and verified the functionality of the system to request monitoring of conservation easements, to assign field staff as monitors, to store PDF's of monitoring reports and to store the baseline property reports for each conservation easement. The GIS system developed in the Phase I conservation easement stewardship project and refined in this project will continue to be used to identify current easement landowners. The Access system developed in this project will, for the time being, continue to be used to create documents for monitoring visits, to capture visit data and to create PDF's of monitoring reports. Project staff have conducted 10 training workshops and two other staff

training sessions. Project staff working in collaboration with the DNR's Conservation Easement Stewardship Committee have drafted a Conservation Easement Stewardship Operational Order, which addresses easement stewardship and enforcement.

Amendment Request (January 29, 2014):

The project work plan anticipated utilizing a land records system developer to make minor changes and enhancements to the new system after its implementation. Business process changes have been made which include using the land records system primarily to schedule easement monitoring and to be the primary repository of easement stewardship documents. As a result of these process changes, the anticipated enhancements will not be necessary to the land record system. We are asking to re-direct these funds (\$25,000) to project staff working on Activities 1, 2 and 3 [From Activity 1, Professional /Technical Contracts to Personnel in Activities 1, 2 and 3]. Because staff is continuing to update the easement stewardship training manual created in Activity 2, we have extended the completion date to June 30, 2014 for Outcome 1, Activity 2. In addition, travel expenditures have not been as high as anticipated for monitoring of easements and we would like to re-direct \$2,900 of the travel expenses to staff working on Activity 1 as well [From Activity 1, Travel expenses in Minnesota to Activity 1, Personnel]. Finally, we had anticipated spending \$61,377 on the service contract with Conservation Corps Minnesota and actually spent only \$53,781. We would like to move the \$7,596 surplus from Activity 1, Service contract to Activity 1, Personnel.

Approved by the LCCMR February 5, 2014.

Project Status as of June 30, 2014:

No additional easements were visited for the purpose of collecting baseline information during the period. Project staff worked with division managers to approve reports of monitor visits to an additional 188 landowner parcels on 93 conservation easements. One additional training activity was held in Two Harbors, MN with Fisheries Section management staff to train them on the approval process. Following this session, enhancements were made to the approval work flow process to significantly reduce the time and effort required by management to approve both monitoring visits to landowner parcels and the resulting baseline property reports. Project staff facilitated movement of the draft Conservation Easement Stewardship Operational Order #128 through the established DNR approval process. The order was signed by the Commissioner of Natural Resources on April 11, 2014. The tools developed during the project need to be connected to the information stored in the Lands and Minerals Land records system to manage easement stewardship properly. Land Records system MN-IT staff created a data extract from the new land records system for this purpose and project staff made enhancements to utilize this connection to identify conservation easements in the land records. As of the end of the period, the DNR holds 1,022 conservation easements which protect portions of 10,845 separate landowner parcels. MN-IT staff continues to make changes to the above extract so it will provide all supporting data necessary to effectively monitor easement properties. Once that is accomplished (later in 2014) changes can be made to the ownership tools developed during the project to automatically recognize new easements and tie the monitoring system to changes in landowners as reported by counties. DNR staff trained during the project, but not assigned to the project, have visited 56 easements not otherwise noted in this report and utilized the tools developed during the project to capture information for the creation of baseline property reports.

IV. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: Conservation Easement Monitoring, Baseline Data Collection and Baseline Property Report Preparation; Computer Application Utilization and Refinement

Description: Project staff and a contractor will monitor at least 180 existing conservation easements (primarily Trout Stream, Wild and Scenic River and Native Prairie Bank). Monitoring will include on-site visits to the easements, evaluation of compliance with easement terms, documentation of any violations and completion of monitoring reports using report forms developed in Phase I. Monitors will collect baseline data (e.g., photographs, location information on specific features) during the monitoring visit if a baseline property report has not been previously completed for the easement. Where applicable,

staff will conduct off-site research to obtain additional relevant baseline data (e.g., review of acquisition records, Minnesota County Biological Survey data). Baseline property reports, tailored to the easement type, will be completed for at least 180 conservation easements (which may or may not be the same as those monitored). The reports will document, in text, photos and maps, the condition of the properties in relation to the easements' terms. In connection with easement monitoring and baseline report preparation, project staff will utilize the DNR's new computer application for conservation easement administration developed during Phase I. Monitoring data and baseline property reports will be entered into and stored in the land records system. Based on project staff's experience gained through utilization of the conservation easement application, the application will be refined as necessary by a land records system developer. The project manager, in collaboration with divisional easement coordinators and administrators, will review monitoring records and reports for quality. Project staff will test refinements to the land records system.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 382,000
Amount Spent: \$ 382,000
Balance: \$ 0

Activity Completion Date:

| Outcome | Completion Date | Budget |
|---|------------------------|---------------|
| <i>1. Monitor at least 180 of DNR's conservation easements and collect baseline data for those without existing baseline property reports</i> | 6/30/2014 | \$ 191,000 |
| <i>2. Complete baseline reports for at least 180 conservation easements</i> | 6/30/2014 | \$ 191,000 |
| <i>3. Utilize and refine conservation easement administration application</i> | 6/30/2014 | \$ 0 |

Activity Status as of December 31, 2011:

Field Staff Positions

Due to the government shutdown (which included the DNR) and resulting delay in the funding of this project, the hiring of staff for this project has been slower than anticipated at the time of work plan preparation.

Hiring is in process for a field staff position for conservation easement monitoring/baseline property report preparation in the Division of Parks and Trails. This position will work primarily on monitoring of and baseline property report preparation for the DNR's wild and scenic river easements. Applications for the position have been received and interviews will be scheduled for early January 2012.

Hiring is also in process for a field staff position for trout stream easement monitoring and baseline property report preparation. This position will be based in the Lanesboro Area Fisheries Office.

Conservation Corps Minnesota Contract

The DNR and Conservation Corps Minnesota are in the process of finalizing a Work Order for a conservation easement specialist CCM individual placements position. The CCM crew member hired for this position will assist the Division of Parks and Trails with wild and scenic river easement monitoring, baseline data collection and report preparation. The crew member is expected to begin work in February 2012.

Conservation Easement Maps for Monitoring/Baseline Property Reports

To facilitate creation of maps for conservation easement monitoring and baseline property reports, project technical staff in the Division of Lands and Minerals has developed an automated Geographic Information Systems (GIS) tool that allows a user to select one or more conservation easements and from that selection, create a set of aerial easement maps, which show easement boundaries, parcel boundaries and associated parcel identification numbers. In addition to using these maps for easement monitoring and as components of baseline property reports, staff will be able to use the maps to illustrate easement and property boundary locations when communicating with landowners. Depending on the GIS skills of an easement monitor/baseline report preparer, manual creation of such a map from a template can take several minutes to over an hour. Automation of the process using the GIS tool developed by project technical staff significantly shortens the preparation time and also ensures increased accuracy and consistency of the maps generated. An example of a map created through the automated GIS tool is included as Attachment 1 to this status report.

A similar GIS tool has been programmed to automate generation of geographic locator maps, which are formatted in accordance with a template that was developed by project staff of the ENRTF-funded Conservation Easement Stewardship and Enforcement Program Plan (Phase I) (ML 2008, Chap. 367, Sec. 2, Subd. 5(h)). Locator maps are used in DNR baseline property reports and provide information to monitors about how to drive to the easement location. Because of the many steps required to generate a locator map manually from a template, automation of this process will provide a substantial savings of staff time required for preparation of these maps. An example of a locator map created through the automated GIS tool is included as Attachment 2 to this status report.

Work is in process to automate nine additional baseline map templates developed in Phase I in a similar fashion. The final product will be a tool written for GIS that will allow the user to select one or more conservation easements and the specific baseline map templates the user wishes to include in the baseline property report(s) and have the selected set of maps generated into a single pdf packet. This tool will be used by project staff when preparing baseline property reports for existing DNR easements. The tool will also be available to divisional staff to use when preparing baseline property reports for existing easements or new acquisitions.

Conservation Easement Administration Application in Land Records System

A new land records system that is being developed for the DNR includes an application for administration of conservation easements. Delivery of the DNR's new land records system by its contractor, International Land Systems, Inc. ("ILS," now part of Thomson Reuters), originally scheduled for July 1, 2011, has been delayed. A new delivery schedule is being developed under the Master Contract.

To avoid delays in accomplishing other components of this Work Plan, project staff are developing technological tools that will enable conservation easement monitoring, completion of monitoring reports, and data collection/compilation to proceed. The data will be stored in a format that will enable easy migration to the new land records system. The tools being developed include:

- A relational database used in conjunction with Ruby on Rails (a web-based computer application) that will store data relating to fee ownership of land subject to conservation easements (collected under Activity 4 of this project) and data collected during conservation easement site visits.
- Conservation easement monitoring forms (in two formats, one for trout stream easements and one for all other DNR easement types) created through Crystal Reports (a computer application) and specific to each easement. The forms will be populated with data from various DNR sources, including the DNR's existing land records system, Geographic Information Systems and the Ruby on Rails database. The report forms will contain:

- Identifying information about the easement (e.g., DNR document number and easement location)
- Landowner information
- Easement terms to be monitored
- Spaces and checkboxes for the monitor to record monitoring information
- Data entry screens using Ruby on Rails, which will look similar to the monitoring forms. These screens will enable monitors to enter information collected during easement site visits (compliance status, changes to any landowner information, etc.) through the web.

The logical design of the Ruby on Rails database is about 50% complete. (Much of the data that will populate this database was compiled in the Phase I project and will be easily migrated to the Ruby on Rails database.) Prototype Crystal Report forms have been created. Initial design work on the data entry screens has been done.

Activity Status as of June 30, 2012:

Field Staff Positions

A project specialist was hired to work in the Division of Parks and Trails to monitor and prepare baseline property reports for DNR's wild and scenic river easements. The Parks and Trails project specialist began work in February 2012.

A project specialist was hired to work in the Division of Fish and Wildlife, Lanesboro Area Fisheries Office, to monitor and prepare baseline property reports for DNR trout stream easements. The Fish and Wildlife project specialist began work in June 2012.

Hiring is in process for a project specialist position to monitor and prepare baseline property reports for native prairie bank easements. This position will be based in the Division of Ecological and Water Resources, Southern Region, Redwood Falls DNR Area Wildlife Office.

Conservation Corps Minnesota Contract

The DNR and Conservation Corps Minnesota finalized a Work Order for a conservation easement specialist CCM individual placements position to assist the Division of Parks and Trails with wild and scenic river easement monitoring, baseline data collection and report preparation. The CCM conservation easement specialist began work in February 2012.

Baseline Property Reports, Baseline Data Collection, Conservation Easement Monitoring

Project staff have completed final drafts of baseline property reports for 11 wild and scenic river easements, using baseline report photos and other field data that were collected by DNR staff and Conservation Corps Minnesota crew members in 2009 and 2010. Project staff reviewed DNR acquisition files and other data to obtain additional information for the reports. The draft reports will be finalized following landowner review and the addition of any necessary updates to the 2009 and 2010 field data.

Project staff have conducted site visits to 32 wild and scenic river easements, all on the Rum and Kettle Rivers, and met with a number of landowners during the visits. (Many of the 32 easement properties have been subdivided since the DNR acquired the easements. For example, one easement now has 11 landowners each owning a portion of the property subject to the easement.) Letters providing information about baseline property reports and DNR baseline data collection, along with easement maps, were sent to landowners in advance of the site visits. During the site visits, project staff monitored the easements for compliance, took photographs and collected other field data necessary to complete baseline property reports.

Of the 32 wild and scenic river easements visited to date, 21 (66%) appear to have minor violations (e.g., deer stands, trash) that should easily be resolved by agreement with the landowners. Three (9%) had possible major violations (e.g., buildings/structure/equipment within an easement boundary). Most of the easements with apparent violations are no longer owned by the original easement grantors. Because the DNR has very limited information about conditions that existed at the time the easements were acquired and because most properties were not surveyed at the time of acquisition, a determination of whether there are actual violations will require a detailed analysis. The DNR Scenic Easements Coordinator will work with current landowners to resolve those conditions that are found to constitute violations. The DNR will use this opportunity to educate and provide outreach to landowners and to build relationships based on trust and collaboration.

The Fish and Wildlife project specialist has completed initial training on computer applications that will be used in connection with project work and has done preparatory work for upcoming visits to trout stream easements administered by the Lanesboro Area Fisheries Office. This includes developing an introductory letter that will be sent to landowners, planning site visits, creating a checklist for pre-visit, field work and post-monitoring activities, creating an electronic file structure for project work, reviewing trout stream easements and creating field maps with the GIS mapping tool discussed below. Thus far, the project specialist has completed pre-site visit preparation for 60 easements. The project specialist will start field work to monitor and collect baseline data on the easements the first week in July.

Conservation Easement Maps for Monitoring/Baseline Property Reports

Work on the Geographic Information Systems (GIS) conservation easement mapping tool has been completed. The tool now automates the creation of the following set of baseline property maps:

- Locator Map
- Area State and Conservation Lands
- Topography
- Features of Protected Property
- Rare Natural Features
- Native Plant Communities
- Biodiversity Significance
- Photo Points
- Ownership Maps

A sample map set created with the GIS tool is included as Attachments 3-11a to this status report.

The tool enables a GIS user to select and print any or all maps in the set for any conservation easement that has a digital easement shape in the DNR's conservation easement GIS layer. Project staff can edit the baseline report maps as necessary by using ArcMAP software and the templates generated by the mapping tool. Project technical staff has been working closely with field staff to update the various baseline report maps to address newly identified needs, to provide field staff with the best possible information before site visits and to facilitate baseline property report creation.

Project staff have used the mapping tool to create map sets for all baseline property reports prepared to date, to create conservation easement maps for landowners and to create field maps to use during site visits. The DNR Fisheries Section has also used maps created with the tool in connection with conservation easement monitoring.

During the monitoring process, staff may discover errors in existing digital easement shapes and need to revise the shapes. As the DNR acquires new conservation easements, digital shapes for those easements are created. Revisions to existing shapes and additions of new shapes affect the generation of future map sets. For the mapping tool to function properly with a newly-created or revised

easement shape, an extensive amount of data processing must take place to make sure the shape pulls the necessary information from the existing land records system and other data sources. To facilitate this, project technical staff wrote a python script (a type of computer program) to accomplish the data processing. This script can easily be run by project technical staff once a week and processing with the script typically takes only a few minutes. This allows for a continuous feedback process to ensure that changes found necessary during monitoring can easily be incorporated back into the source data.

Conservation Easement Administration Application in Land Records System

The most recent schedule for testing and delivery of the conservation easement administration application of the DNR's new land records system provides for an initial demonstration in late August 2012, a formal demonstration/evaluation the first week of October 2012, final testing in mid-January 2013 and final delivery in mid-March 2013. Because of the delay from the original July 1, 2011 delivery date, project technical staff developed an interim technological tool to support easement monitoring pending delivery of the new system. The following activities have occurred since the December 2011 status report:

- The logical design of the tool was completed and reviewed by other DNR staff working on the new land records system project to ensure the necessary data will be available for migration to the new system.
- Staff made the decision to create the tool with Microsoft Access instead of Ruby on Rails, primarily because of the broad support available for the Microsoft Access platform.
- Two formats of the conservation easement monitoring form have been created; an abbreviated format for trout stream easements and another for all other easement types. These forms are based on prototypes developed in the Phase I project and are similar to the forms that will be generated by DNR's new land records system. Appropriate information on both forms (e.g., easement name, DNR document number, landowner information, easement terms) is pre-populated with information from several data sources including the DNR's existing land record system and county parcel data. Much of this information is derived from the automated mapping process referenced above.
- Screens have been created for entry of monitoring data after easement site visits. These input screens are designed to allow for rapid data entry to minimize the time needed to complete monitoring reports.
- Automatic data feeds have been created so when an easement shape is changed in the GIS data, the new information is updated in the corresponding Access database and the two databases are kept synchronized.

Project staff have used the technological tool to prepare forms for the wild and scenic river easements monitored to date and are also using the input screens to enter monitoring data into Access. Fisheries Section staff are also using forms prepared with the tool for conservation easement monitoring.

Technical staff has been working closely with field staff to improve forms and input screens to simplify the business process and to improve productivity wherever possible. The resulting processes and tools will allow us to migrate monitoring data to the new land records system more effectively.

As project staff have prepared for and visited easement sites, we have found that many existing GIS shapes of easements need revision. DNR's existing easement shapes come from various sources (e.g., survey staff, division GIS staff, field staff, easement grantors) and accuracy of the shapes varies widely. It is not uncommon to find errors in shapes. These have a number of causes such as typographical errors in legal descriptions in the easement documents or situations in riparian easements where water courses have moved through natural processes causing original shapes to become inaccurate. Many of these instances require consultation with DNR's survey unit to resolve. DNR's easement shapes are managed by the various DNR divisions. Project staff are working with

division personnel to make the necessary updates. This effort is enhancing the integrity of DNR processes for future conservation easement monitoring.

Activity Status as of December 31, 2012:

Field Staff Positions

A project specialist was hired to work in the Division of Ecological and Water Resources, Southern Region, to monitor and prepare baseline property reports for native prairie bank easements. The project specialist began work on September 10, 2012 and is based in the Redwood Falls DNR Area Wildlife Office.

Conservation Corps Minnesota Contract

DNR and Conservation Corps Minnesota have finalized a Work Order that extends the CCM conservation easement specialist position through June 30, 2013. The conservation easement specialist will continue to perform wild and scenic river easement monitoring, baseline data collection and report preparation for the Division of Parks and Trails.

Baseline Property Reports, Baseline Data Collection, Conservation Easement Monitoring

Activity 1 outcomes to date by easement type are as follows:

- *Wild and Scenic River Easements.* Project staff have conducted site visits to 56 easements on the Rum and Kettle Rivers for the purpose of baseline data collection and monitoring. They have completed final drafts of baseline property reports for 45 easements located on the Cannon, St. Croix and Rum Rivers. Project staff used field data previously collected by DNR staff and Conservation Corps Minnesota for 33 of these baseline property reports and field data that they collected during site visits for the remaining 12 reports.
- *Trout Stream Easements.* The project specialist based in the Lanesboro Area Fisheries Office has monitored and completed baseline data collection for 83 trout stream easements located in Fillmore and Winona Counties. One baseline report has been completed and approved. The remaining reports are in final draft form. They will be finalized upon review and approval by Fish and Wildlife Division management.
- *Native Prairie Bank Easements.* The project specialist based in the Ecological and Water Resources Division has visited 31 native prairie bank easements located in the DNR Southern Region and completed field data collection and monitoring. The project specialist is in the process of entering and uploading data from the site visits into the Microsoft Access database.

Conservation Easement Administration Application in Land Records System

The target date for delivery of the conservation easement administration application component of the system is now the fall of 2013 with implementation anticipated by the end of 2013.

The initial demonstration and testing of the conservation easement administration application in the new land records system took place in November 2012. Significant issues were identified in the portions of the application that identify and manage ownership of the conservation easements, especially where easements have been subdivided and now have multiple owners. Staff continue to work with the vendor to provide application feedback and to determine approaches to address the program's data components.

Until implementation of the new application, project staff will continue to capture monitoring and baseline data using the interim computer application developed earlier in the Phase II project. As described in the June 30, 2012 Status Report, the application was developed with Microsoft Access. It includes a database for storing baseline and monitoring data and can be used to generate easement-specific monitoring forms and to create baseline property reports from data stored in the database, the land records system, and other sources. (An example of a draft trout stream easement baseline property report generated with the application is included as Attachments 12-14.) Project staff continue to work closely with MN.IT staff coordinating the land records system project to ensure that data captured with the interim application will be seamlessly migrated to the new system when it is available. This GIS mapping tool that automates creation of a nine-map set of baseline property report maps has been modified to simplify the creation of photo packets and photo point maps.

Activity Status as of June 30, 2013:

Field Staff Positions

The project specialist initially hired to work in the Division of Fish and Wildlife, Lanesboro Area Fisheries Office, resigned in mid-March. The vacancy was filled in April. The new project specialist is continuing to monitor and prepare baseline property reports for DNR trout stream easements in the southeast. In addition, a project specialist was hired to work in the Division of Fish and Wildlife, Duluth Area Fisheries Office, effective June 19, 2013, to monitor and prepare baseline property reports for trout stream easements in the northeast.

Conservation Corps Minnesota Contract

The DNR's contract with Conservation Corp Minnesota (CCM), under which a CCM conservation easement specialist monitors and creates baseline property reports for Wild and Scenic River easements, expires June 30, 2013.

Baseline Property Reports, Baseline Data Collection, Conservation Easement Monitoring

Project staff have now conducted site visits to 229 conservation easements for the purpose of baseline data collection and monitoring. Because of subdivisions since acquisition, there are now 446 landowners for these 229 easements. A total of 191 of baseline property reports are completed or in final draft form awaiting approval by management of the administering divisions.

Activity 1 outcomes to date by easement type are as follows:

- *Wild and Scenic River Easements.* Project staff have conducted site visits to 68 easements (with 154 landowner parcels) on the Rum and Kettle Rivers for the purpose of baseline data collection and monitoring. They have completed final drafts of baseline property reports for 65 easements located on the Cannon, St. Croix and Rum Rivers. Project staff used field data previously collected by DNR staff and Conservation Corps Minnesota for 33 of these baseline property reports and field data that they collected during site visits for the remaining reports. There are 21 Wild and Scenic River Easements on the North Fork of the Crow River in Meeker County. Project staff began conducting site visits to these easements in late June 2013. Statistical data for site visits to easements on this river are not included in this update.
- *Trout Stream Easements.* The project specialists based in the Lanesboro Area Fisheries Office have visited and monitored 130 easements (with 261 landowner parcels) located in Fillmore, Winona and Houston Counties. Baseline property reports for 113 of these easements are in final draft form awaiting review and approval by Fish and Wildlife Division management. Site visits to trout stream easements in St. Louis County began in late June 2013. Statistical data for site visits to these easements are not included in this update.

- *Native Prairie Bank Easements.* The project specialist based in the Ecological and Water Resources Division has completed field data collection and monitoring for 31 native prairie bank easements (with 31 landowner parcels) located in the DNR Southern Region. The project specialist has completed final drafts of baseline property reports for 13 easements. These are awaiting division management approval.

Of the 229 easements visited in the project, project staff have reported one or more concerns about possible violations of easement terms on 118. Administering division management will evaluate the concerns to determine whether they constitute violations and, if so, what enforcement action to take. Most of the reported concerns are: possible tillage violations within a trout stream easement boundary, deer stands, trails, surface alterations and trash. Because of the age of many of the easements and the lack of baseline documentation from the time of acquisition or previous monitoring records, determination of whether a condition is a violation is sometimes difficult. In some cases, the conditions (e.g., trails, fences) may have existed at the time the easement was acquired. Each concern must be evaluated on a case-by-case basis to determine the appropriate course of action.

Conservation Easement Administration Application in Land Records System

The target date for delivery of the conservation easement administration application component of new land records system continues to be the fall of 2013 with implementation anticipated by the end of 2013. This will include the selection of easements to be monitored, the ability to upload monitoring and baseline reports and status tracking. Land records system project personnel recommended that the conservation easement monitoring component of application be incorporated as a post-implementation enhancement to the system.

Staff will continue to use the prototype monitoring application in the Access database until that enhancement occurs in calendar year 2014. Project technical staff have modified the prototype application to reflect slight changes made to monitoring business processes. In addition, both the baseline map generation tool and the monitoring application tool have been revised to compensate for poor network connection speed at many of the DNR office locations in Greater Minnesota.

Activity Status as of December 31, 2013:

Field Staff Positions

The project specialist based in the Lanesboro Area Fisheries Office continued to monitor and collect baseline data on trout stream easements in the area until the position ended on October 1, 2013. The project specialist hired in June to work on trout stream easements managed by the Duluth Area Fisheries Office worked on the Phase II project until September 24, 2013 and transferred to Phase III (M.L. 2013, Chp. 52, Sec. 2, Subd. 3(e)) project work on September 25, 2013. The project specialist hired to work on wild and scenic river easements continued to work on the Phase II project until October 8, 2013 and transferred to Phase III project work on October 9, 2013.

Baseline Property Reports, Baseline Data Collection, Conservation Easement Monitoring

A total of 373 site visits to conservation easements for the purpose of baseline data collection and monitoring have now been conducted in the Phase II project. The totals by easement type are 102 wild and scenic river, 240 trout stream and 31 native prairie bank. Because of subdivisions since acquisition, the 373 conservation easements now have 695 landowners. A total of 320 baseline property reports have been prepared by project staff or former project staff now working under other funding sources. The baseline report totals by easement type are 75 wild and scenic river, 220 trout stream and 25 native prairie bank.

Activity 1 outcomes by easement type are as follows:

- Wild and Scenic River Easements. During this reporting period, project staff conducted site visits to 34 additional easements on the Rum and North Fork of the Crow Rivers for the purpose of baseline data collection and monitoring. Project staff have prepared baseline property reports for a total of 75 wild and scenic river easements located on the Kettle, North Fork of the Crow, Cannon, Minnesota, St. Croix and Rum Rivers. Of the reports, 35 have been sent to landowners. The remaining reports are in the process of Parks and Trails Division management review and approval. Additional stewardship work on wild and scenic river easements is continuing under the Phase III project (M.L. 2013, Chp. 52, Sec. 2, Subd. 3(e)).
- Trout Stream Easements. During this reporting period, the project specialist based in the Lanesboro Area Fisheries Office conducted site visits to 22 additional trout stream easements for the purpose of baseline data collection and monitoring and prepared baseline property reports for 24 easements. The reports are awaiting Fish and Wildlife Division management approval. Project staff, in collaboration with Fisheries staff based in the Duluth Area Fisheries Office funded through other sources, completed baseline data collection and monitoring on 88 trout stream easements. Baseline reports have been prepared for 83 of those easements and are in the process of Fish and Wildlife Division management review and approval.
- Native Prairie Bank Easements. Phase II funding ended on June 30, 2013 for the project specialist working on Native Prairie Bank Easements. No additional site visits have been conducted since then. However, the former project specialist continues to work for the Division of Ecological and Water Resources with other funding sources and has completed an additional 12 baseline property reports based on the data collected in the Phase II project.

Of the 373 easements visited, project staff have reported concerns about possible compliance issues on 206. Division managers are evaluating the concerns as they review and approve baseline property reports and are determining which concerns constitute easement violations and what, if any, enforcement action will be taken.

In addition to the numbers reported above, other DNR staff have used tools developed in the project to conduct baseline data collection visits to 10 newly acquired trout stream easements.

Conservation Easement Administration Application in Land Records System

The DNR's new land records system was installed in September 2013. As part of the installation, the capability to store baseline reports, request conservation easement monitoring visits and store monitoring reports was implemented on the system. Project staff worked with land records MN-IT staff to train division personnel to use the new system. Project staff and division personnel tested and verified the functionality of the conservation easement monitoring and associated document management components of the new system.

Staff continued to use the prototype monitoring application in the Access database to perform the actual monitoring visit and prepare the PDF report of the visit. Project technical staff made minor modifications to the prototype application to reflect slight changes made to monitoring business processes, to improve performance and to correct programming issues. In addition, the baseline map generation tool and easement ownership GIS tools have been revised to reflect changes in the monitoring process.

Activity Status as of June 30, 2014:

Field Staff Positions

No project staff changes were made during this period

Baseline Property Reports, Baseline Data Collection, Conservation Easement Monitoring

Because both Phase II and Phase III work was being conducted during this final period, project staff assigned easements to a single phase based upon estimates of how much of the total work (visiting vs. baseline preparation) was done in each phase. Care was taken to not double count project results. No additional easements were visited under Phase II and staff completed an additional 43 Wild and Scenic River easement baseline reports during the period based on information compiled earlier in the project. Trout Stream easements require management approval of monitoring visits to all landowner parcels on an easement before the baseline report for that easement can be generated. Ninety-three Trout Stream easement baselines received approval during the period.

Conservation Easement Administration Application in Land Records System

MN-IT staff assigned to the DNR land records system (LRS) were able to create a linkage between the newly implemented LRS and the tools built by project staff to identify and manage conservation easements. As of the end of this reporting period, this linkage cannot provide all necessary information so data about new easements must still be manually entered into the management tools.

Final Report Summary:

Baseline Property Reports, Baseline Data Collection, Conservation Easement Monitoring

A total of 378 site visits to conservation easements for the purpose of baseline data collection and monitoring were conducted in the Phase II project. For clarity in reporting, late in 2013, staff assigned metrics for a given easement to either project Phase II or Phase III based on an estimate of the phase where the majority of the effort for that easement was expended (data collection visit vs. baseline report preparation). For Phase II, these revised totals by easement type are 118 Wild and Scenic River, 228 Trout Stream and 32 Native Prairie Bank. Because of subdivisions of the land ownership since acquisition, the 378 conservation easements now have 1171 landowner parcels. A total of 237 baseline property reports have been prepared by project staff or former project staff now working under other funding sources. The total number of baseline reports completed by easement type are 108 Wild and Scenic River, 115 Trout Stream and 14 Native Prairie Bank.

Activity 1 outcomes by easement type are as follows:

- Wild and Scenic River Easements. Project staff have prepared baseline property reports for a total of 108 Wild and Scenic River Easements located on the Kettle, North Fork of the Crow, Cannon, Minnesota, St. Croix and Rum Rivers. Of the reports, 99 have been sent to landowners. The remaining reports are in the process of Parks and Trails Division management review and approval. Additional stewardship work on Wild and Scenic River Easements is continuing under the Phase III project (M.L. 2013, Chp. 52, Sec. 2, Subd. 3(e)).
- Trout Stream Easements. The project specialists based in the Lanesboro Area Fisheries Office conducted 331 site visits to individual landowner parcels on 143 Trout Stream Easements for the purpose of baseline data collection and monitoring. Baselines have been prepared for 58 of these easements. Of the 331 sites visited, 305 have completed information in the database and 219 have been approved by management. The remaining 86 are awaiting Fish and Wildlife Division management approval. Project staff, in collaboration with Fisheries Section staff based in the Duluth Area Fisheries office funded through other sources, conducted 129 site visits to individual landowner parcels on 85 Trout Stream easements for the purpose of baseline data collection and monitoring. Of the 129 sites visited, 127 have completed information in the database and, of those, 104 have been approved by management. The remaining 23 are in the process of Fish and Wildlife Division management review and approval. In summary, of the 85 easements visited with 129 landowners, staff has completed preparing baseline information for 83 of the easements and management has approved 57 of the baseline reports.

- Native Prairie Bank Easements. Phase II funding ended on June 30, 2013 for the project specialist working on Native Prairie Bank Easements. The project specialist based in the Ecological and Water Resources Division conducted 49 site visits to individual landowner parcels that represented 32 easements for the purpose of baseline data collection and monitoring located in the DNR Southern Region. Baseline reports have been prepared for 14 of these easements. While all of the easements were visited and data collected and the majority of the baseline reports were prepared using phase II project funds, 13 of the baseline reports were completed with funding that came from SNA appropriation 2054. Of the remaining 18 easements which were visited, about half of the baseline preparation work has been completed.
- Summary table of Conservation Easement baseline report activity

| Easement Type | Easements Visited | Baseline Reports Written | Approved By Mgmt |
|---------------------|-------------------|--------------------------|------------------|
| Wild & Scenic River | 118 | 108 | 103 |
| Native Prairie Bank | 32 | 14 | 14 |
| Trout Streams | 228 | 115 | 115 |
| Totals | 378 | 237 | 232 |

Because many of the original landowner parcels at the time of easement acquisition have since been subdivided, many easements require monitoring visits to multiple landowners to complete the baseline property report. The following table summarizes the monitor visit activity:

| Easement Type | Easements Visited | # Photos Taken | Owner Points | # Points Monitored | Monitor Visits Completed |
|---------------------|-------------------|----------------|--------------|--------------------|--------------------------|
| Wild & Scenic River | 118 | 2,514 | 328 | 256 | 256 |
| Native Prairie Bank | 32 | 2,123 | 103 | 49 | 36 |
| Trout Streams | 228 | 7,971 | 740 | 460 | 432 |
| Total | 378 | 12,608 | 1,171 | 765 | 724 |

Each subdivided property generates an owner point during the automatic GIS processing that is done. Not all points are monitored as determined by the monitor staff and described in the Fee Ownership activity on page 25.

Conservation Easement Administration Application in Land Records System

The DNR's new land records system (LRS) was installed in September 2013. Tools built during the first years of the project to identify and manage conservation easements were initially developed and linked to the AS400 system that preceded this new system. The new system was initially scoped to identify conservation easement fee owners and to create easement monitoring worksheets and other stewardship records. Because of the complexity of the easement application, LRS MN-IT staff removed these requirements from the scope of the new system. The new system does allow monitoring requests

to be initiated and tracked and enhancements are being made to allow for the storage of the easement baseline reports and monitor event records within system records. This functionality should be available late in the summer of 2014. The Access database application built during the Phase II project provides the tools for monitoring worksheets, photo packets and baseline reports. It will continue to be used by DNR staff as additional baselines are written and easements monitored in the future in accordance with Operational Order #128.

Additional information about this activity is found in the Supplemental Final Report for this project.

ACTIVITY 2: Conservation Easement Stewardship Training Program

Description: A training program will be developed for DNR staff whose duties include conservation easement administration and/or stewardship. Project staff will collaborate with DNR divisional staff who have experience in conservation easement stewardship to design the training program. Training will address conservation easement monitoring, preparation and use of baseline property reports, use of the DNR’s new computer application for conservation easement administration, record keeping, landowner relations, resolving violations and handling enforcement issues. Project staff will conduct at least 10 workshops for DNR staff at DNR offices throughout the state.

Summary Budget Information for Activity 2:

ENRTF Budget: \$ 51,000
Amount Spent: \$ 51,000
Balance: \$ 0

Activity Completion Date:

| Outcome | Completion Date | Budget |
|--|------------------------|---------------|
| 1. Develop conservation easement stewardship training program | <i>6/30/2014</i> | \$ 26,000 |
| 2. Conduct at least 10 workshops | <i>6/30/2014</i> | \$ 25,000 |

Activity Status as of December 31, 2011:

A conservation easement stewardship training work group, comprised of project staff and representatives of the Divisions of Forestry, Parks and Trails and Ecological and Water Resources who have extensive knowledge of conservation easement stewardship standards and practices, met in October and November and developed a proposed structure for the training program and a work schedule. The training program will include modules at different levels of detail, ranging from a very basic conservation easement/easement stewardship overview to training for monitors that will provide detailed information about all aspects of conservation easement stewardship and will include a field training component.

Development of the overview component of the training program is underway. A draft PowerPoint presentation of the overview was presented to the conservation easement stewardship working group in early December 2011 for feedback. Project staff are working on a second draft of the PowerPoint along with written materials that will supplement the PowerPoint and comprise a portion of a conservation easement stewardship training manual.

Project staff developed a preliminary set of instructions for collection of baseline property report field data. The instructions were provided to Wildlife Section staff conducting site visits to water bank easements and conservation easements administered by the Wildlife Section. These instructions will be incorporated into the conservation easement stewardship training program materials.

Activity Status as of June 30, 2012:

Development of the training program is in process. Initial training sessions with DNR staff will be scheduled for late summer or early fall 2012. A three-part DNR conservation easement stewardship manual is being drafted. Part I will provide an overview of conservation easements, general information about conservation easements nationwide and in Minnesota, detailed information about the DNR's conservation easements and an introduction to conservation easement stewardship. Part I is designed to provide all DNR staff with a basic understanding of conservation easements in general, the DNR's conservation easements in particular and the obligations of the landowner and the conservation easement holder. Part II will provide an overview of baseline property reports for conservation easements. The overview is intended to provide all DNR staff with an understanding of the purpose and basic components of a baseline property report. Part II will also include step-by-step instructions about how to prepare a baseline property report. Part III will provide detailed information about conservation easement stewardship, including monitoring, record keeping, landowner relations and enforcement. Materials developed by project staff for easement monitoring and baseline report preparation are being incorporated into the training manual.

Use of the new land records system will be a component of the DNR conservation easement stewardship training program. Because delivery of the system is not expected until March 2013, the first version of training materials will instead include instructions for use of the interim technological tool to create monitoring forms and to enter monitoring information in the Microsoft Access database. Training materials will need to be revised following delivery and implementation of the new land records system.

Activity Status as of December 31, 2012:

Project staff have developed a training PowerPoint that covers the following subjects:

- Overview of conservation easements
- DNR conservation easement types
- Conservation easement monitoring
- Baseline property reports
- Overview of tools available (to DNR staff) that support conservation easement monitoring and baseline data collection, including:
 - Scanned images of conservation easements (DNR Imagize database)
 - GIS easement mapping tool developed in Phases I and II, including landowner data
 - Microsoft Access tools (easement-specific monitoring forms, photo packet tools)
 - Photo and GPS devices
- Preparing for a monitoring visit
- Conducting a monitoring visit
- Post-visit follow-up
 - Entering monitoring/baseline data into the Microsoft Access database
 - Creating a photo packet
 - Using data collected for a baseline property report

To date, project staff have conducted four training workshops using versions of the training PowerPoint tailored to the specific audience. The first, in August 2012, was for Duluth Areas Fisheries staff and focused on monitoring of and baseline data collection for trout stream easements. The second, in September 2012, was for Wildlife Section staff in the DNR's Northwest Region and included information about easements in that region administered by the Wildlife Section. The third, in September 2012, was for some of the Scientific and Natural Areas Program staff who have duties related to conservation easements. The most recent training workshop, on December 19, 2012, was for Wildlife Section staff in the DNR's Southern Region. In addition to the four training workshops, project staff met with the Lanesboro Area Fisheries Supervisor to provide informal training about accessing data and approving monitoring and baseline property reports created with the interim tools.

Project staff have also completed an initial draft of a conservation easement stewardship training manual. Due to significant variations across programs in easement terms and purposes, the programs have different approaches to easement monitoring and different needs for baseline documentation. Accordingly, project staff determined that it would be best to develop a manual with a single introductory section that contains information applicable to all easement types followed by step-by-step guides for stewardship of easements by type. The current draft contains step-by-step guides for wild and scenic river easements, trout stream easements and native prairie bank easements and covers baseline report creation, conducting a monitoring visit, post-visit record keeping and evaluation of compliance concerns. Staff anticipate that the conservation easement stewardship manual will be frequently updated to reflect business process and system changes as well as other easement types.

Activity Status as of June 30, 2013:

The Parks and Trails Division Wild and Scenic Rivers Program has acquired Garmin Montana GPS handheld units for baseline data collection and monitoring. These units are being used to capture location information and to take photographs. Updates are being made to the training manual to reflect the improvements in photo point collection that have been made possible by the Garmin units. Since several modifications have been made to the Access conservation easement monitoring application, the manual has been updated to reflect the new menu choices available for staff to use as needed.

To date, project staff have conducted a total of six conservation easement training workshops for DNR staff. Training was held on May 16, 2013 for the Central Region Parks and Trails Division personnel that administer the five Metro Greenways easements assigned to them. In addition, a training session was held on May 21, 2013 with Central Office Fish and Wildlife Division personnel. That session focused on preparing worksheets for field staff to use during monitoring visits and entering the completed worksheet information back into the system after the visit is completed.

A training session for Central Region Fisheries staff is scheduled to take place in Lake City in mid-July. Additional training sessions will be scheduled for this summer.

Activity Status as of December 31, 2013:

Project staff conducted four training workshops during this reporting period which met the goals under the work plan.

July 17, 2013: Lake City—training of Central Region Fisheries Supervisors on conservation easement stewardship

August 6, 2013: Afton State Park—training of Parks and Trails Division conservation easement monitors

September 12, 2013: Cloquet—training of Fisheries Supervisors

October 30, 2013: Bemidji—training of Region 1 Supervisors on the easement monitoring process

In addition, staff conducted one-on-one training sessions with the Lanesboro Area Fisheries Supervisor and the Region 4 Ecological and Water Resources Manager to teach them how to review and approve baseline property reports on the Access system.

Project staff do not anticipate conducting further training sessions during the project, but will continue to update the training manual to include changes to computer screens and integration with the new land records system.

Activity Status as of June 30, 2014:

Project staff conducted one additional training event in Two Harbors for Fisheries Section management on April 7. This training was primarily focused on the easement visit approval process. During the session, needed improvements in the monitoring system to stream the approval process were

identified. Project staff subsequently enhanced the tools to make these improvements. In this reporting period, staff continued to refine the training manual to keep it current with changes made to computer screens.

Final Report Summary:

Staff created a training Powerpoint that was presented to division personnel to detail stewardship requirements for conservation easements, baseline report components, and an introduction to field training. The 13 presentations were made as shown in the table below exceeded project goals of 10 training events.

| Date | Location | Activity |
|-----------|------------------|--|
| Aug 2012 | Duluth Fisheries | NE Fisheries personnel |
| Sept 2012 | Bemidji | NW Wildlife personnel |
| Sept 2012 | St.Paul | Scientific and Natural Areas Program staff |
| Dec 2012 | Lamberton | SW Wildlife Staff |
| Dec 2012 | Lanesboro | Train supervisor |
| May 2013 | Central Office | Central Region Parks and Trails Division personnel |
| May 2013 | St. Paul | Central Office Fish and Wildlife Division personnel |
| July 2013 | Lake City | Central Region Fisheries Supervisors |
| Aug 2013 | Afton State Park | Parks and Trails Division conservation easement monitors |
| Sept 2014 | Cloquet | Fisheries Annual Supervisors meeting |
| Oct 2013 | Bemidji | Region 1 Fisheries Supervisors field training |
| Nov 2013 | New Ulm | Ecological and Water Resources Manager |
| Apr 2014 | Two Harbors | Train Fisheries supervisor |

In addition, project staff created a detailed computer manual to be used by personnel directly assigned to perform stewardship duties. This manual provides additional content beyond the Powerpoint that includes not only the introduction to stewardship but also specifics about how to use the various training tools available prior to and developed during the project: 1) Imagizer document manager; 2) Conservation Easement ArcGIS map set generator; 3) easement photo management using Garmin BaseCamp™ and custom ArcGIS photopoint creator; 4) Access worksheets; 5) Access monitoring reports; and 5) Access baseline reports.

Additional information about this activity is found in the Supplemental Final Report for this project.

ACTIVITY 3: Conservation Easement Enforcement Protocol Development

Description: Project staff, in collaboration with DNR management and other key staff, will develop and implement agency-wide conservation easement enforcement protocols. The protocols will provide guidance to staff about addressing potential violations by outlining steps to take when a possible violation of a conservation easement is detected. Topics covered by the protocols will include documentation of suspected violations, confirmation of the existence of violations, responding to complaints about possible violations, communication with the landowner, and reporting to supervisors, other agency staff and legal counsel.

Summary Budget Information for Activity 3:

ENRTF Budget: \$ 16,000
Amount Spent: \$ 16,000
Balance: \$ 0

Activity Completion Date:

| Outcome | Completion Date | Budget |
|--|-----------------|-----------|
| 1. Develop and implement conservation easement enforcement | 6/30/2014 | \$ 16,000 |

Activity Status as of December 31, 2011:

Work on Activity 3 has not begun as of the date of this status report.

Activity Status as of June 30, 2012:

Divisional conservation enforcement guidelines and other potential models for enforcement protocols have been reviewed. Project staff held an initial discussion about enforcement protocol development with members of the DNR's conservation easement stewardship working group at the group's June 2012 meeting. The working group includes representatives of the DNR's Divisions of Ecological and Water Resources, Fish and Wildlife, Lands and Minerals, Parks and Trails, and Forestry who have monitoring or management responsibilities for conservation easements. Project staff will collaborate with the working group on conservation easement enforcement protocol development.

Activity Status as of December 31, 2012:

Project staff continue to collaborate with DNR's conservation easement stewardship working group on development of agency-wide conservation easement enforcement protocols. Project staff have completed diagrams of the enforcement protocols that are either in use or under development in the Divisions of Ecological and Water Resources, Fish and Wildlife, Parks and Trails, and Forestry. The next step is for project staff and conservation easement stewardship working group to identify those areas in the divisional protocols where processes can be standardized agency wide.

Activity Status as of June 30, 2013:

Project staff, in collaboration with staff of DNR divisions that administer conservation easements, have prepared a draft of an agency conservation easement stewardship operational order with accompanying division guidelines. This draft operational order describes stewardship activities for monitoring all types of easements, enforcement protocols as a result of the monitoring and finally, creating and approving a baseline property report for an historical easement. Division guidelines provide further documentation of differences in the enforcement protocols for each easement type as administered by the various divisions. As concerns are documented during initial monitoring visits, staff are first assessing the severity. Those concerns that are minor or de minimus and/or have transitory impact are pointed out to the landowner and may be authorized with the understanding that the activity may not be expanded beyond current conditions without written approval from DNR. For concerns assessed as moderate or major, the enforcement protocol being developed will take into account division policy to guide enforcement activity for the specific easement type.

Activity Status as of December 31, 2013:

Project staff have collaborated with the DNR's Conservation Easement Stewardship Committee and management to draft an operational order that addresses all aspects of conservation easement stewardship, including enforcement protocols, agency wide. The operational order was submitted for review and recommendation to the Statewide Interdisciplinary Review Service (SIRS) of the DNR at its December 4, 2013 meeting. SIRS member comments will be received at its January 9, 2014 meeting. The operational order will subsequently be presented to the Commissioner of Natural Resources for approval. This operational order refers to division guideline documents which further detail conservation easement stewardship processes at the division level. Project staff will continue to work with each DNR division to finalize their guideline documents.

Activity Status as of June 30, 2014:

Staff and division resources created draft versions and refinements to an operational order to provide guidance to DNR personnel who administer conservation easements. Project staff facilitated the adoption of the order through the established DNR approval process. Conservation Easement Stewardship Operational Order #128 was signed by the Commissioner of Natural Resources on April 11, 2014.

Final Report Summary:

Conservation Easement Stewardship Operational Order #128 was signed by the Commissioner of Natural Resources on April 11, 2014. This document describes the components of easement stewardship and agency expectations for divisions that administer easements. In addition, divisions are tasked to create guideline documents that include detailed divisional enforcement protocols by October 2014. These protocols define how to assess the severity of a possible violation and appropriate next enforcement steps based on that severity. A Conservation Easement Enforcement Advisory panel was implemented by Operational Order #128. The advisory panel includes representation from divisions that administer easements, the DNR Enforcement Division and the DNR’s General Counsel. The advisory panel will evaluate and advise divisions on significant easement violations. During and prior to the development of the operational order, project and division staff created initial drafts of guideline documents to assist the enforcement of conservation easement including templates to assess severity of easement violations and recommended next actions. Operational Order #128 also requires divisions that administer conservation easements to have baseline reports completed for all of their easements by June 30, 2016.

Additional information about this activity is found in the Supplemental Final Report for this project.

ACTIVITY 4: Fee Ownership Research; Process for Future Updates

Description: Project staff will conduct research to verify and update fee ownership and owner contact information for all existing DNR conservation easements (974, based on the Phase I inventory). This Activity is a continuation of work to identify the property parcels and fee owners of trout stream easements that was begun under the January 27, 2011 Work Program Amendment in Phase I. Project staff will use county parcel data and other electronic records to the extent possible to determine fee ownership of easements and subdivisions of the easements. Information obtained through these means will be supplemented through records searches at counties. In coordination with DNR’s Land Records System Project, project staff will develop a process to regularly update this information in the land records system in the future.

Summary Budget Information for Activity 4:

ENRTF Budget: \$ 51,000
Amount Spent: \$ 51,000
Balance: \$ 0

Activity Completion Date:

| Outcome | Completion Date | Budget |
|---|-----------------|-----------|
| 1. Research ownership and contact information for all DNR conservation easements, update LRS as necessary and develop process for future updates to LRS | 12/31/2013 | \$ 51,000 |

Activity Status as of December 31, 2011:

Project staff are continuing to use a geoprocessing tool that was developed through and used in the Conservation Easement Stewardship and Enforcement Program Plan (Phase I) to determine fee ownership of land subject to trout stream easements. This tool compares existing GIS shapes to

county parcel data, enabling staff to identify subdivisions of the easements and property taxpayers for the parcels. (In most instances, the taxpayer is the fee title owner). The tool has now been applied to other DNR conservation easement types for which GIS shapes exist and are currently accessible to project staff. For conservation easements located in counties that have not provided electronic parcel data to the DNR, individual county web sites are being utilized to locate the parcels underlying the easements. Project staff then create GIS shapes for these parcels and add them to the production work flow to facilitate future electronic updating of the taxpayer information when it becomes available from those counties.

The following table shows the overall progress using the geoprocessing tool and county websites to identify conservation easement subdivisions/taxpayer information by easement type:

| Conservation Easement Type | Number of Easements per DNR Inventory (updated Dec. 2011) | Subdivisions/Parcel Information Identified |
|-----------------------------------|--|---|
| Army Compatible Use Buffer | 6 | 0 |
| Aquatic Management Area | 14 | 49 |
| Cave | 2 | 0 |
| Forest Legacy | 32 | 3 |
| MN Forests for the Future | 4 | 0 |
| Metro Greenways | 16 | 15 |
| Native Prairie Bank | 105 | 91 |
| Northern Pike Spawning | 10 | 5 |
| Scientific and Natural Area | 18 | 16 |
| Trout Stream | 580 | 542 |
| Water Bank | 23 | 20 |
| Wild and Scenic River | 133 | 133 |
| Other Conservation | 44 | 32 |
| Total | 980 | 863 |

Initial analysis indicates that the average number of current landowners per conservation easement is two.

Collection of conservation easement ownership data maintained by the various DNR conservation easement administrators is also in process. Project staff are comparing this information to geoprocessing results. Where ownership discrepancies between the two sources exist, the easement is being flagged for follow-up to determine which source contains the most recent correct information.

To complete geoprocessing for the remaining conservation easements, project staff will obtain GIS shapes from the DNR easement administrators or DNR Survey Unit if available, or create GIS shapes. For counties that do not provide DNR with parcel data or do not have individual websites with such data, staff will review county records, as necessary, to determine current fee ownership.

Activity Status as of June 30, 2012:

Project staff have continued to obtain or create missing GIS easement boundary shapes so that the geoprocessing tool developed in the Phase I project can be used to identify and update taxpayer identification information for the easements. Since the December 2011 status report, 78 conservation easement shapes have been added to the DNR's conservation easement GIS layer. The layer now includes shapes for 941 of 990 conservation easements currently held by the DNR. (Current landowner information for some of the remaining 49 easements is available from division records.) Work will continue to complete GIS shape creation for all DNR conservation easements.

Activity Status as of December 31, 2012:

The geoprocessing tool that was developed in Phase I continues to be used to identify property subdivisions and property taxpayers (who are usually the fee title owners). Subdivisions and taxpayers have been identified for 959 existing conservation easements.

Activity Status as of June 30, 2013:

The DNR currently holds 1007 conservation easements. GIS easement boundary shapes have been created for each of these conservation easements with the exception of four bat hibernacula easements in Stearns County. Using the geoprocessing tool developed earlier in the project and information acquired directly from counties, parcel ID (PID) numbers and taxpayers have been identified for all of these conservation easements. The table below shows the number of easements by type and corresponding parcel information:

| Conservation Easement Type | Number of Easements per DNR Inventory (June 2013) | Subdivisions/Parcel Information Identified |
|-----------------------------|---|--|
| Army Compatible Use Buffer | 6 | 0 |
| Aquatic Management Area | 13 | 33 |
| Cave | 2 | 18 |
| Forest Legacy | 32 | 2027 |
| MN Forests for the Future | 6 | 0 |
| Metro Greenways | 16 | 50 |
| Native Prairie Bank | 106 | 292 |
| Northern Pike Spawning | 10 | 21 |
| Scientific and Natural Area | 17 | 110 |
| Trout Stream | 603 | 1741 |
| Water Bank | 20 | 65 |
| Wild and Scenic River | 133 | 363 |
| Other Conservation | 43 | 320 |
| Total | 1007 | 5040 |

The data in the parcel information column above were derived from an automated query. The numbers in this column do not reflect the actual numbers of landowners, as multiple parcels may be owned by the same person or entity. There are also “slivers” of county parcel data included in the query results that include small portions of adjoining owners’ lands. These are the result of slight location differences in county and DNR GIS layers. The ownership query results are evaluated in detail at the time of the initial monitoring visit to determine the number of individual property owners whose parcels will be monitored in the subject easement.

Project staff continue to work with MNIT personnel to begin planning for migration of conservation easement ownership data into the new system.

Activity Status as of December 31, 2013:

Project staff made improvements to the geoprocessing tool to enhance speed and improve efficiency.

The new land records system was installed in mid September 2013. DNR staff stopped entering transactions into the system it replaced at that time. A copy of all data in the old system was made immediately before installation of the new system. MN-IT staff have not yet created the connections from the new system to feed information into the geoprocessing tool used for ownership identification and the Access application used for monitoring and baseline report generation. Accordingly, staff are currently using the September 2013 copy of data from the old system to operate the geoprocessing tool and Access system. When connections to the new system are completed, staff will need to re-program the geoprocessing tool and Access application to re-point from the old system data copy to the new

system and implement testing of those changes. The geoprocessing tool and Access application will not be available to use with conservation easements acquired after installation of the new system until those changes are tested, most likely sometime in early 2014.

Activity Status as of June 30, 2014:

Project staff worked with Land Records MN-IT staff to define and create a data extract from the new land records system which could be used to synchronize with data in the geoprocessing tool and Access system. Initial tests of this extract were completed in early June and sufficient information was available to recognize any new easements acquired. Additional data needs to be added by MN-IT to this initial query before final changes can be made in the Conservation Easement Stewardship Management System and the records within it can be fully and automatically synchronized with the new land records system.

Final Report Summary:

In Phase II, an ArcGIS geoprocessing script (see Attachment 15) was developed that uses the following inputs: easement shapes maintained by the administering divisions; an extract file of easement information from the DNR land record system; landowner parcel shape and textual information provided to the DNR by most Minnesota counties; and manually created parcel information for the nine counties where this information is not available. The script combines all of the inputs and provides a set of output files that describe the easements and automatically assign their fee ownership. This information was used by project staff to create GIS easement maps sets. This script is run on a regular basis to add easements recently acquired as well as document any changes in land ownership reported by the counties. The final information created is also incorporated into the Access system that creates all of the necessary easement stewardship reports.

The DNR currently holds 1022 Conservation easements as described in the table below:

| Conservation Easement Type | Number of Easements per DNR Inventory (June 2014) | Subdivisions/Parcel Information Identified |
|-----------------------------------|--|---|
| Army Compatible Use Buffer | 6 | 29 |
| Aquatic Management Area | 12 | 41 |
| Cave | 2 | 16 |
| Forest Legacy | 33 | 1,956 |
| MN Forests for the Future | 6 | 6,124 |
| Metro Greenways | 16 | 45 |
| Native Prairie Bank | 108 | 257 |
| Northern Pike Spawning | 10 | 22 |
| Scientific and Natural Area | 16 | 107 |
| Trout Stream | 612 | 1,565 |
| Water Bank | 23 | 62 |
| Wild and Scenic River | 133 | 286 |
| Other Conservation | 45 | 335 |
| Total | 1,022 | 10,845 |

Two easements were extinguished as a result of merger when the DNR acquired fee title to the property covered by the easement.

The Phase II project implemented a high degree of automation into the easement and landowner inventory processes. County parcel boundaries provided by counties to the DNR may have slight overlaps when compared to the easement boundaries drawn based on legal descriptions. These small overlap errors created by the automatic processing are identified by the monitor staff prior to visiting the property and are flagged in the system. As monitors visit an easement, they evaluate the landowner

parcels for the easement and may also merge parcels for review if owned by the same landowner. As work continues to create baseline documents, the 10,845 parcels will be reduced by the monitors as appropriate.

Project work created the basic functionality to identify conservation easements and automatically apply fee ownership to them. Efforts will continue to connect these tools into the new land records system so the data above may still be generated on an automated basis.

Additional information about this activity is found in the Supplemental Final Report for this project.

V. DISSEMINATION:

Enforcement protocols will be published on DNR's Intranet site where they will be accessible to all agency staff. The protocols will be submitted to the LCCMR as an attachment either to a status report or to the final report.

Written training materials will be distributed to participants in training sessions. Written materials and any PowerPoints or videos created for the Conservation Easement Stewardship Training Program will be published on the DNR's Intranet site. Training materials will be submitted to the LCCMR as attachments to either a status report or the final report.

Monitoring data and baseline property reports created as part of this project will be entered into and stored in DNR's land records system, where they will be accessible to staff who monitor or administer conservation easements. Examples of monitoring records and baseline property reports will be submitted to the LCCMR as attachments to either a status report or the final report.

Status as of December 31, 2011:

Aerial maps of all wild and scenic river easements created with the automated GIS tool described above under Activity 1, Activity Status as of December 31, 2011, have been provided to the Scenic Easements Coordinator in the Division of Parks and Trails. Project staff are working with the Scenic Easements Coordinator to enhance these initial map outputs.

Status as of June 30, 2012:

Maps of wild and scenic river easements created with the automated GIS mapping tool were sent to all easement landowners on the Cannon and Kettle Rivers and to landowners on the Rum River whose easements were visited by project staff. One of the baseline property reports prepared by project staff has been provided to the landowner for review. Maps of several conservation easements administered by the Fisheries Section created with the GIS mapping tool have been provided to Fisheries Section staff to use in connection with easement monitoring.

Status as of December 31, 2012:

Project staff provided documents related to conservation easement stewardship and copies of training PowerPoints to DNR staff who participated in the training sessions held for Duluth Fisheries, the SNA Program, and Wildlife Sections in the Northwest and Southern Regions.

Project staff have researched options available to disseminate conservation easement information to stakeholders throughout the state. The initial goal is to provide the data to counties and local units of government so easement information can be incorporated into their land management and planning processes. The most immediate way to provide this data would be to publish GIS-based information on the DNR Data Deli website for download. Another option would be to utilize Web Feature Service (WFS) to provide "live" access to the data. ArcGIS users and some web-browser-based application users could access data in either of these manners. However, counties or local units of government

that lack appropriate computer resources and staff expertise may not be able to effectively access or utilize information provided by these means. The best identified approach to expand access to other computer users would be to create an interactive web-based mapping program that would allow the user to zoom to a specific area in the state and view easement outlines and key information. However, DNR's ability to implement any of these approaches depends on future funding.

Status as of June 30, 2013:

Project staff provided documents related to conservation easement stewardship and copies of training PowerPoints to Parks and Trails Division staff who participated in the training session held in the Central Region.

Status as of December 31, 2013:

Project staff provided documents related to conservation easement stewardship and copies of training PowerPoints to Fisheries Division, Parks and Trails Division and Ecological and Water Resources Division personnel who participated in the training as discussed under Activity 2 status updates. In addition, conservation easement shapefiles and a listing of county parcel ID numbers associated with easements were provided to University of Minnesota staff in support of a project co-commissioned by DNR and BWSR. The purpose of this study is to estimate the local property tax and land market impacts of less-than-fee property rights, such as conservation easements, acquired on agricultural and forested lands in Minnesota. Funding for preparation and dissemination of the data to the University of Minnesota came from other sources.

Status as of June 30, 2014:

Updates and revisions were made to the training manual during the period, specifically in the approval and reporting sections to ensure it matched the latest software versions in use.

Final Report Summary:

Project staff created a wide variety of documents and tools that are available on the agency intranet site.

| Asset | Location | Purpose |
|---------------------------|-------------------------|--|
| Training Powerpoints | DNR Shared file system | Provides an introduction to easement stewardship components and goals along with steps to prepare for and conduct a monitoring visit |
| Operational Order #128 | DNR Intranet | Provides guidance to DNR divisions that administer easements on the components of stewardship and the creation of division guidelines to support stewardship activities. |
| Baseline Property Reports | DNR Land Records System | Report documents the condition of the easement when acquired and describes the conservation values being protected by the easement. Landowners sign and retain a copy of this report with the exception of Trout Stream easements. |
| GIS tool set | DNR GIS Infrastructure | Provides automated tools that work with ArcGIS to create easement map sets and upload photos and trail locations recorded during easement visits |
| Easement GIS layer | DNR Share file system | GIS layer which contains a shape that matches the legal description of each of the |

| | | |
|--|------------------------|--|
| | | acquired conservation easements administer by the DNR |
| Ownership processing programs | DNR Shared file system | These geographically aware programs use the Easement GIS layer, Land Records System, and county parcel information provided to the DNR from most Minnesota counties and provides processing to update key information files such as current landowners that are impacted by the easements. Updated information is passed on to the Access Stewardship application. |
| Conservation Easement Stewardship Access Application | DNR Shared file system | Computer system that supports the monitoring and baseline creation efforts with customized automation. Monitor visits are requested and worksheets generated for input. After the visit, information is entered into the system and finished reports are approved by management levels as specified by Op Order #128. Report PDF's are generated. |
| Lands and Minerals Land Records System | DNR Intranet | System used to manage all DNR land interests and leases. Enhancements were made to this system to schedule and track easement visits. Reports from the Access system are stored here after their completion. |
| Training Manual | DNR Shared file system | Manual which describes easement stewardship and the use of the various tools available to assist monitors and easement administrators |
| Easement Photo Packets | DNR Shared file system | A collection of all photographs recorded at easements to document conditions for enforcement activities as well as a resource for management activities. |

Besides the above standard set of project outputs, information was provided during the project to various entities, including use in a property valuation and taxation study conducted by the University of Minnesota. In addition, easement shapefiles were requested by and provided to the [National Conservation Easement Database](#) for inclusion in their project to assemble conservation easements held across the United States by government and non-governmental entities.

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget:

| Budget Category | Revised \$ Amount | Explanation |
|-----------------|-------------------|---|
| Personnel:* | \$ 436,119 | Project Manager (estimated .5 FTE): Provides overall project coordination, conducts quality control on project work, conducts research for and edits baseline property reports, develops staff training program, conducts training sessions, facilitates agency meetings to develop and implement conservation easement enforcement protocols, prepares status reports and the final project report |

| | | |
|-----------------------------------|-------------------|---|
| | | Project Specialist (estimated .5 FTE): Conducts research for and prepares baseline property reports, evaluates, in collaboration with field and divisional staff, the conservation easement administration computer application and recommends refinements, conducts fee ownership research, develops process for future ownership updates in land records system |
| | | Field Staff/Project Specialist (estimated 2 FTE's): Monitors conservation easements, collects baseline data, prepares baseline property reports |
| Professional/Technical Contracts: | \$ 0 | Information technology contract with land records system developer to refine the conservation easement administration computer application |
| Service Contracts | \$ 53,781 | Contract to monitor and collect baseline data on conservation easements |
| Travel Expenses in MN: | \$ 10,100 | Mileage, lodging and meals. |
| TOTAL ENRTF BUDGET: | \$ 500,000 | |

* The personnel budget is managed at a categorical level within the budgeted amount by Activity. Budget amounts and work allocations for specific position types referenced above and in Attachment A are estimates only.

Explanation of Use of Classified Staff: n/a

Explanation of Capital Expenditures Greater Than \$3,500: n/a

Number of Full-time Equivalent (FTE) funded with this ENRTF appropriation: 3

B. Other Funds:

| Source of Funds | \$ Amount Proposed | \$ Amount Spent | Use of Other Funds |
|---|--------------------|-----------------|--|
| Non-state | | | |
| | \$ 0 | \$ 0 | |
| State | | | |
| General fund and other funds as appropriate | \$ 32,010 | \$ 0 | Shared Services Costs. Shared services (operations support governance) are services that DNR relies on in order to conduct business and support the work of the department. These services are more efficient when shared. |
| General fund and other funds as appropriate | \$ 37,000 | \$ 0 | Additional divisional support costs. These are divisional costs that are not included in the shared services calculation listed above. |
| Unknown | \$ unknown | \$ 0 | If necessary, other state funds may be used to supplement the travel budget proposed under this ENRTF appropriation. Sources of such funds are not known at this time. |
| TOTAL OTHER FUNDS: | \$60,010 | \$ 0 | |

VII. PROJECT STRATEGY:

A. Project Partners: Project staff in the Lands and Minerals Division will be responsible for overall project coordination, quality control, report writing, some baseline report preparation and all of Activities 2-4. Field staff, who may be based in DNR area offices, and a contractor will be hired for most monitoring and baseline data collection. A land records system developer will perform computer application refinement. Project staff will collaborate with DNR conservation easement administrators as they implement the Program Plan developed in Phase I, and with DNR’s Land Records Project. Division management will work with staff to approve monitor visits to easements and the final baseline reports. In some cases, the initial visit to the easement to collect information for the baseline will be done by project staff but the final baseline report may be generated by division staff.

B. Project Impact and Long-term Strategy:

C. Spending History:

| Funding Source | M.L. 2005 or FY 2006-07 | M.L. 2007 or FY 2008 | M.L. 2008 or FY 2009 | M.L. 2009 or FY 2010 | M.L. 2010 or FY 2011 |
|--|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| A \$15,000 appropriation from the Legislature partially funded a minimum standards report. | | Ch. 57, art. 1, § 4, subd. 2 | | | |
| A \$520,000 appropriation from the ENRTF funded the Conservation Easement Stewardship and Enforcement Program Plan—DNR (Phase I) | | | Ch. 367, § 2, subd. 5(h) | | |

VIII. ACQUISITION/RESTORATION LIST: n/a

IX. MAP(S): n/a

X. RESEARCH ADDENDUM: n/a

XI. REPORTING REQUIREMENTS:

Periodic work plan status update reports will be submitted not later than December 31, 2011, June 30, 2012, December 31, 2012, June 30, 2013 and December 31, 2013. A final report and associated products will be submitted between June 30 and August 15, 2014 as requested by the LCCMR.

| Final Attachment A: Budget Detail for M.L. 2011 (FY 2012-13) Environment and Natural Resources Trust Fund Projects | | | | | | | | | | | | | | |
|--|---|------------------|------------|-------------------------------------|-----------------|------------|-------------------------------------|-----------------|------------|-------------------|-----------------|------------|------------------|---------------|
| Project Title: Conservation Easement Stewardship & Enforcement Program, Phase II | | | | | | | | | | | | | | |
| M.L. 2011, 1st Special Session, Ch. 2, Art. 3, Sec. 2, Subd. 04m | | | | | | | | | | | | | | |
| Project Manager: Don Kilberg | | | | | | | | | | | | | | |
| M.L. 2011 (FY 2012-13) ENRTF Appropriation: \$ 500,000 | | | | | | | | | | | | | | |
| Project Length and Completion Date: Three years; Completion Date: June 30, 2014 | | | | | | | | | | | | | | |
| Date of Update: June 30, 2014 | | | | | | | | | | | | | | |
| ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET | Revised Activity 1 Budget 1/29/2014 | Amount Spent | Balance | Revised Activity 2 Budget 1/29/2014 | Amount Spent | Balance | Revised Activity 3 Budget 1/29/2014 | Amount Spent | Balance | Activity 4 Budget | Amount Spent | Balance | TOTAL BUDGET | TOTAL BALANCE |
| BUDGET ITEM | | | | | | | | | | | | | | |
| | <i>Fee Ownership Research; Process for Future Updates</i> | | | | | | | | | | | | | |
| Personnel (Wages and Benefits) Allocations of personnel expenses in lines 13-16 below are estimates only. | \$320,119 | \$320,119 | \$0 | \$50,000 | \$50,000 | \$0 | \$16,000 | \$16,000 | \$0 | \$50,000 | \$50,000 | \$0 | \$436,119 | \$0 |
| Project Manager: \$85,125 (72% salary, 28% benefits) 50% FTE | | | | | | | | | | | | | | |
| Project Specialist: \$64,710 (67% salary, 33% benefits) 50% FTE | | | | | | | | | | | | | | |
| Field Staff/Project Specialist: \$147,812 (70% salary, 30% benefits) 100% FTE | | | | | | | | | | | | | | |
| Field Staff/Project Specialist: \$ 122,976 (66% salary, 34% benefits) 100% FTE | | | | | | | | | | | | | | |
| Professional/Technical Contracts | | | | | | | | | | | | | | |
| Land records system developer: conservation easement administration computer application refinement | \$0 | \$0 | \$0 | | | | | | | | | | \$0 | \$0 |
| Service contracts | | | | | | | | | | | | | | |
| Conservation Corp Minnesota: Conservation easement monitoring, field data collection | \$53,781 | \$53,781 | \$0 | | | | | | | | | | \$53,781 | \$0 |
| Travel expenses in Minnesota | | | | | | | | | | | | | | |
| Mileage, lodging, meals | \$8,100 | \$8,100 | \$0 | \$1,000 | \$1,000 | \$0 | | | | \$1,000 | \$1,000 | \$0 | \$10,100 | \$0 |
| Other | | | | | | | | | | | | | \$0 | \$0 |
| COLUMN TOTAL | \$382,000 | \$382,000 | \$0 | \$51,000 | \$51,000 | \$0 | \$16,000 | \$16,000 | \$0 | \$51,000 | \$51,000 | \$0 | \$500,000 | \$0 |



Wild and Scenic River Conservation Easement

Easement Parcel and DNR Doc No: ML04 -- E-741

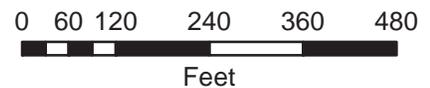
County Document: 177647

Rum River - Mille Lacs County, Minnesota



-  Parcel Boundary
-  Easement Boundary
-  PIN
-  Wild and Scenic River Districts

Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provide for information purpose only and may not be sufficient or appropriate for legal, engineering or surveying purposes.

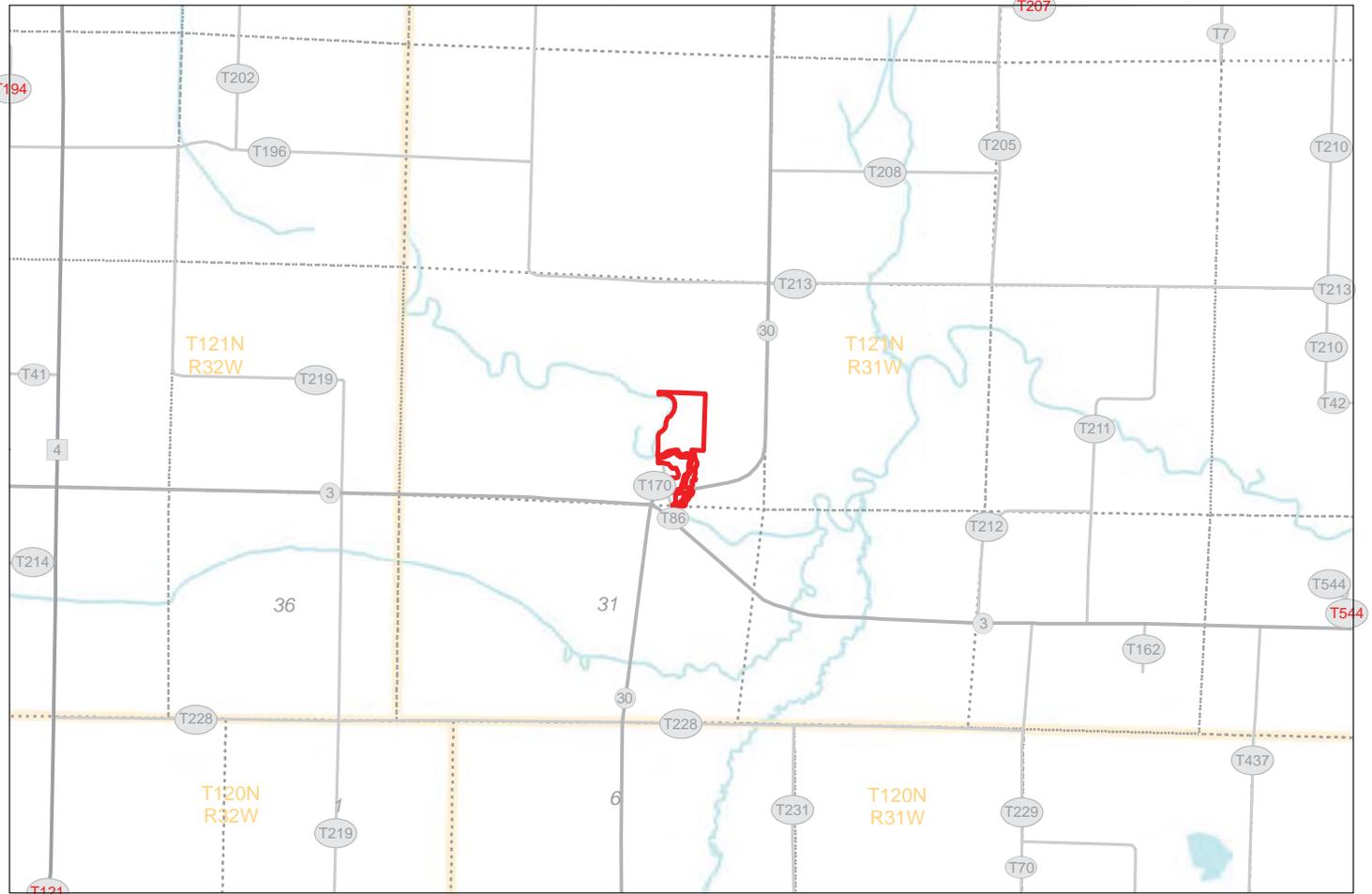


Wild and Scenic River Conservation Easement

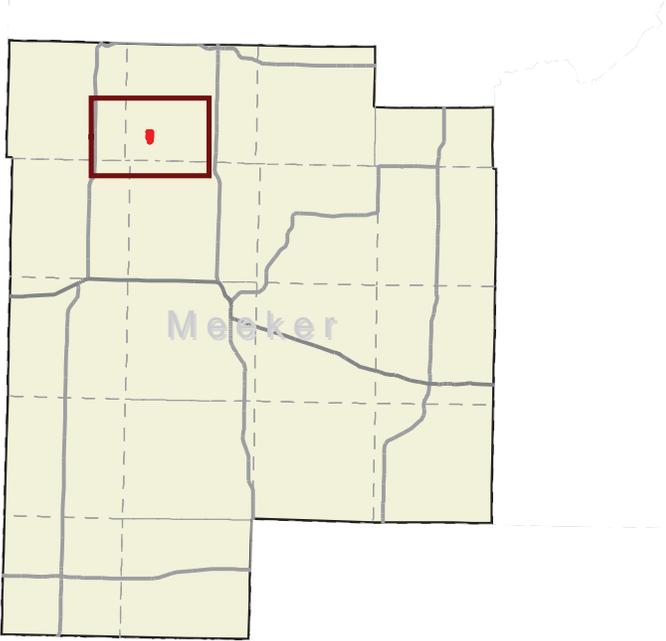
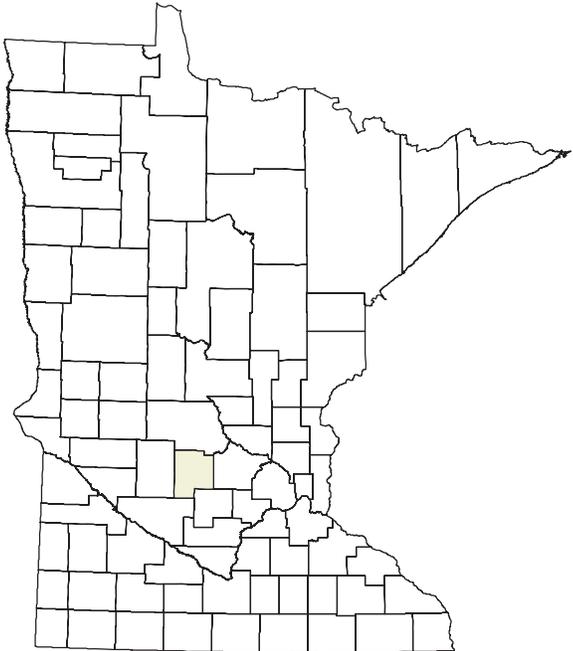
Easement Name and DNR Doc No: M13 -- E-614

County Document: 188863

North Fork Crow River - Meeker County, Minnesota



 Conservation Easement



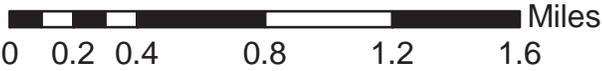
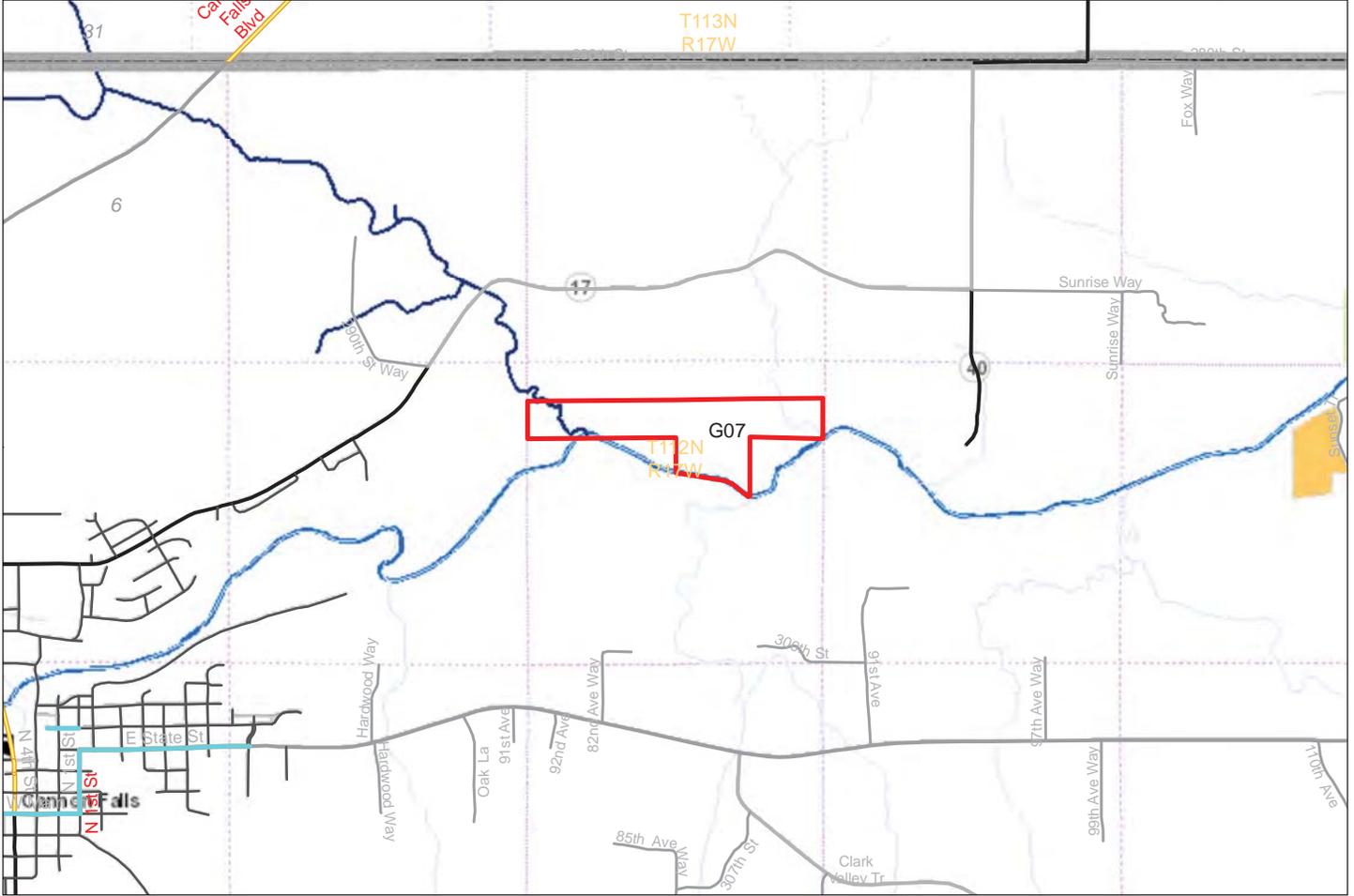
Data sources and a supplemental symbol legend follow the final map in this report.

Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

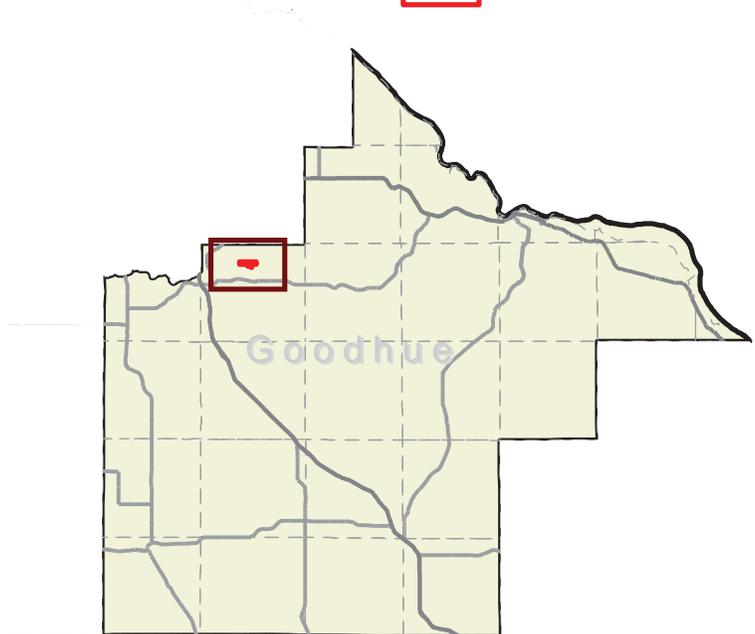
Wild and Scenic River Conservation Easement G07 - Locator Map

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



Conservation Easement



Data sources and a supplemental symbol legend follow the final map in this report.

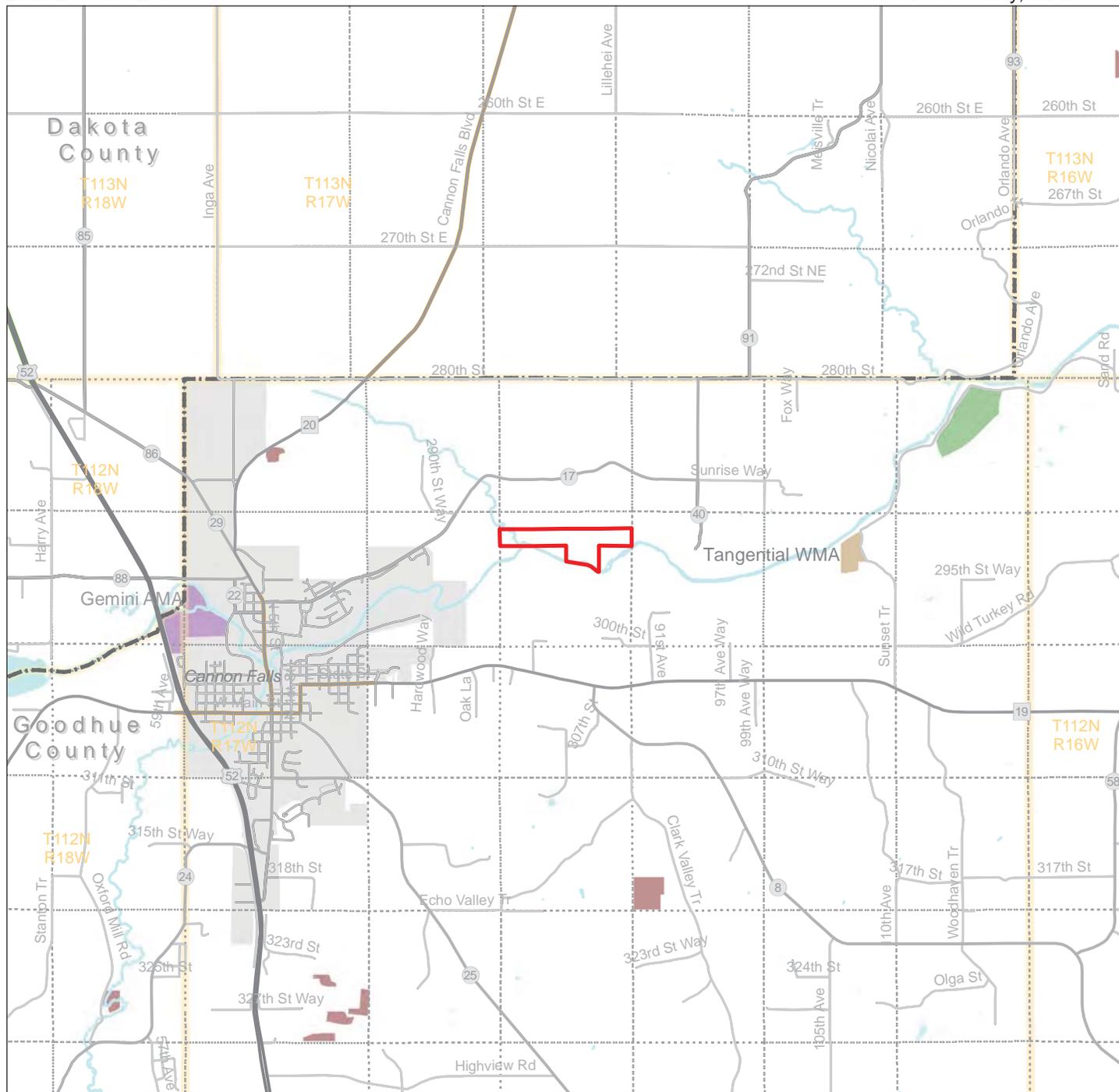
Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

Wild and Scenic River Conservation Easement

G07 - Area State and Conservation Lands

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota

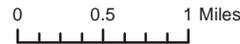


DNR-administered lands

- Subject Easement
- Native Prairie Bank
- State Wildlife Management Areas (WMA)
- State Aquatic and Fisheries Management Areas

Other conservation lands

- USFWS Wetland Management District Conservation Easements
- Reinvest in Minnesota (RIM) Active Conservation Easements



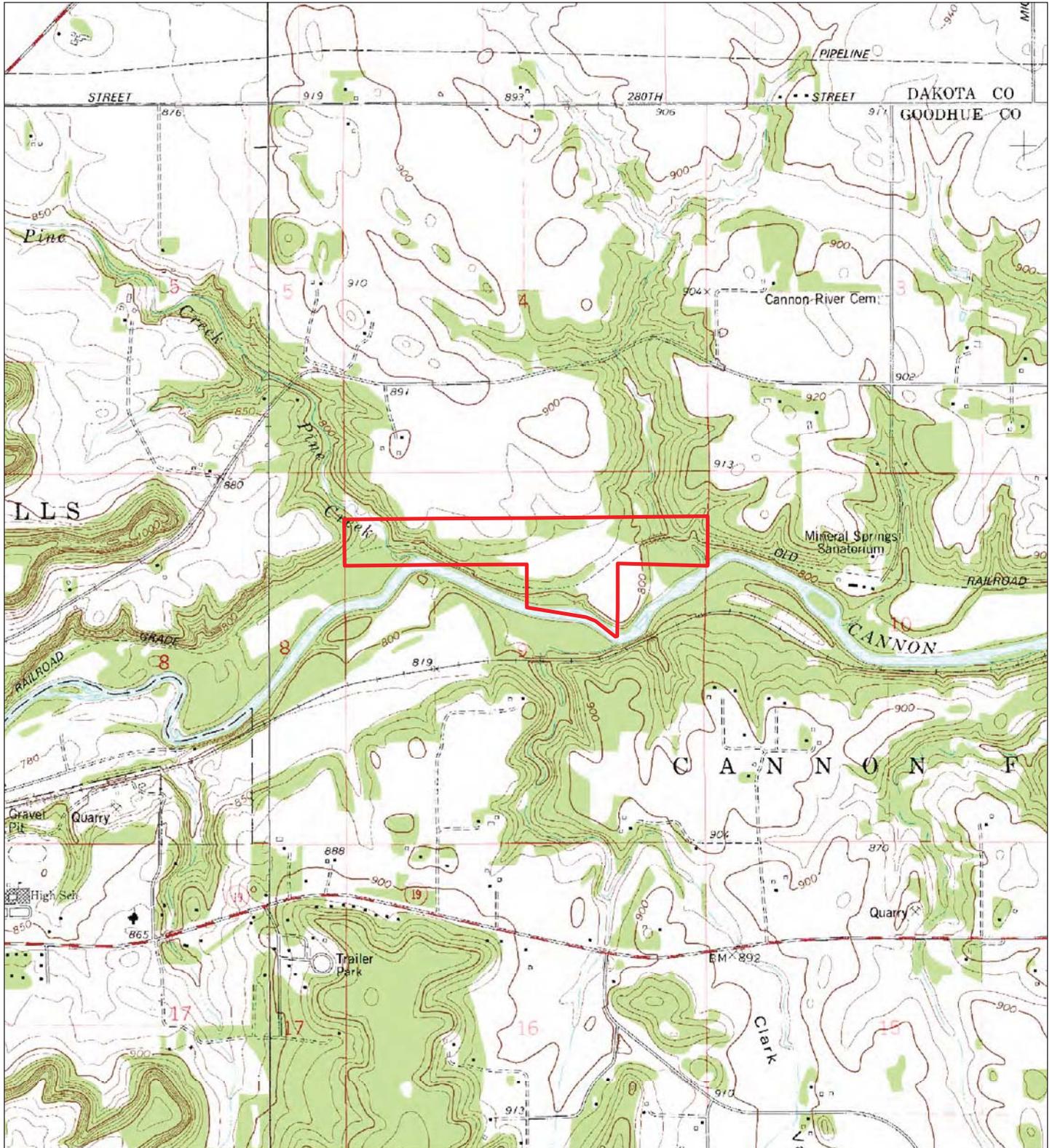
Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

Data sources and a supplemental symbol legend follow the final map in this report.

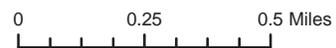
Wild and Scenic River Conservation Easement G07 - Topography

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



 Subject Easement



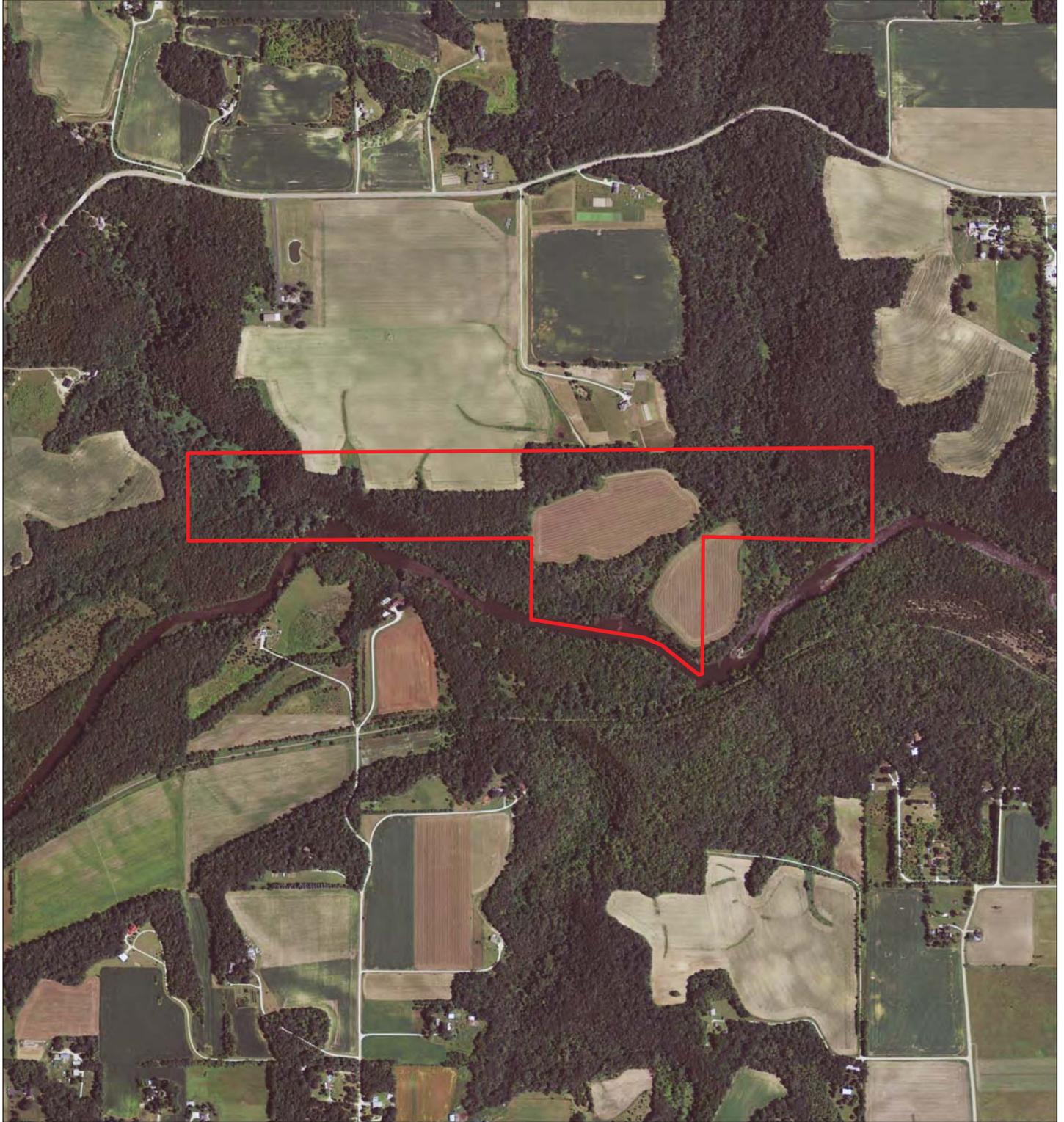
Data sources are cited on the page following the final map in this report.

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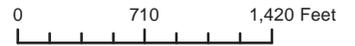
Wild and Scenic River Conservation Easement G07 - Features of Protected Property

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



 Subject Easement



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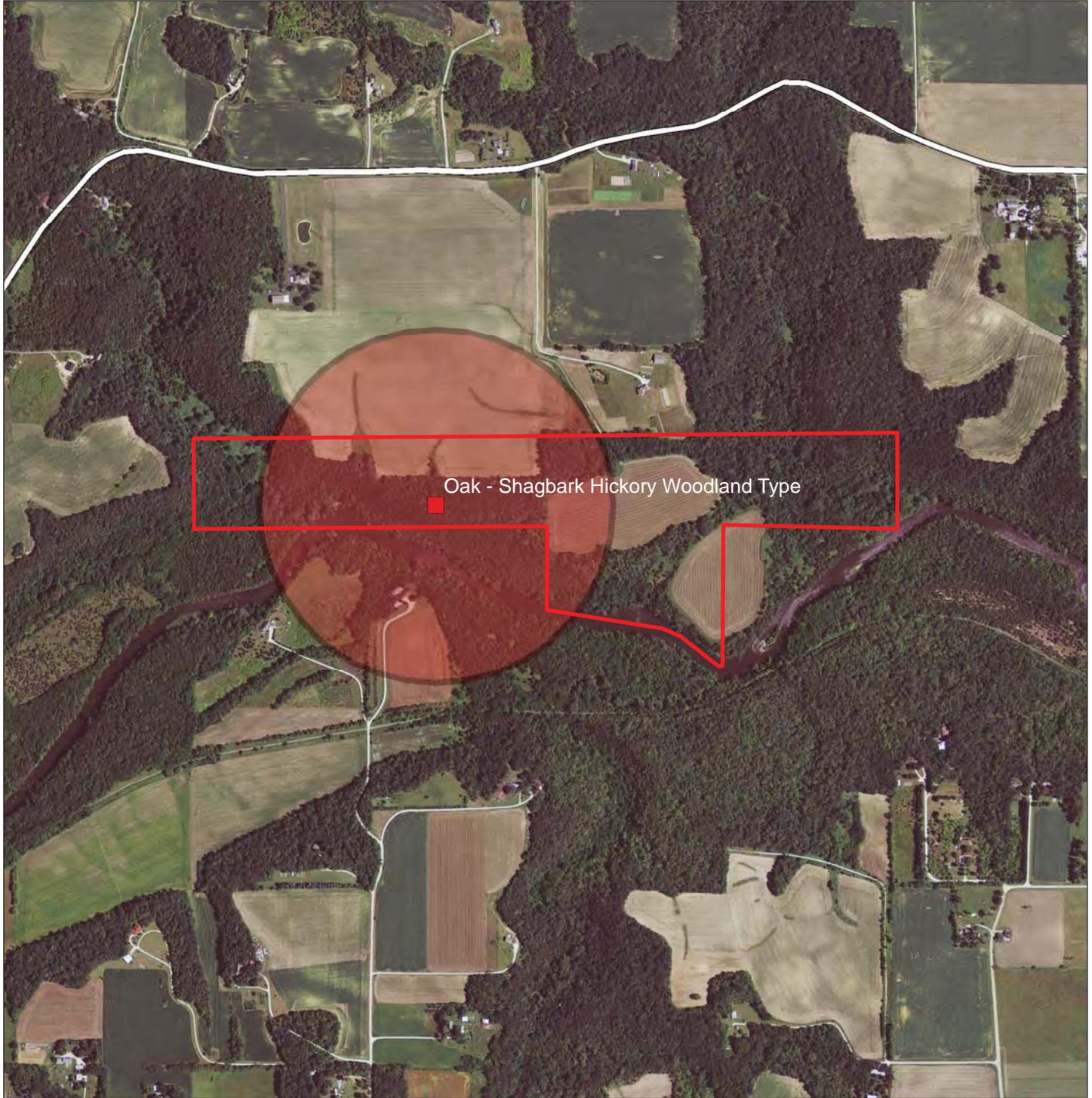
Map Prepared by Donald Kilberg, Apr 2012

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Wild and Scenic River Conservation Easement G07 - Rare Natural Features

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



Rare Natural Features (Locations approximate)

-  Community
-  Animal Assemblage
-  Vertebrate Animal
-  Invertebrate Animal
-  Vascular Plant
-  Nonvascular Plant
-  Fungus
-  Geologic

 Subject Easement



0 675 1,350 Feet

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Rare features data have been provided by the Division of Ecological Resources, Minnesota Department of Natural Resources and were current as of 1/13/2010. These data are not based on an exhaustive inventory of the state. The lack of data for any geographic area shall not be construed to mean that no significant features are present.

Data sources are cited on the page following the final map in this report.

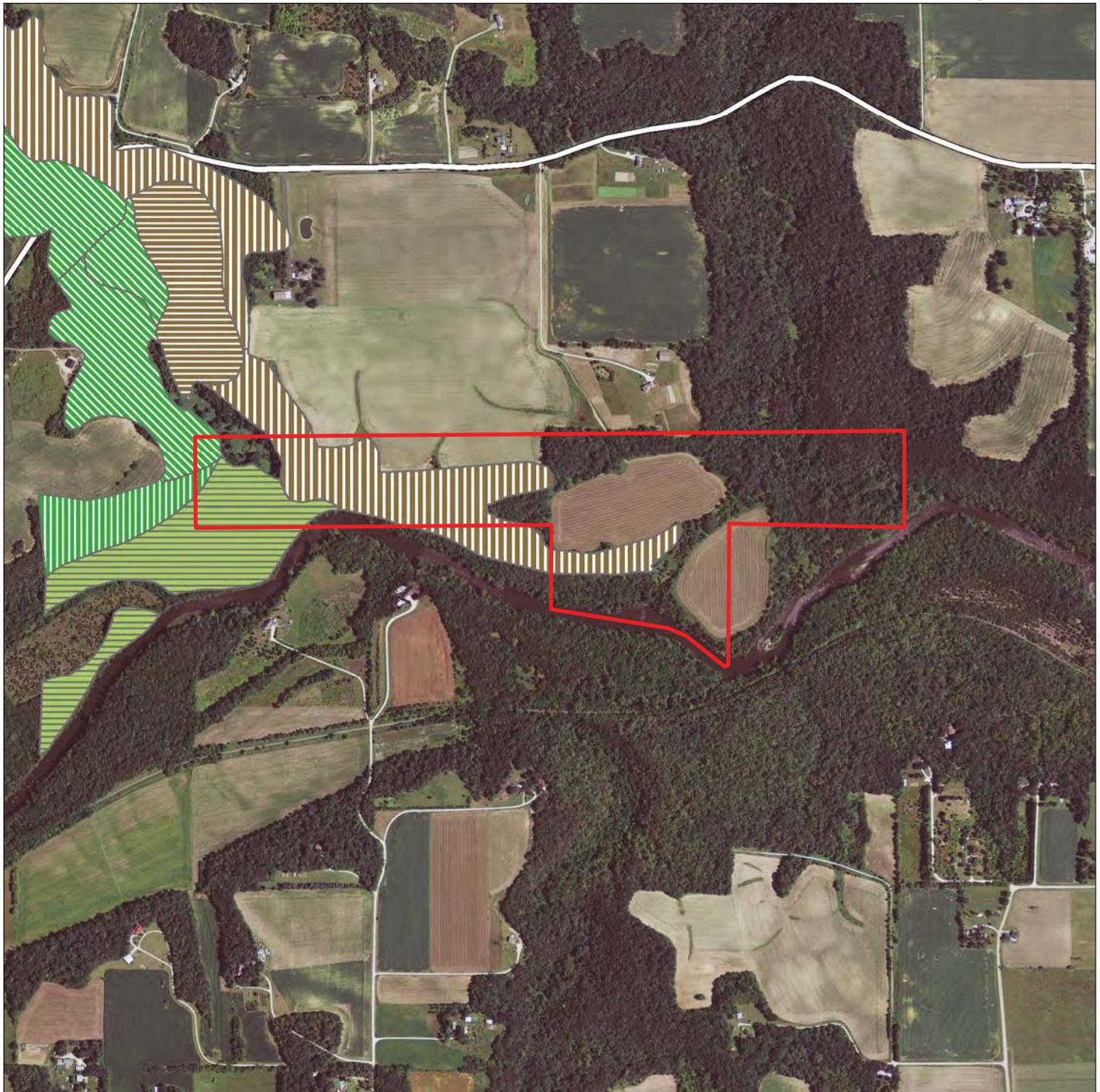
Map Prepared by Donald Kilberg, Apr 2012

Wild and Scenic River Conservation Easement G07

Minnesota County Biological Survey - Native Plant Communities

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



 Subject Easement

0 675 1,350 Feet



Native Plant Communities

-  FDs27b, White Pine - Oak Woodland (Sand)
-  FDs38a, Oak - Shagbark Hickory Woodland
-  FFs59c, Elm - Ash - Basswood Terrace Forest
-  MHs37, Southern Dry-Mesic Oak Forest
-  MHs39a, Sugar Maple - Basswood - (Bitternut Hickory) Forest
-  MHs39b, Sugar Maple - Basswood - Red Oak - (Blue Beech) Forest

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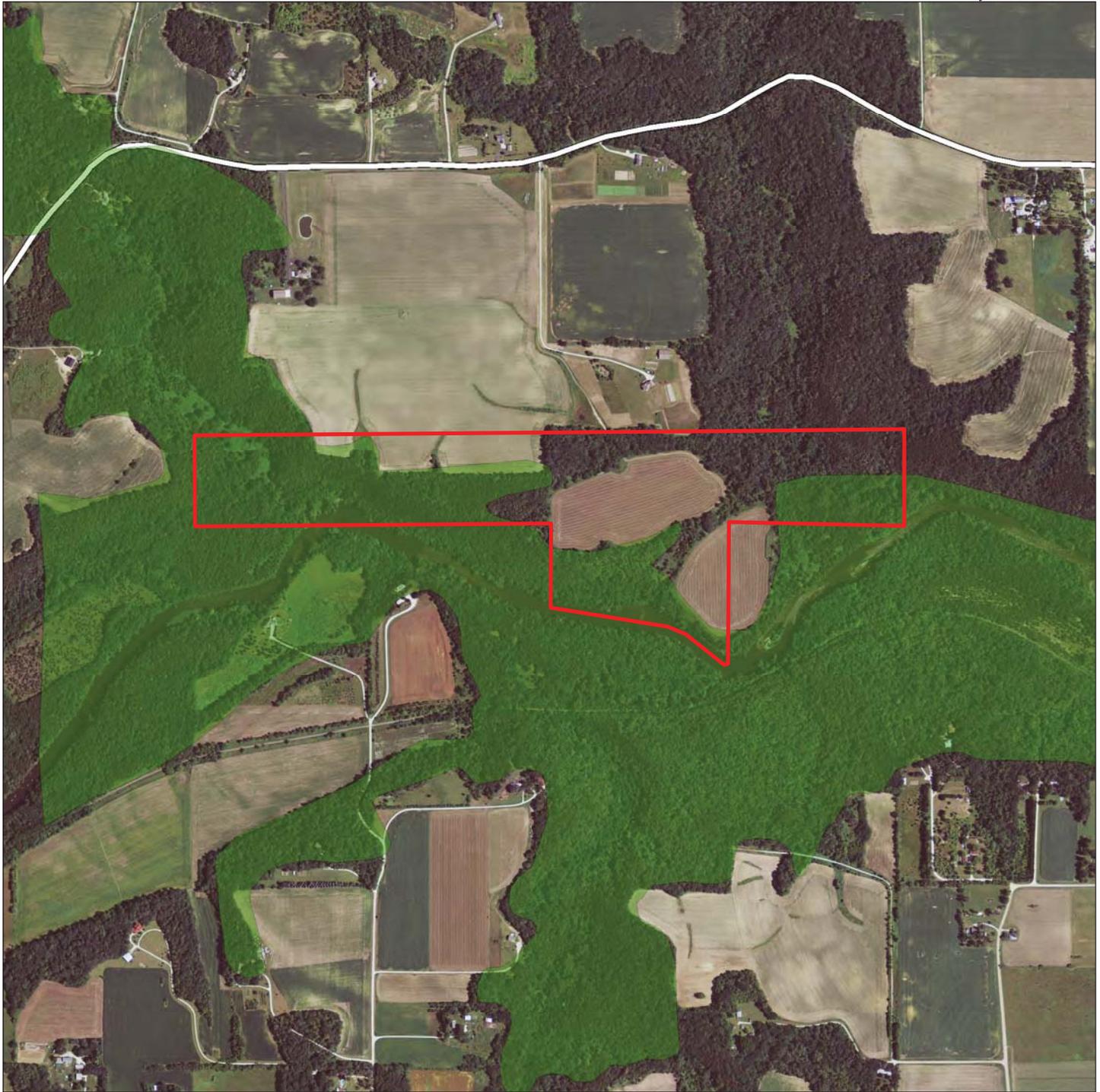
Data sources are cited on the page following the final map in this report.

Wild and Scenic River Conservation Easement G07

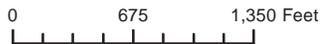
Minnesota County Biological Survey - Biodiversity Significance

County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



 Subject Easement



Biodiversity Significance

 Outstanding

 High

 Moderate

 Below minimum threshold



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Data sources are cited on the page following the final map in this report.

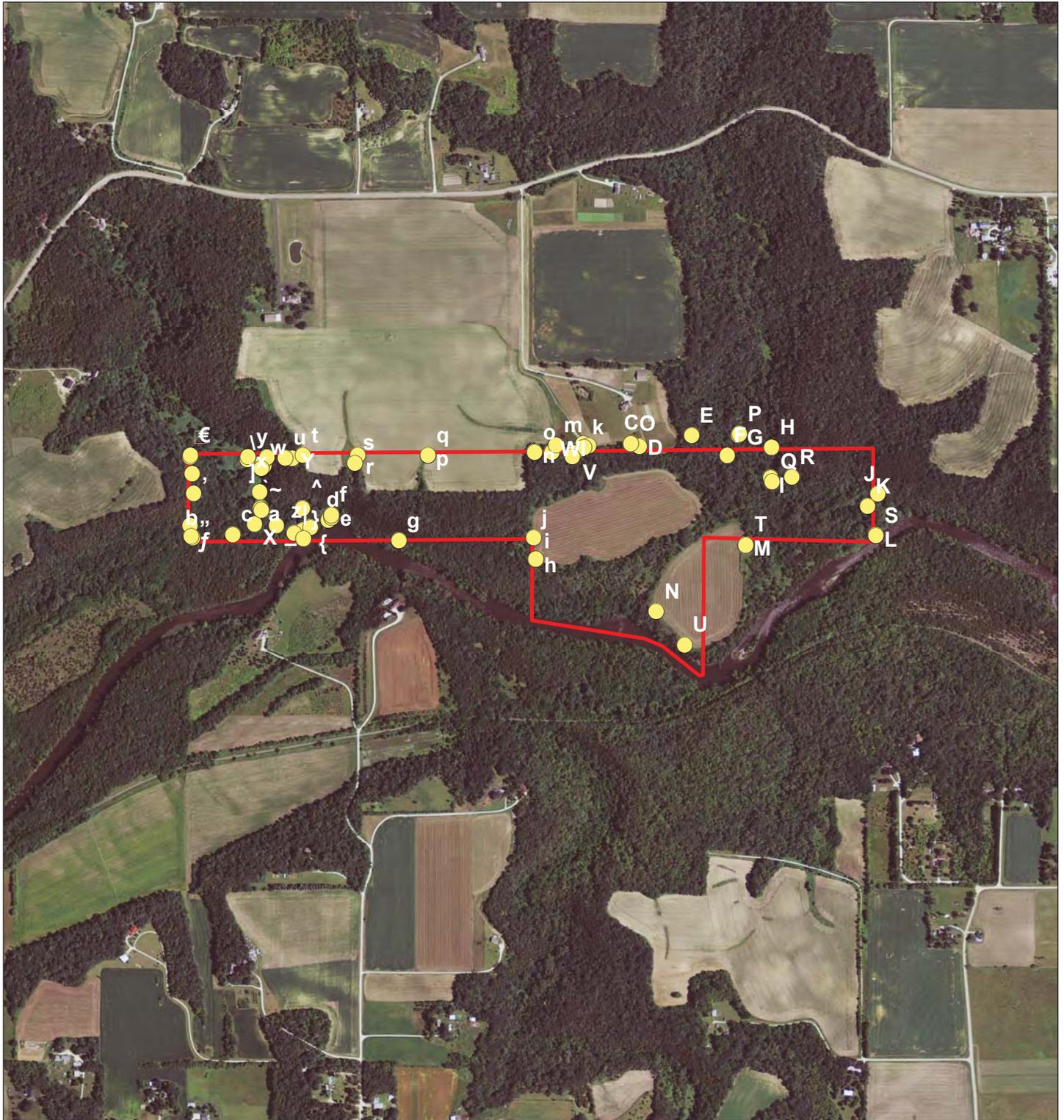
Map Prepared by Donald Kilberg, Apr 2012

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Wild and Scenic River Conservation Easement G07 - Photo Points

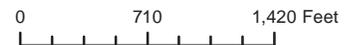
County Doc No: 276374
DNR Doc No: E-1065

Cannon River
Goodhue County, Minnesota



 Subject Easement

 Photo Points



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Wild and Scenic River Conservation Easement Ownership: G07

County Doc No: 276374
DNR Doc No: E-1065

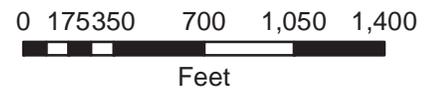
Cannon River
Goodhue County, Minnesota



PIN: 280091000
WILLIAM R CALLISTER
26659 INGA AVE

CANNON FALLS, MN 55009

-  PIN
-  Parcel Boundary
-  SelectedEasementOwnership
-  Wild and Scenic River Districts

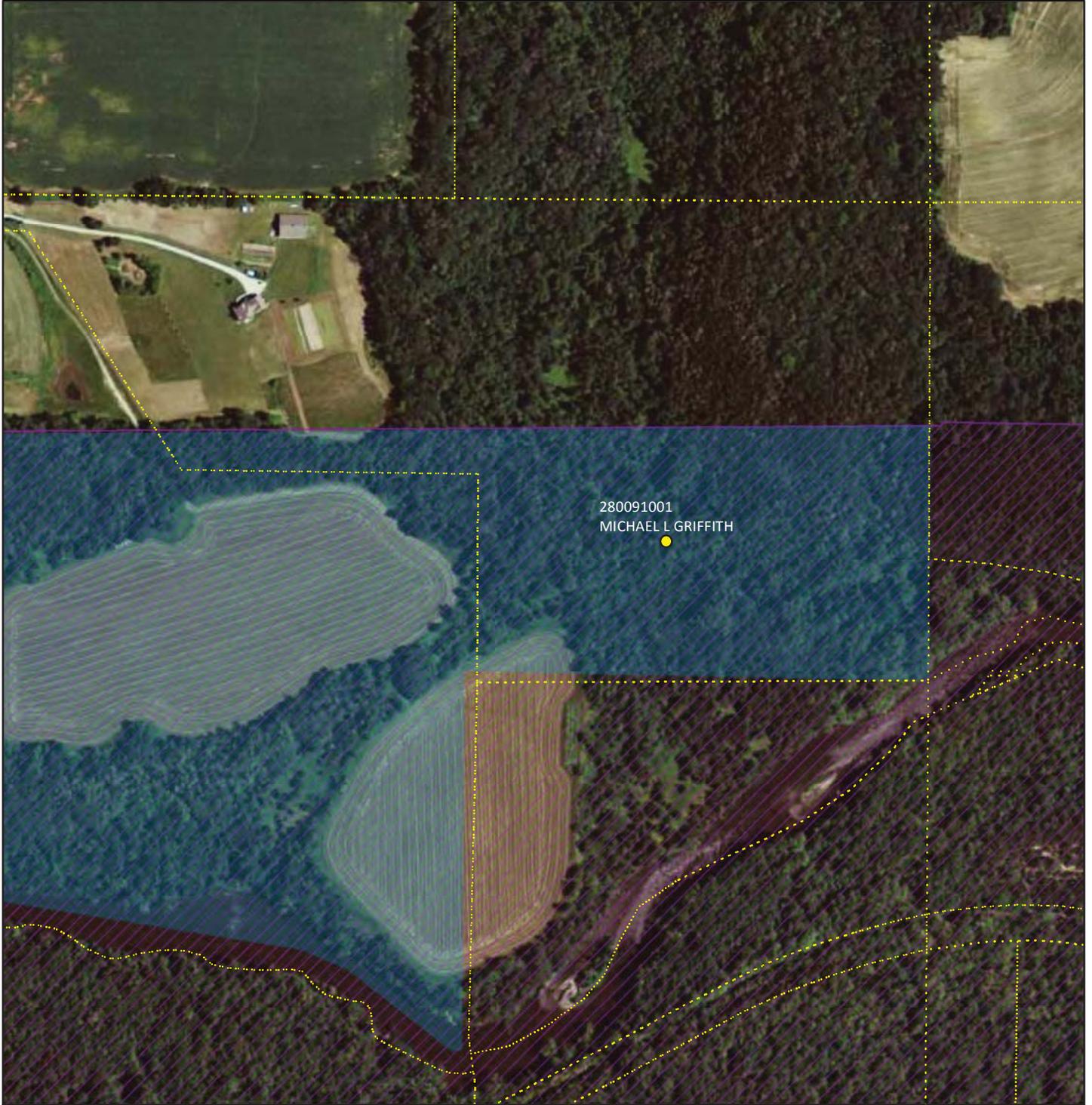


Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provide for information purpose only and may not be sufficient or appropriate for legal, engineering or surveying purposes.

Wild and Scenic River Conservation Easement Ownership: G07

County Doc No: 276374
DNR Doc No: E-1065

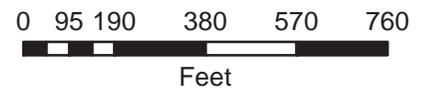
Cannon River
Goodhue County, Minnesota



PIN: 280091001
MICHAEL L GRIFFITH
8496 COUNTY 7 BLVD

CANNON FALLS, MN 55009

-  PIN
-  Parcel Boundary
-  Selected Easement Ownership
-  Wild and Scenic River Districts



Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for information purpose only and may not be sufficient or appropriate for legal, engineering or surveying purposes.



E-509

Trout Stream Baseline Report

Today's Date: 12/27/2012

TROUT STREAM

Torkelson Creek AMA- 3 Lillian Gilbertson

Original Grantor: Lillian Gilbertson

| | | |
|--------------------------------------|--------------------------------------|---|
| Stream Name: Torkelson Creek | Acquisition Nmbr: Null | Tributary Number: M-009-026 |
| Project Name: TORKELSON CREEK | Acquisition Date: 03/31/1977 | Stream Feet: 1215.0 |
| County: Fillmore | Easement Acentage: 3.4 | Width from Centerline: 132.0 |
| Cty Doc No: 212622 | Parcel Nmbr: 3 | One Sided Feet: 0.0 |
| Amount Paid: <input type="text"/> | Easement Value: <input type="text"/> | Monitor Interval (Months): <input type="text"/> |
| 84C: Y | | |
| UpStream Easting: 582090.3 | UpStream Northing: 4847967.4 | DownStream Easting: 582091.6 |
| | | DownStream Northing: 4847908.4 |

Directions to Property:

Right on Highway 16. Left on Highway 250. Left on Fern Road.

Location of Access:

Park along Fern Road near the Torkelson bridge crossing.

Access Type: Legal Informal

Other Easement Information:

Signs in Place? Yes No

Pastured? Yes No

Stiles? Yes No

Landowner/Representative present on site visit? Yes No

Parcels Included in Easement

| County | Parcel ID | Twn | Range | Sect | Frty | GLot |
|-------------|---------------|-------|-------|------|---------|------|
| 23 Fillmore | 045-200206000 | 104 N | 10 W | 25 | 31 NESW | 0 |
| 23 Fillmore | 045-200206000 | 104 N | 10 W | 25 | 31 NESW | 0 |
| 23 Fillmore | 045-200209000 | 104 N | 10 W | 25 | 31 NESW | 0 |

3 Properties

DNR Monitor ID: emnelson

| | |
|----------|---------------------------|
| Name: | Emilee Nelson |
| Title: | Project Specialist |
| Phone: | (507) 467-2442 |
| eMail: | emilee.nelson@state.mn.us |
| Address: | 23785 Grosbeak Road |
| City: | Lanesboro |
| ST: | MN |
| Zip: | 55949 |

Date of Baseline Visit: 10/31/2012

Date Entered: 10/18/2012 11:55:02 A

Monitor Signature:

| Easement ID: 516 | | GENERAL COMMENTS CONCERNING CONDITION OF THIS PROPERTY | |
|--|--|--|--------------------------|
| | | | |
| EASEMENT TERMS AND DESCRIPTION OF CURRENT CONDITIONS | | | |
| E-509 | CONSERVATION EASEMENT TERM | Describe Current Condition of Property | Supporting Photograph(s) |
| | The purpose and intent of this easement is to permit angling by the public and improvement of fish habitat by the State in the above described area and shall include the following rights and privileges | There is nothing restricting public access to the easement. Habitat work was completed between 1977 to 2004. | All |
| | 1. To permit the development of fish habitat in the above described area, including tree planting, fencing, erosion control, installation of instream structures, posting of signs and other such improvements as are deemed necessary. | Habitat work was completed from 1977 to 2004. There is a stile and regulations sign present at the upstream easement boundary. | 19 |
| | 2. To permit angling by the public in the above described area. | There is nothing restricting public access to the easement. | All |
| | 3. The parties of the first part, their heirs, successors and assigns, shall not place or erect any structure or building in the easement area without prior written approval of the party of the second. part. | No buildings or structures currently exist within the easement corridor. | All |
| | 4. The parties of the first part, their heirs, successors and assigns agree to cooperate in the maintenance and enhancement of fishing in the above described area by doing no excavating, filling, dumping, tree cutting, burning or changing of the stream course, without prior written approval of the party of the second part and that existing tillage be set back 45 feet from the center line of the stream and no new tillage be initiated within the easement corridor. | There has been no excavating, filling, dumping, tree cutting, burning or changing of the stream course. | All |
| | 5. The parties of the first part reserve to themselves, their heirs, successors and assigns, the right to use said land, including the right of angling in said stream, and the right to use the water in the stream for domestic purposes, including watering cattle and other stock, consistent with the rights and privileges granted in this easement. | The majority of the easement is pastured by livestock. | All |



Baseline Parcel

UpStream Easting: **582090.3**

UpStream Northing: **4847967.4**

DownStream Easting: **582091.6**

DownStream Northing: **4847908.4**

| COUNTY PARCEL INFORMATION | | As of: 2008-12-19 00:00:00 |
|---------------------------------|--|----------------------------|
| Parcel ID: 045-200206000 | | |
| Land Owner | | Tax Payer |
| Name: STEINER 1997 REAL ESTATE | | Name: |
| Addl: LIMITED PARTNERSHIP | | Line 1: |
| Line 1: 1117 SUGARBUSH | | Line 2: |
| Line 2: | | Line 3: |
| Line 3: WACONIA, MN 55387 | | Year Built |
| | | Sale Date |

Comments Concerning Property:

Date Approved:

Approver ID:

Approver Signature: _____

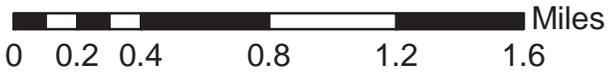
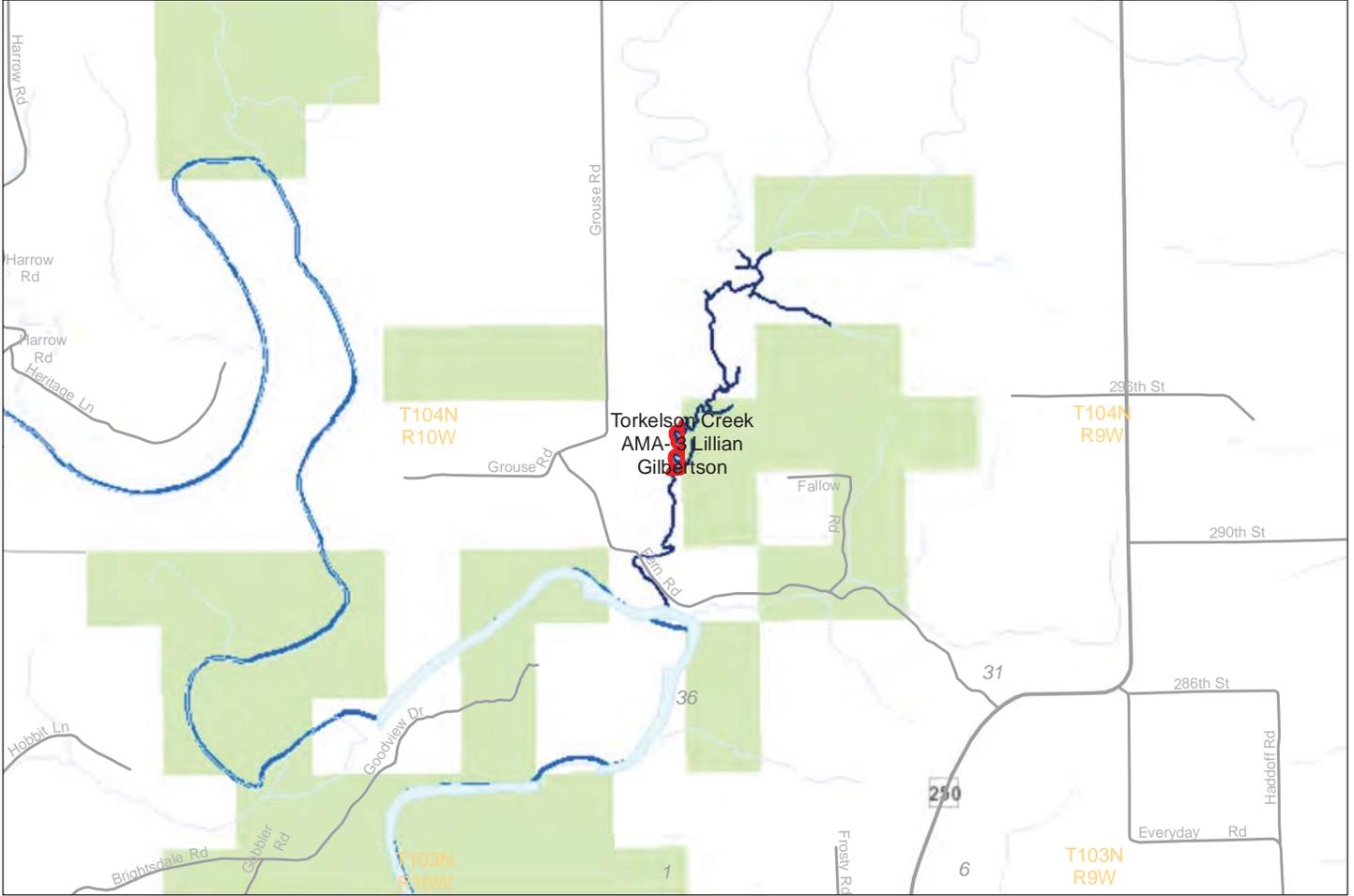


Trout Stream Conservation Easement

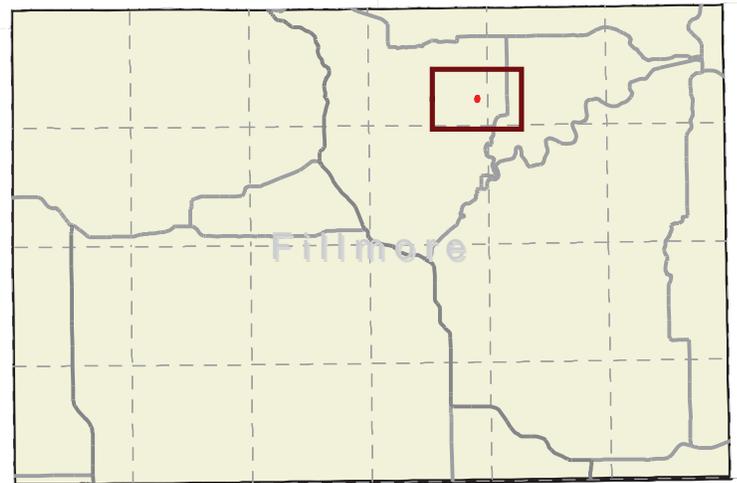
Torkelson Creek AMA- 3 Lillian Gilbertson - Locator Map

County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



 Conservation Easement



Data sources and a supplemental symbol legend follow the final map in this report.

Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson - Area State and Conservation Lands

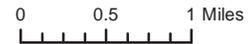
County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



DNR-administered lands

- Subject Easement
- Native Prairie Bank
- State Wildlife Management Areas (WMA)
- State Aquatic and Fisheries Management Areas



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Data sources and a supplemental symbol legend follow the final map in this report.

Other conservation lands

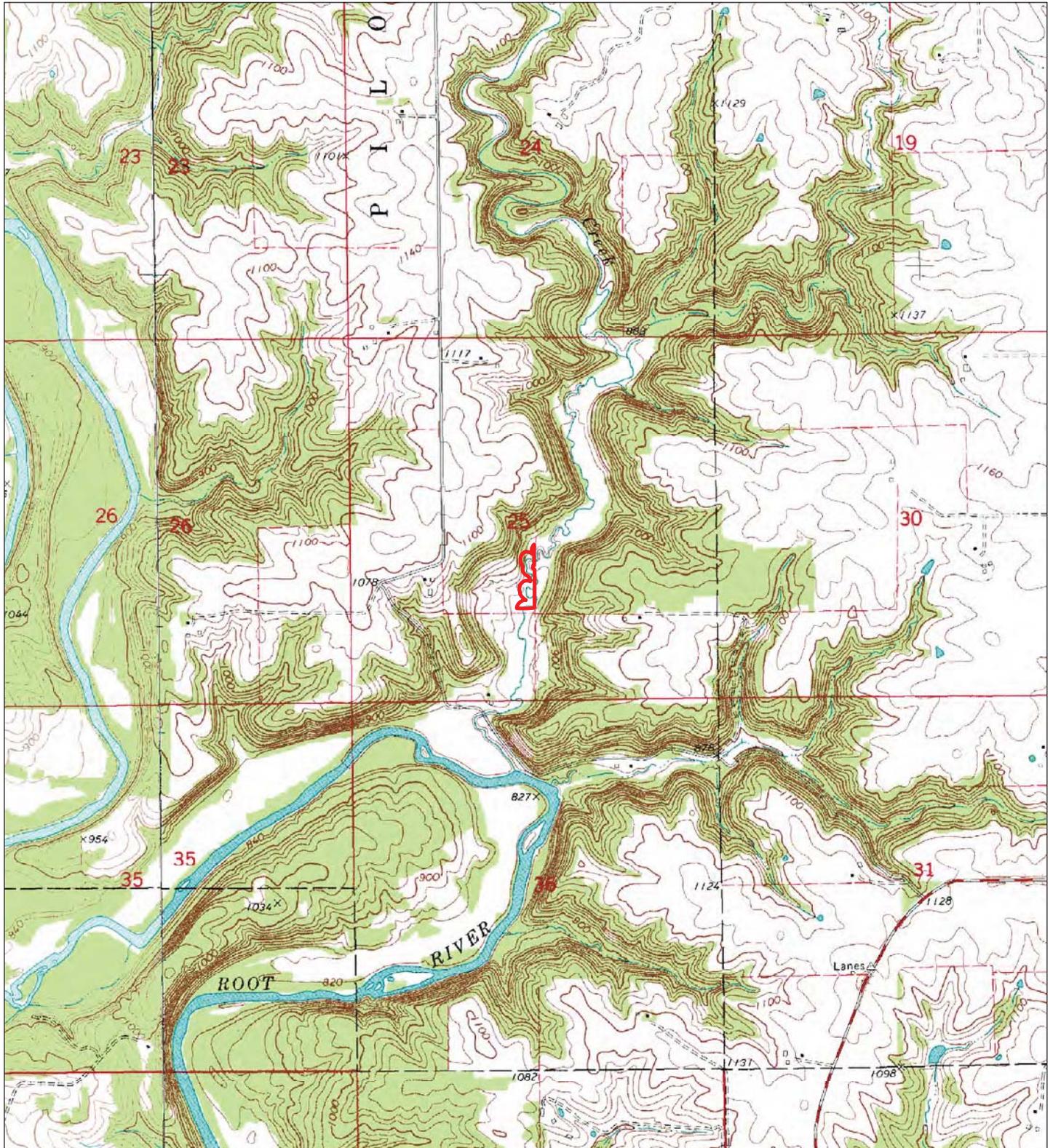
- USFWS Wetland Management District Conservation Easements

Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson - Topography

County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



 Subject Easement

0 0.25 0.5 Miles

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Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson - Features of Protected Property

County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



-  Subject Easement
-  Legal Access
-  Line Features
-  Polygon Features

Data sources are cited on the page following the final map in this report.
Map Prepared by Donald Kilberg, Dec 2012

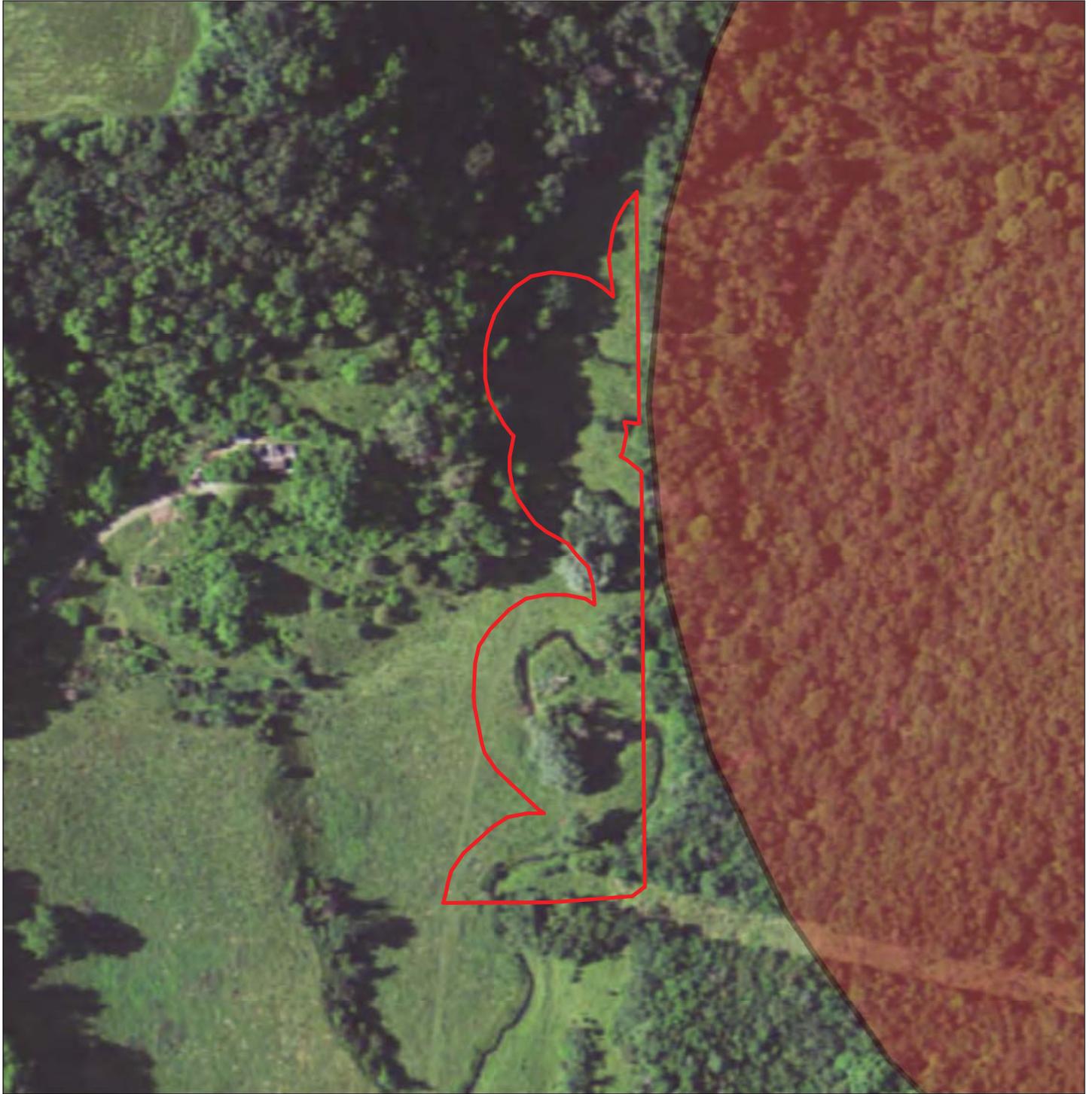
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Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson - Rare Natural Features

County Doc No: 212622
 DNR Doc No: E-509

Torkelson Creek
 Fillmore County, Minnesota



Rare Natural Features (Locations approximate)

-  Community
-  Animal Assemblage
-  Vertebrate Animal
-  Invertebrate Animal
-  Vascular Plant
-  Nonvascular Plant
-  Fungus
-  Geologic

 Subject Easement



0 120 240 Feet



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Map Prepared by Donald Kilberg, Dec 2012

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Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson

Minnesota County Biological Survey - Native Plant Communities

County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



 Subject Easement

0 120 240 Feet



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Native Plant Communities

-  FDs38a, Oak - Shagbark Hickory Woodland
-  MHs37b, Red Oak - White Oak - (Sugar Maple) Forest

Map Prepared by Donald Kilberg, Dec 2012

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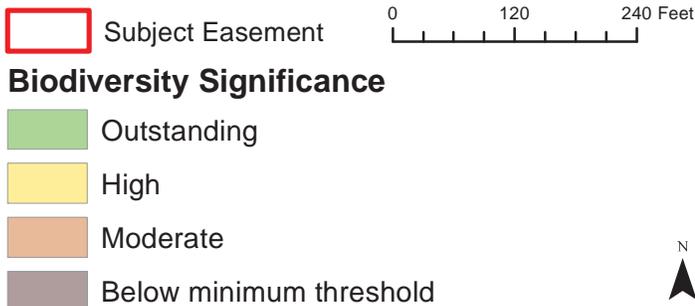
Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson

Minnesota County Biological Survey - Biodiversity Significance

County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



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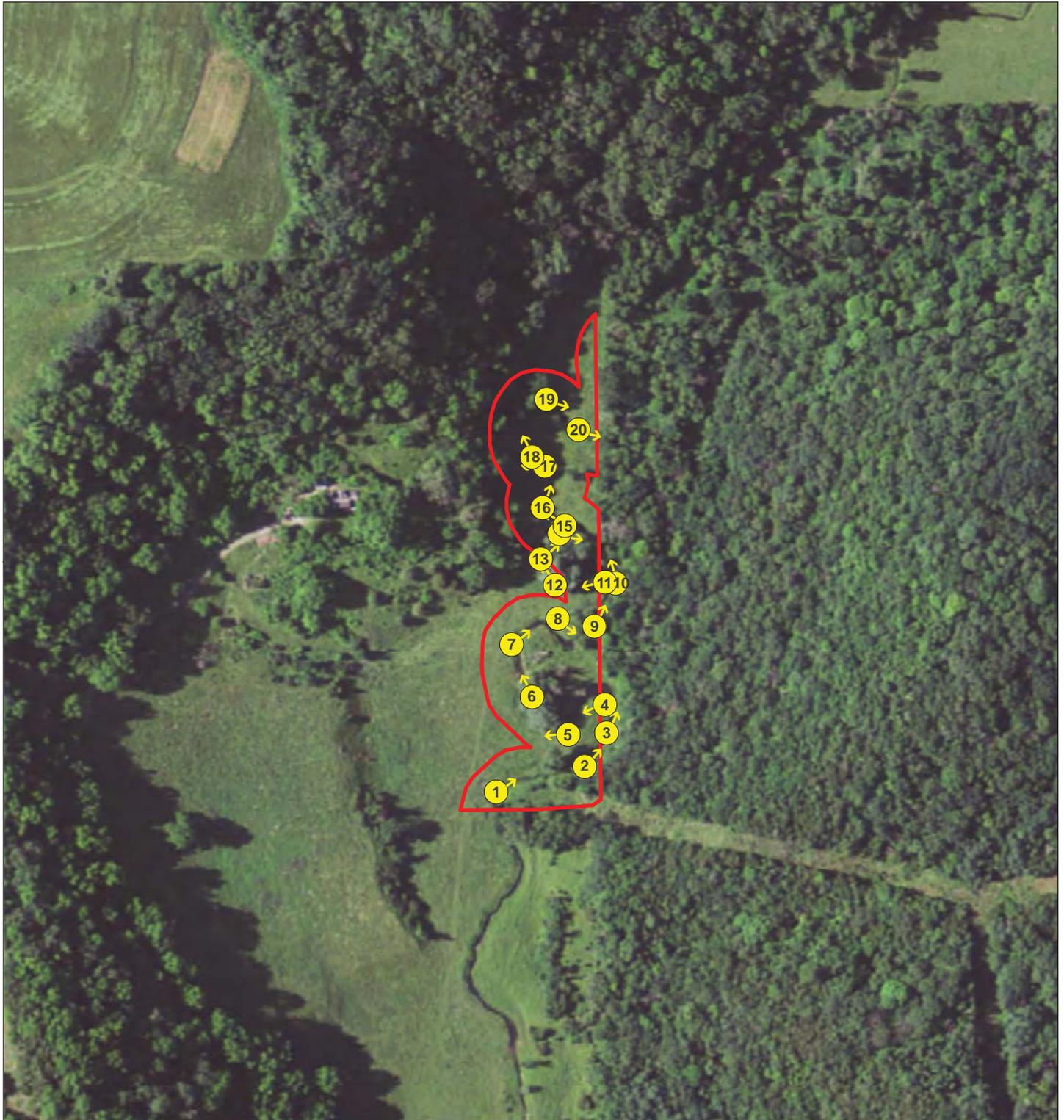
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Trout Stream Conservation Easement

Torkelson Creek AMA- 3 Lillian Gilbertson - Photo Points

County Doc No: 212622
DNR Doc No: E-509

Torkelson Creek
Fillmore County, Minnesota



 Subject Easement

 Photo Points

0 175 350 Feet



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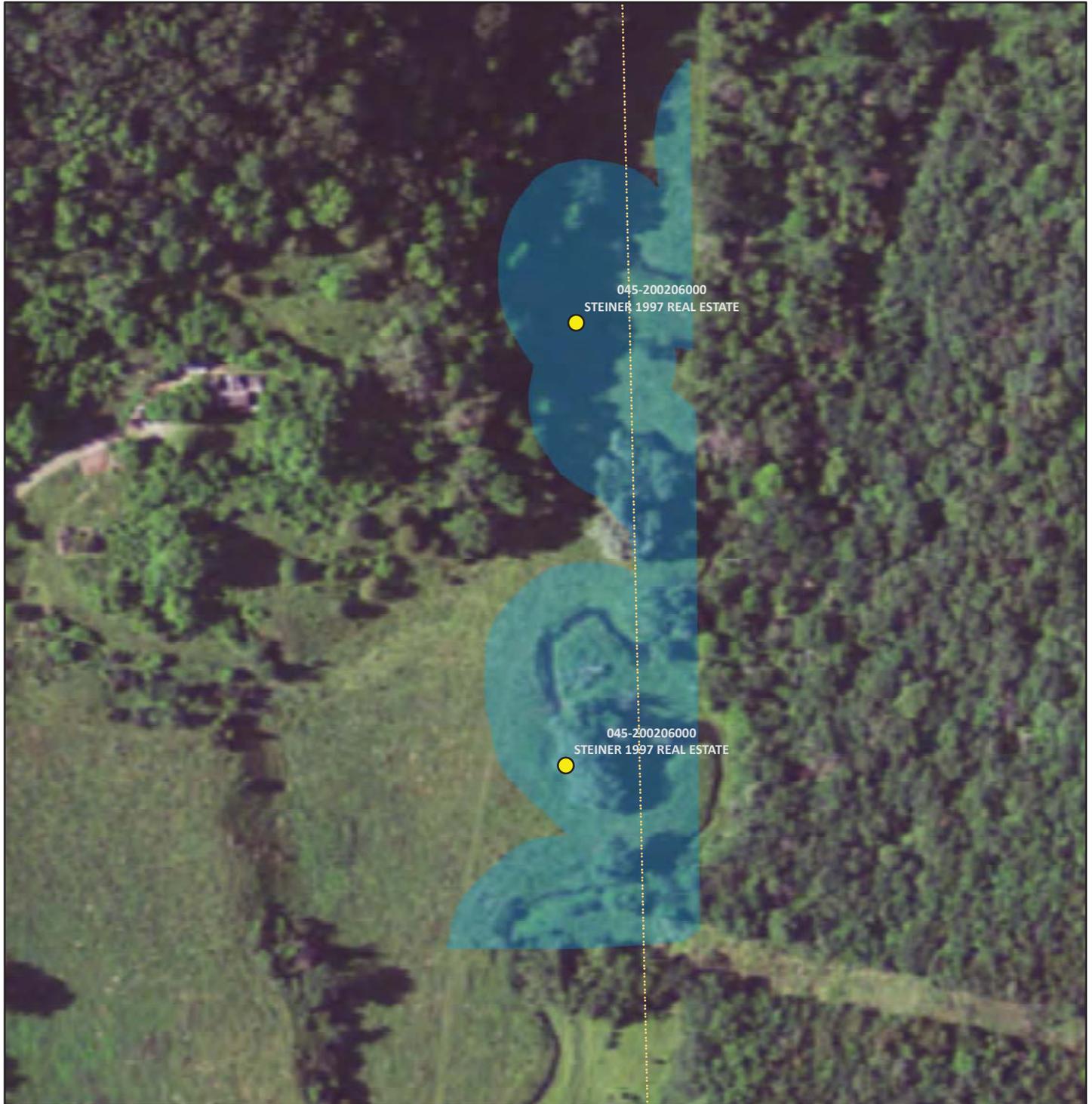
Map Prepared by Donald Kilberg, Dec 2012
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Trout Stream Conservation Easement

Ownership: Torkelson Creek AMA- 3 Lillian Gilbertson

County Doc No: 212622
DNR Doc No: E-509

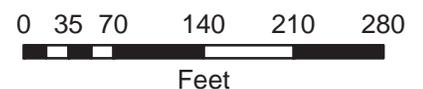
Torkelson Creek
Fillmore County, Minnesota



PIN: 045-200206000
STEINER 1997 REAL ESTATE
1117 SUGARBUSH

WACONIA, MN 55387

-  Parcel ID
-  Parcel Boundary
-  Conservation Easement



Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering or surveying purposes.

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Map Prepared by Donald Kilberg, Dec 2012



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02484.jpg

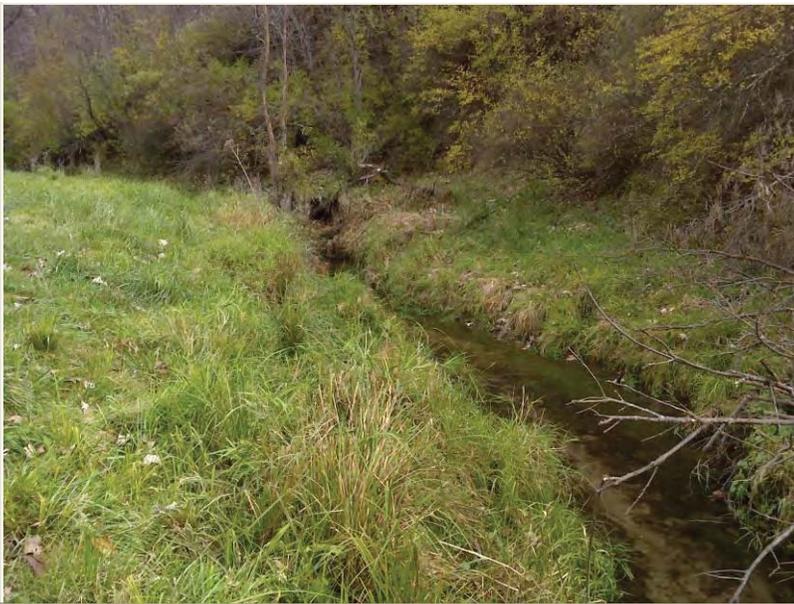
Photo 1

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7783516 | Northing: | 4,847,760 |
| Longitude: | -91.9803568 | Easting: | 582,053 |
| Direction: | 55 | Bearing: | |
| Altitude: | 262 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02485.jpg

Photo 2

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7784775 | Northing: | 4,847,774 |
| Longitude: | -91.9797355 | Easting: | 582,103 |
| Direction: | 40 | Bearing: | |
| Altitude: | 262 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02486.jpg

Photo 3

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7786449 | Northing: | 4,847,793 |
| Longitude: | -91.9795805 | Easting: | 582,116 |
| Direction: | 23 | Bearing: | |
| Altitude: | 266 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02487.jpg

Photo 4

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7787863 | Northing: | 4,847,809 |
| Longitude: | -91.9795886 | Easting: | 582,115 |
| Direction: | 244 | Bearing: | |
| Altitude: | 267 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02488.jpg

Photo 5

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7786377 | Northing: | 4,847,792 |
| Longitude: | -91.9798491 | Easting: | 582,094 |
| Direction: | 262 | Bearing: | |
| Altitude: | 266 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02489.jpg

Photo 6

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7788337 | Northing: | 4,847,813 |
| Longitude: | -91.9800992 | Easting: | 582,074 |
| Direction: | 331 | Bearing: | |
| Altitude: | 260 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02490.jpg

Photo 7

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7790989 | Northing: | 4,847,843 |
| Longitude: | -91.9802343 | Easting: | 582,062 |
| Direction: | 48 | Bearing: | |
| Altitude: | 260 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02491.jpg

Photo 8

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7792267 | Northing: | 4,847,857 |
| Longitude: | -91.9799110 | Easting: | 582,088 |
| Direction: | 125 | Bearing: | |
| Altitude: | 264 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02492.jpg

Photo 9

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7791868 | Northing: | 4,847,853 |
| Longitude: | -91.9796537 | Easting: | 582,109 |
| Direction: | 23 | Bearing: | |
| Altitude: | 263 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02493.jpg

Photo 10

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7794035 | Northing: | 4,847,877 |
| Longitude: | -91.9795042 | Easting: | 582,121 |
| Direction: | 344 | Bearing: | |
| Altitude: | 260 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02494.jpg

Photo 11

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7794061 | Northing: | 4,847,878 |
| Longitude: | -91.9795783 | Easting: | 582,115 |
| Direction: | 255 | Bearing: | |
| Altitude: | 260 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02495.jpg

Photo 12

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7793979 | Northing: | 4,847,876 |
| Longitude: | -91.9799307 | Easting: | 582,086 |
| Direction: | 324 | Bearing: | |
| Altitude: | 261 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02496.jpg

Photo 13

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7795311 | Northing: | 4,847,891 |
| Longitude: | -91.9800256 | Easting: | 582,079 |
| Direction: | 46 | Bearing: | |
| Altitude: | 259 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02497.jpg

Photo 14

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7796573 | Northing: | 4,847,905 |
| Longitude: | -91.9798889 | Easting: | 582,089 |
| Direction: | 100 | Bearing: | |
| Altitude: | 260 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02498.jpg

Photo 15

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7796984 | Northing: | 4,847,910 |
| Longitude: | -91.9798542 | Easting: | 582,092 |
| Direction: | 301 | Bearing: | |
| Altitude: | 259 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02499.jpg

Photo 16

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7797917 | Northing: | 4,847,920 |
| Longitude: | -91.9800083 | Easting: | 582,080 |
| Direction: | 17 | Bearing: | |
| Altitude: | 259 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02500.jpg

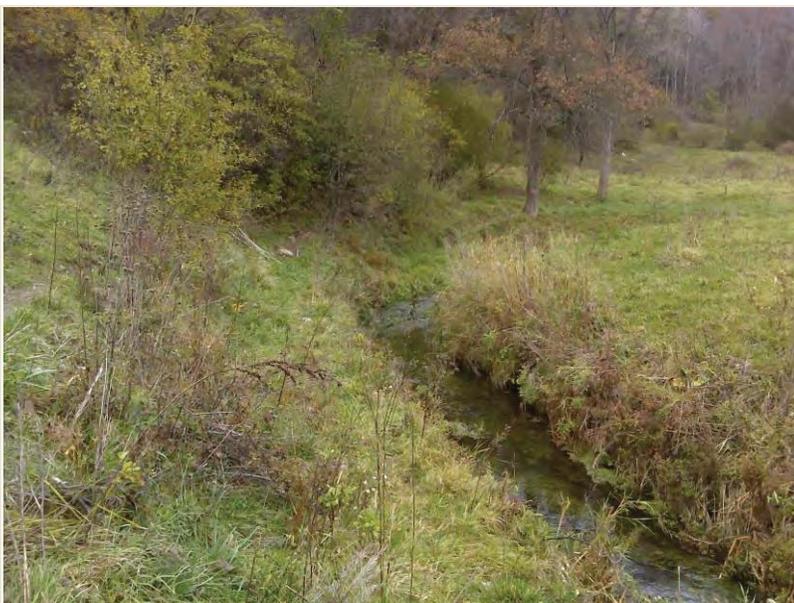
Photo 17

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7800008 | Northing: | 4,847,943 |
| Longitude: | -91.9799900 | Easting: | 582,081 |
| Direction: | 267 | Bearing: | |
| Altitude: | 262 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02501.jpg

Photo 18

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7800500 | Northing: | 4,847,949 |
| Longitude: | -91.9800796 | Easting: | 582,073 |
| Direction: | 333 | Bearing: | |
| Altitude: | 259 | | |

Description:

N/A



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02502.jpg

Photo 19

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7803411 | Northing: | 4,847,981 |
| Longitude: | -91.9799700 | Easting: | 582,082 |
| Direction: | 105 | Bearing: | |
| Altitude: | 262 | | |

Description:

Regulations sign and stile in the upper left corner. May need to be moved for better angler access.



\\Photos\Torkelson Creek AMA- 3 Lillian Gilbertson\DSC02503.jpg

Photo 20

Y - - -

| | | | |
|--------------------|-------------|------------------|-----------|
| Photo Date: | 10/11/2012 | | |
| Latitude: | 43.7801830 | Northing: | 4,847,964 |
| Longitude: | -91.9797481 | Easting: | 582,100 |
| Direction: | 103 | Bearing: | |
| Altitude: | 259 | | |

Description:

Stile in this location needs to be moved to easier access.

